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MINUTES OF THE MEETING HELD ON 23.4.2018 WITH CGMs, RMs AND OTHER SENIOR OFFICERS IN CONFERENCE ROOM, H.QRS, CHAIRED BY CHAIRMAN-CUM-MANAGING DIRECTOR.

A review meeting was held under the chairmanship of CMD in Conference Hall, H.Qrs on 23.4.2018 from 12.00 noon. The following officers were present:-

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|--------------------------|---|--------------------|
| 1. Sh. Manoj Kumar | : | CMD – In chair |
| 2. Sh. Subhash Chandra | : | CGM (P) |
| 3. Sh. V.K.Gupta | : | CGM (Tech) |
| 4. Sh. U.S. Tripathi | : | RM (North) |
| 5. Sh. M.K. Sharma | : | RM (West) |
| 6. Sh. Sanjay Saxena | : | RM (South) |
| 7. Sh. R.B.L. Srivastava | : | RM(East) |
| 8. Sh. R.K. Jain | : | Dy. CGM (Op) |
| 9. Sh. V.N. Patil | : | Addl. CAO-II |
| 10.Sh. S.P. Sharma | : | Sr. Manager (A/Cs) |
| 11.Sh. B.Das | : | OSD to CMD |

During the course of the meeting, the following issues were discussed and decision taken:-

1. At the outset of the meeting CMD expressed concern for the decreasing trend of earning and directed all RMs to bring about improvement in EPB. It was apprised that some case of fraudulent use of ETMs at the level of conductors have been detected by the Vigilance Deptt. and therefore, all RMs were asked to impress upon the DMs to monitor the effective use of ETMs. The mis-use of ETMs at any level shall be firmly dealt with. It was emphasized that this message should be conveyed to all operational staff. The operational and financial parameters will be reviewed at corporate level and accordingly RMs were directed to focus on the key operational and financial parameters and monitor accordingly.

(Action : Dy. CGM(O)/All RMs/DMs)

2. PLD should make all-out efforts to recruit contractual drivers giving wide publicity and post them in the depots/regions wherever there is shortage as per staffing norms.

{ (Action : Dy.CGM(P-III) }

3. It was decided that all DMs/Unit officers shall send the requisition of funds to Accounts Deptt., HQrs for clearance of all pending medical bills upto 31.3.2018 to enable the Accounts Deptt. to remit amount through RTGS for disbursement of the amount to employees. Further, payment to the employees towards medical expenses and LTC shall not be made from depot imprest which will be used to meet petty expenses. For meeting the expenses towards medical and LTC, the DMs/Unit Officers shall send requisition to Accounts Deptt., HQrs for issuance of cheques based on actuals.

(Action : Addl. CAOs/All RMs/DMs)

4. All officers shall take appropriate steps to ensure cleanliness of the offices, proper upkeep of records, maintenance of desert coolers, water coolers, timely weeding out of old records in accordance with the office order No. 9 circulated vide No. Adm-3(24)/78 dated 29.3.78 and No. Adml-3(24)/2016/932 dated 5.9.16 reiterated vide No. Adml/(Misc)/2018/475 dated 19.4.2018. Wherever required, white-washing of the building be carried out.

{{(Action : All CGMs/ Dy. CGMs/ All RMs/DMs/Sr. Mgr. (Civil))}}

5. DMs/Unit Officers shall ensure that the canteens are well maintained with availability of adequate furniture, eatables, display of rates of eatable items, installation of exhaust fans, ceiling fans and lights etc. Dy. CGM (IR) shall examine the price list of every eatable item so as to ascertain if it requires revision and also if any extra eatable items are to be added in the existing list. He shall also examine if the subsidy granted to the canteen contractor per employee requires any change. The matter be examined and put up by Dy. CGM (IR) accordingly.

(Action : Dy. CGM (IR)/ All RMs/DMs)

6. DMs/Unit Officers shall ensure that rest rooms are well maintained with exhaust fans, lights, ceiling fans, beds with mattresses. Wash Rooms shall also be cleaned and well maintained. The dirty walls caused by oil and grease substances shall be neatly cleaned. Steps be taken through civic authorities for periodical fumigation in the Depot/Unit premises.

(Action : All RMs/DMs)

7. DMs/Unit Officers shall ensure adequate plantation of trees in Depot/Unit premises.

(Action : All RMs/DMs)

DELHI TRANSPORT CORPORATION
CMD'S Secretariat: I.P. Estate : New Delhi-110 002.

No. CMD's Sectt/2018/ 1185

Dated:- 25/4/18

Minutes of the Meeting forwarded to all concerned for information and necessary action please.

Bu
(B.Das) 25/4/18
OSD to CMD

All CGMs

All Dy. CGMs/ RMs/ Addl. CAOs/VO

All DMs/Sr. Manager (Civil)/Electrical)

Dy. CGM(IT) : with the request to upload the above minutes in DTC website.

Dy. CGM(IT) -2

Mgr (IT)

Sub Coord. (IT)

27/4/18

27/04/18