

DELHI TRANSPORT CORPORATION  
(A GOVT. OF INDIA UNDERTAKING)  
I.P. ESTATE: NEW DELHI.

No. Adm-I-8(55)/89

Date : 29.5.1989

OFFICE ORDER NO. 11.

In exercise of its powers under Section 12 (c) of the Road Transport Corporation Act, 1950, the DTC Board vide its Resolution No. 71/89 dated 28.4.89 has modified the powers earlier delegated to the Depot Managers and other officers of the depot vide Board Resolution No. 319 dated 2.3.1974, subject to the control and supervision of the Chairman-cum-Managing Director of the Corporation and subject to their following the rules, regulations, procedures relevant thereto. The Schedule of Powers of the Depot Managers, Asstt. Engineers, Traffic Supts., & A.T.S., incorporating therein the modified ones is annexed hereto.

*S. D. Vaish*  
( S. D. VAISH )  
Chairman-cum-Managing Director

To,

All Officers & Sections.

Encl: As above.

Approved to  
be in abeyance  
powers delegated by  
me in regard to

DELHI TRANSPORT CORPORATION

Schedule Showing Authorisation Powers to the Dept. Manager, Asstt. Engineer, Traffic Supt., & A.I.

Item No.	Nature of Power	Dept. Manager	SCOPE OF POWERS Asstt. Engineer/Traffic Superintendent/A.T.S.	Administrative Orders & Guidelines
(1)	(2)	(3)	(4)	(5)
4.	Appointments/Promotions.	Full powers in respect of Class III & IV employees working under their administrative control provided sanction has been accorded by the competent authority for the creation of the post and appointment is made from the approved panel. (Power modified vide O.O No. 22 dated 11-6-86)	Full powers in respect of (a) Drivers (b) Conductors (c) Class IV staff (d) Repairs & Maintenance staff below the rank of Asstt. Foreman, provided that the sanction has been accorded by the competent authority for the creation of post and appointment/promotion is made from the approved panel.	Subject to the conditions that P.D notify the category-wise sanctioned strength of each Unit and a summary of sanctioned and charged strength is appended on the relevant paybills.
5.	Engagement of casual labour	Full powers for engagement of Casual Labour subject to such monetary restrictions and durations for which the casual labour may be engaged as may be imposed from time to time by the General Manager.		
8.	Completion & Extension of Probation.	Full powers in respect of the posts under their administrative control of which he is the appointing authority. (Power modified vide O.O. No. 22 dated 11-6-86).	the posts of which he is the appointing authority.	that the minimum requirement for the completion of the probation period is to be notified to the Personnel Deptt. to maintain the uniformity of action by

(1) (2) (3)

9. Prescribing of duties of officers / employees.  
Full powers in respect of the staff under his administrative control.

(4)

10. Assignment of duties to require employees to perform such duties as may be assigned to them.  
Full powers in respect of the staff under his administrative control. Full powers in respect of the staff under his administrative control.

11. Sanction of all kind of leaves and increment.  
Full powers in respect of the staff under his administrative control. Full powers in respect of the staff under his administrative control.

12. Transfers.  
Full powers in respect of the staff under his administrative control.

13. Deputing Officials on official work out of Delhi.  
Full powers in respect of classes I, II, III & IV staff in connection with official work relating to operation of Inter-State Services.

(5)  
all the Units) are fulfill In exceptional cases, the competent authority may extend probation period e otherwise, after recording reasons therefor.

Subject to following the prescribed Rules and Regulations.  
Provided that such transactions are made within his own

Subject to the condition that :-  
i) Orders in writing issued with full justification in each case and copy of the same sent to Accounts Department  
ii) The officers concerned will undertake their duty by DTC bus within the area of its operation for which duty pass be issued.

(1) (2) (3) (4) (5)

18. Forwarding of applications for outside employment.

Full powers in respect of the staff under his administrative control.

19. Taking disciplinary action including dismissal, suspension and suspension again of the employees.

Subject to following Service Regulations, Full powers in respect of all employees working under his administrative control on the posts of which he or officers subordinate to him are the appointing authority.

Subject to following Service Regulations, full employees working on the posts of which he is the appointing authority excluding removal & dismissal.

- iii) The journey by rail will be allowed by the shortest route.
- iv) The journey should be so arranged that the official may perform the duties at one or different place enroute with minimum financial implications.
- v) The T.A. Bill must reach the concerned deptt. for verification of the claim and accounting of the same within one month of the completion of the journey falling which the advance will be recovered from the subsequent month's salary under advice to the H.Os.

Hearings & appeals

Full powers to hear appeals against the orders of A.E., T.S., & A.T.S.

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23. Acceptance of resignation with notice or without notice including withdrawal of resignation.

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Full powers in respect of staff working under his administrative control.

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24.

To require an employee to undergo medical examination.

Full powers in respect of employees working under his administrative control at such time or at such interval or at such places as may be deemed necessary.

31.

Payment of over-time allowance including compensation for working on Rest/Gazetted/Restricted Holidays.

Full powers to sanction over-time within the maximum limit prescribed under the Factories Act, M.R.T. Workers Act and subject to such other restrictions as may be imposed by the G.M. from time to time and following the prescribed procedure under the Regulations, in respect of the staff working under his administrative control.

35.

Refund, forfeiture & deduction from security deposited by the employees.

Full powers in respect of the staff under his administrative control.

(5)

1) Provided that the resignation is accepted only when no disciplinary case is pending against the employee. In case of disciplinary cases or pending cases, the case may be referred to H.Os.

Subject to the condition that within the area of Delhi except when otherwise specified, medical examination is referred to a Medical Officer of DTC.

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38. Additions, modifications and to in cur expenditure on items of civil Engineering Deptt. works at Depot and to accord, administrative approval of Repairs & Maintenance of Civil Works at Depot.

Full powers not exceeding Rs. 5000/- per order subject to budgetary provisions and following the prescribed procedure laid down from time to time. (Power modified vide DTC Board's Resolution No. 71/89 dated 28-4-89).

39. Local Purchase of spare parts, proprietary items and such other items required urgently for keeping vehicles and plants in order.

Full powers to make local purchase for a sum not exceeding Rs. 2000/- per bus or plant & Machinery at a time. Also, Rs. 500/- in each case for local purchase of misc. items, such as phenyl, Nepthalene balls, Nuts & Bolts packings etc. This power would be exercised subject to the following conditions:-

i) That the expenditure would be within the budget provisions.

ii) That the material is not available in Regional/Central stores & non-availability certificate is obtained.

Subject to the condition that:-

i) Expenditure incurred is covered within the Units budgetted allocation for purchase of spares The unit-wise allocation for local purchase of stores and spares will be made by C.O.S.&SP in consultation with C.A.C. The local purchase will be made from the dealers approved by the Stores Deptt.; a list of which will be notified by

iii) The numbers of the buses for which the purchase is proposed to be made, shall be recorded in the proposal. A certificate to the effect that the bus(es) in question will become roadworthy for regular.

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- iv) That the material is required only for meeting current consumption.
- v) Proposal shall be vetted by AO/AAO.

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service within 48 hours of the receipt of the material will be given in the purchase proposal.

- v) Vehicle-wise record shall be maintained in the register which will contain particulars in regard to (a) bus No. (b) date of purchase of material (c) source of purchase (d) Description of spares purchased together with quantities, (e) amount spent and (f) date of completion of work, (g) the date/duty No. on which bus was put on road after repairs. Procedure

Explanation:

That the current consumption in this context would mean purchase of such parts as recommended to bring a vehicle on road within 48 hours of effecting the purchase.

Provided further that these powers shall be exercised subject to such other conditions as may be imposed by the G.M. of the COS&P from time to time.

(Power modified vide DTC Board's Resolution dated 28-4-89).

(1) (2) (3) (4) (5)

49. Special booking of buses on hire. Full powers subject to following the laid down procedure on subject.

Full powers subject to following the laid down procedure on the subject.

51. To grant refund in respect of fare or freight and reservation charges not exceeding the amount paid in case of failure of Inter-State Services. Full powers subject to following the prescribed procedure.

Full powers subject to following the laid down procedure on the subject.

Provided that proportionate refund of fare is subject to following the prescribed procedure.

54. To sanction provision of legal assistance to employees involved in accidents and the expenditure involved thereon. Full powers in respect of providing defence to the employees upto the Original Court in consultation with the Chief Accounts Officer subject to any order that may be passed by the G.M. from time to time.

55. Payment of fees under the laws, rules & Regulations including fees for obtaining copies of documents from Law.

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(1) (2) (3) (4) (5)

57. Reimbursement to employees of fines imposed by the courts in the cases pertaining to the Corporation including contravention of M.V. Act/Rules. Full powers to deserving cases subject to the condition that the offence is wholly attributed to the Corporation's negligence and subject to the amount not exceeding Rs.25/- in each case.

62. Execution of agreement/ Lease Deeds. Full powers provided there is administrative sanction of competent authority.

64. To sanction the hiring of accommodation, tents, fixture, furniture, and fittings etc. and incurring of other misc. expenditure in connection with the special traffic arrangements for fairs, conferences, exhibitions, etc. Full powers subject to the condition that expenditure does not exceed Rs.500/- on each occasion.

65. To sanction local purchase of stationery, rubber, stamps and contingent items including periodicals maps, etc. Full powers not exceeding Rs.500/- in each case subject to a limit of Rs.5000/- per annum. (power modified vide DTC Board's Resoln No.71/89 dated 28-4-89)

that 3 sets of dailies & Magazines - one set of three newspapers (one each in English, Hindi & Urdu) and 3 Magazines i.e. Illustrated Weekly (English) & Dharamyug (Hindi) & Shama (Urdu) will be purchased for each of the respective units.

67. Payment of property Tax/bills, tele- phone bills, elec- tric and water bills etc. in respect of build- ings/area under their administra- tive control. Full powers subject to availability of Budget provisions under the appropriate Head.

68. To incur expendi- ture on Hot and Cold weather arti- cles. Full powers subject to budgetary pro- vision and not exceed- ing Rs. 5000/- per annum in respect of premises under his administrative control with con- currence of AO/ AAO. (Power modi- fied vide DTC Board's Resolution No. 71/89 dated 28-4-89).

69. To incur expendi- ture on post & telegrams. Full powers in respect of staff under his adminis- trative control.

70. Sanction of loan and advances from the Provident Fund A/C's under the Employees Provident Fund Scheme including non-refundable advances. Full powers in respect of staff under his administrative control excluding sanction of non-refundable advances.

Subject to the condition that sanctioned after the expiry of one year from the full repayment of last loan.

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

74. Provisions of medical facilities and/or financial assistance to the employees injured while on duty.

Powers to incur expenditure upto a limit of Rs. 500/- in each case in order to provide medical facilities to an employee injured while on duty provided the required facilities do not exist in the dispensaries of the Corporation.

Provided that no such expenditure is incurred in respect of employees covered under ESF Scheme except in emergencies and subject to the condition that facilities and treatment required are not available in N.T.C.

(Power amended by DTC Board's Resolution No. 71/89 dated 28-4-89.

Provided that no such expenditure is incurred in respect of employees covered under ESF Scheme except in emergencies and subject to the condition that facilities and treatment required, are not available in DTC dispensaries or Government Hospitals.

75. To provide accommodation and supply of water and electricity free of charges or otherwise to the Canteens etc. in the premises of the Corpn.

Full powers after following the relevant procedure of Govt. of India & subject to such orders issued by the General Manager,

(1)	(2)	(3)	(4)	(5)
79. To write off losses caused by theft, flood or fire and other causes.	Not exceeding Rs.100/- in each case with the concurrence of RAO and subject to proper enquiries and taking remedial measures.	-	-	Subject to the condition that expenditure is incurred only on such items for which imprest is sanctioned and their payment in each case does not exceed Rs.25/- at a time without creating any advance.
93. Payments of petty expenditure from imprest.	Full powers.	-	-	Subject to the condition that expenditure is incurred only on such items for which imprest is sanctioned and their payment in each case does not exceed Rs.25/- at a time without creating any advance.
100. To sanction the stipends to the trainee Drivers etc. & Apprentices under the Apprentice Act.	Full powers.	-	-	Subject to the condition that expenditure is incurred only on such items for which imprest is sanctioned and their payment in each case does not exceed Rs.25/- at a time without creating any advance.
101. Destruction of old and absolute records.	Full powers in accordance with the prescribed Regulations fixing the life of various types of records and after obtaining the approval of	-	-	Subject to the condition that expenditure is incurred only on such items for which imprest is sanctioned and their payment in each case does not exceed Rs.25/- at a time without creating any advance.
on re-freshment and entertainment on visitors, officials, persons, dignitaries, & official meetings.	Powers to incur expenditure upto Rs.25/- at a time subject to annual expenditure not exceeding Rs.500/- per annum. (Power modified vide DTC Board's Resolution No.71/89 dated 28-4-89.)	-	-	Subject to the condition that purpose of the meeting as well as names and number of the guests entertained, are recorded in the register in each case.

(4) (2)

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106. Payment of fees, tax under M.V. Act, 1939 & rules thereunder and taxes under M.V. Taxation Act, 1963 and rules thereunder

Full powers subject to get provision.

incur expenditure exceeding Rs. 750/-

in annum subject to the condition that the repair charges

each case does not exceed Rs. 2.50 per bag. power modified vide PTC Board's Resolution (1989 dated 28-4-89).

108. Maintenance of and repairs to the office equipment & furnitures etc. and replacement of parts thereof.

incur expenditure not exceeding Rs. 100/- in each case and subject to a annual limit of Rs. 2,000/- subject to availability of Budget provision under

Subject to the condition that the job is executed departmentally in cases in which skilled labour is available for the purpose.

109. To write off the face value of the tickets.

Full powers with the concurrence of C.A.O. after due investigation is made and responsibility fixed.

110. Passing of bills for payment.

Full powers to pass verify bills for payment of which the administrative sanction exists and after proper documentation.

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111. To sanction the claims of travelling allowance of the employees.

Full powers in respect of the employees under his administrative control subject to the compliance of the provision of relevant rules and regulations.

(3)

112. To discharge the duties of the Drawing and Disbursing Officer.

Full powers subject to following the Treasury Rules/ Standing Orders, Rules framed by this Corporation.

(4)

113. Grant of advance against T.A. & D.A.

- a) Full powers subject to the condition that the first advance is cleared.
- b) Controlling Officer will submit the report of such cases on every 15th of the following month to the concerned Head Department.

(5)

Subject to the condition that the staff for whom pay and allowances are drawn, are covered under the sanctioned strength and a certificate to the effect is appended on the paybill by the Drawing/ Disbursing Officer.

Subject to the condition that advance should not be disproportionate to the estimated expenditure on T.A. and D.A. and the adjustment is made as per procedure under S.No. 5 above.

114. Powers for temporary extension and curtailment of routes during emergencies.

curtailment of routes.

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(1)	(2)	(3)	(4)	(5)
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115. Sanction of un-paid dues to the employees.

Full powers in consultation with the C.A.O.

116. To issue passes.

Full powers to issue all kinds of passes including special passes for family to attend sick employees in Hospitals in respect of employees working under his administrative control excluding Inter State and Mini Bus service. (Power modified vide Govt Board's Resolution No. 71/89 dated 28-3-89.)

Full powers to issue all kinds of passes including special passes for family to attend sick employees in Hospital in respect of employees working under his administrative control excluding Inter-State and Mini Bus Service.

117.

Full powers.

117. Issue duty pass on Inter-State Service.

Full powers to issue crane/vehicles etc. during emergency.

118. Vehicles etc. during emergency.

Full powers upto Rs. 1000/- for emergency and out of imprest upto Rs. 250/- in case.

119. O.T. of workshop staff. (R&M)

Full powers upto Rs. 1000/- for O.T. as a whole. (Power modified vide DTC Resolution No. 71/89 dated 28-4-89).

120. To incur legal & risc. court expenses on release of driver and bus from Police custody involved in accident.

121. Repairs of water coolers, furniture including recanning of chairs repair and other equipment.

To incur expenditure not exceeding Rs. 25/- in each case within jurisdiction of U.T. of Delhi and Rs. 500/- in each case within jurisdiction outside Delhi i.e. Interstate service operations. (powers delegated vide DTC Board's Resolution No. 71/89 dated 28-4-89.)

Full powers subject to expenditure not exceeding Rs. 20,000/- per annum and Rs. 3000/- in each case. In case of Water coolers approval of the PM(C) will be required. (Powers delegated vide DTC Board's Resolution No. 71/89 dated 28-4-89.)

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Stamp: RECEIVED  
no. 71/89 dated 28-4-89

AO/RAO

ANNEXURE 'B'

The detailed procedure to be followed by the Depot Managers in respect of Item No.39 of the Schedule of powers.

1. The local purchases will be made as per the procedure in vogue and the instructions issued from time to time. The procedure contained in circular No. ST/21847 dt. 9.2.73 will also be strictly complied with.
2. The local purchases will be made from the dealers approved by the Stores Deptt. a list of which will be notified by the Stores Deptt. In case an item is not covered in the list being circulated by the Stores Deptt., it shall be the responsibility of the Depot Manager to contact the Purchase Officer on telephone and obtain the source from where the material is to be purchased. Under no circumstances the material will be purchased from sources not covered under the list.
3. Non-availability certificate shall be invariably obtained from the Central Stores before making local purchase.
4. Single purchase exceeding Rs.2000/- will be made after obtaining quotations. The only exception would be of items of proprietary nature procured from such companies as M/s Jullunder Motor Agency, M/s Supreme Motors and M/s Pearey Lal & Sons etc.
5. A certificate to the effect that the bill (es) in question will become readworthy for regular service within 48 hours of the receipt of the material, will be recorded in each case. Vehicle-wise records shall be maintained and the register shall contain particulars in regard to:

- (i) Date of purchase of material.
- (ii) Description of spares purchased with quantity.
- (iii) Date of completion of work.
- (iv) Date on which the bus was put on road after repairs.

The Depot Manager will personally ensure that it will be ascertained that local purchase for this purpose is in accordance with the statement of the Purchase Office.

The Depot Manager will ensure that sufficient funds and necessary budget are arranged by the Purchase Officer.

- (i) Procurement of Leyland Spares.
- (ii) Procurement of Tata Spares.
- (iii) Procurement of Misc. items.

The above statement forwarded by the Depot Managers shall be treated by the Purchase Officer as intimation for expediting bulk purchases.

with quantity,

road after repairs.

at any time

incurred on get provision.