

**DELHI TRANSPORT CORPORATION  
(A GOVT. OF N.C.T. OF DELHI)  
I.P.ESTATE: NEW DELHI**

No. AdmI-8(1)/2016/ 721

dated:- 05.07.2016


**Office Order**

During the course of field inspection by the officers, it has been observed that the drivers and conductors are being relieved from duties on the request made by them for short leave. This is a violation of the instruction issued vide this office circular No.AdmI(Misc)/2004 dated 26.7.2004 in which it was clearly mentioned that no short leave is allowed to any employee of the Corporation.

Instructions are again issued to all concerned that no short leave is permitted. In case any employee is required to leave early from his duties, half day/full day leave or a proportionate deduction of wages as the case may be, shall be done.

All concerned shall ensure the above compliance strictly.

This has the approval of the Competent Authority.

  
(Ankur Garg)  
05/07  
Manager (Admn.)Hqtr

**All RMs/DMs/Unit Officers**

**Copy to : All HoDs, All Dy.CGMs**

**Notice Boards of All Depots/Units**

Copy to : OSD to MD – for information pl