

**Delhi Transport Corporation
Personnel Department
I.P.Estate: New Delhi-110002**

No. PLD-V/Service Record/2017/508

Dated:- 21.02.2017

CIRCULAR

It is for information and necessary action by all that henceforth service record and preparation of salary of the staff will be maintained by the respective units where the concerned staff is actually working and posted. However, to streamline the functioning, it has been decided to maintain the Service Record as per the following table:-

S.No.	Name of Unit where employees are working	Maintenance of record and preparation of salary at
A		
(a) DTCHQ, I.P.Estate	HQ	HQ
(b) Sc.House	Sc. House	
(c) Road Safety Cell, Pragati Maidan	Different Unit	
B		
Checking Staff & Control Room Staff		
(a)	North Region	Subhash Palace Depot, Kanjhawala Depot
(b)	East Region	Nand Nagri Depot
(c)	West Region	Peeragarhi Depot & Mayapuri Depot
(d)	South Region	Vasant Vihar Depot
C		
CED Staff		
(a)	North Region	Subhash Place Depot
(b)	East Region	Nand Nagri Depot
(c)	West Region	Mayapuri Depot
(d)	South Region	Vasant Vihar Depot
D		
MS-I, MS-II, Printing Press	As per existing system of maintenance of service records and preparation of salary.	
E		
Security Staff and Marshals	Concerned Depot/Unit	Concerned Depot/Unit
F		
Training School	Nand Nagri Depot	Nand Nagri Depot
G		
Central Control Room/ Complaint Cell	I.P. Depot	Rajghat Depot
H		
Contractual Staff	Different unit where they are working	Same as it is.

The depots which have been assigned the work of maintenance of record and preparation of salary for the staff other than which is posted in the depot, as per table given above, will ensure that the record & expenses on such additional staff is maintained separately from their own depot's staff.

This has approval of Competent Authority.

(P.K.Singhal)
Dy.Manager (Pers.)

All HODs
All RMs
All DMs

Copy to: 1 OSD to CMD.)
2 All Groups of PLD) for necessary action, pl.
3 Dy.CGM (IT) for uploading on the)
web site of DTC)

ITD-10/17/365,
22/2/17

Mgr IT-1
PO

Mgr (IT)
Gy
w/k