

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

NO. ADM(PB)-7(153)/75

Dated: 14.1.1975

OFFICE ORDER NO.12

It is notified for the information of and necessary action by all concerned that the Central Government in exercise of their powers under Section 45(1) and 45(2) (c) of the Road Transport Corporations' Act, 1950 read with Delhi Road Transport Laws (Amendment) Act, 1971 have approved the following additions to be made in the existing Clause 14(8) of the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952 relating to the "Injury Leave" in order to regulate grant of special Casual Leave in certain circumstances, namely:-

"Employees of the Corporation who got injured, while on duty, as a result of assault on them by students or other members of travelling public may be granted "Special Casual Leave" for the period of disablement or for three months, whichever is less, and the leave salary payable to such employees during the period of "Special Casual Leave" shall be equal to the leave salary to which the employees are entitled, while on earned leave, as admissible under Regulation 14(11) of the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952".

This order will come into force with immediate effect.

Sd/-
(S.K. SHARMA)
GENERAL MANAGER

All officers & Sections.

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Director (Admin.)
Delhi Transport Corporation
I.P. Estate, New Delhi - 110002

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ROAD TRANSPORT CORPORATION
(GOVT. OF INDIA UNDERTAKING)
I.P. OFFICE : NEW DELHI.

EO. AdmI-7(153)/79

Dated:-28.9.1979

OFFICE ORDER NO.33

Subject:-Grant of Maternity Leave to female employees at par with Govt. Rules.

It is notified for the information and necessary action by all concerned that Regulation 14(9) of the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952 has been substituted here as under by DTC Board Resolution 111/79 dated 25.7.1979 and with the sanction of the Govt. of India under Section 45 of the Road Transport Corporation Act, 1950 as amended:-

14(9) Maternity Leave:

- (a) A female employee may be granted Maternity Leave for a period of 90 days from the date of its commencement in all cases. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. (Amended w.e.f. 1.1.77).
- (b) Maternity leave may also be granted in case of miscarriage, abortion and induced abortion, subject to the conditions that:-
 - i) the leave does not exceed six weeks; and
 - ii) the application for the leave is supported by a medical certificate.
- (c) Maternity leave may be combined with leave of any other kind for a period not exceeding 60 days applied for in continuation of Maternity Leave without production of Medical Certificate. (Amended w.e.f. 12.9.78).
- (d) Leave in further continuation of leave granted under Clause (c) above, may be granted on production of a medical certificate for the illness of the female employee. Such leave may also be granted in case of illness of newly born baby, subject to the production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary. (Amended w.e.f. 12.9.78).
- (e) Maternity leave shall not be debited to the leave account. (Amended w.e.f. 24.12.74).

It has been further decided that the different clauses of the Regulation as substituted above will be effective from the dates, the Central Government amended its corresponding rules, as indicated in brackets against each clause. And that the cases of female employees for grant of Maternity leave, where such leave has already been granted and availed of as per previous leave rules in the Service Regulations would not be reopened.

Sd/-
(SAME CHAND)
ADMINISTRATIVE OFFICER (HQ)

All Officers/Sections.
c.c.to:-All Workers Unions.
Govt. Audit Party.

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

NO. AdmI-9(1)/CO

Dated 28.3.1980

OFFICE ORDER NO.14

Sub.:- Payment of cash compensation in lieu of rest days coinciding with Gazetted Holidays.

It is hereby notified for information of all necessary action by all concerned that the Government of India vide letter No.TGE(21)/78 dated 23.1.1980 has conveyed the approval in respect of Resolution No.76/78 (Item No.66/78) passed by the DTC Board at its meeting held on 13.6.78 for continuance of payment of cash compensation in lieu of rest days coinciding with Gazetted Holidays in respect of employees of Group I & II (Workshop and Operation Staff) at the rates of twice the basic pay and dearness allowance to workshop staff and 1 1/2 times of Basic pay to operational staff and also to extend this facility of the payment of cash compensation in lieu of work on holidays to the employees of Group III who have staggered weekly rest days @ 1 1/2 times of basic pay with effect from 23.1.1980.

This concession will, however, not be extended to the employees whose weekly rest days are on Sundays or on fixed days and who do not work in shifts.

Sd/-

(B.P.Gupta)
Administrative Officer (HQ)

All officers & Sections.

- Copy to :-1. All Notice Boards.
2. All Unions of the Employees.
3. Resident Audit Party.

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Manager (Admin) Hqr
Delhi Transport Corporation
I.P. Estate, New Delhi

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DELHI TRANSPORT CORPORATION
I.P. ESTATE : NEW DELHI.

NO. Adm-3(18)/73

Dated: 12.2.73

OFFICE ORDER NO. 2

It has been decided by the Additional Industrial Tribunal that in all domestic enquiries (oral and detailed investigations) workmen may be allowed the assistance of another workman during the enquiry. This decision would cover only those employees who answer the description of the workman within the meaning of Section 2(s) of the Industrial Disputes Act, 1947. Similarly the assistance to be given will also have to be by a workman and not by any other person.

The Management has, however, impugned the award of the Additional Industrial Tribunal by way of writ petition. The writ petition was admitted by the High Court. The present arrangements of providing assistance would, therefore, continue only till the favourable decision of the High Court in the writ petition. If any delinquent employee who is a workman gives in writing that he does not want the assistance, in that case the enquiry could continue without the assistance of another workman, but on each date of the proceeding the workman will have to be asked about the need for assistance and the enquiry should continue only if he again gives in writing that he does not want assistance.

Sd/-

(P.D. MEHTA)
Dy. GENERAL MANAGER

ALL OFFICERS & SECTIONS.

C.C. As usual

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

NO. AdmI-3(18)/80

Dated: 8-9-1980

Sub.: - Issue ^{e.o. No. 24} Second Show Cause Notice with a view to imposing a penalty higher than the one contemplated in the first Show Cause Notice.

As per the Executive Instructions on procedure regarding Disciplinary Action and Appeals, there is provision of issue of a Show Cause Notice to the accused employee by the Disciplinary Authority, proposing the penalty to be imposed on the accused. It is, however, not permissible to impose a penalty higher than the one proposed in the Show Cause Notice without issuing a fresh one.

Department of personnel & Administrative Reforms vide U.O. NO. 1836/80 Amd I dated 10.6.1980 has clarified (copy enclosed) that the second show cause notice indicates only the provisional conclusion of the disciplinary authority about the penalty that should be imposed on the accused employee. The conclusion being provisional, it is within the competence of the disciplinary authority to issue a revised show cause notice proposing higher penalty.

Encl:- As above.

Sd/-

(A.K. DUTT)

Dy. General Manager

All Officers & Sections.

Copy to :- All Notice Boards.
All Unions of Workers.
Resident Audit Party.
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Mr. Sr. Insp. Hqr.
Delhi Transport Corporation
I.P.E.

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Copy of the extracts of Department of Personnel & A.R.'s U.O. NO. 1836/80. A.V.D.I dated the 10 June, 1980, forwarded by Shri.R.K. Sharma, Section Officer, Govt. of India, Ministry of Shipping & Transport (Vigilance Section) vide No.VIG/VIO/12/80 dated the 5th July, 1980.

The points on which clarification is sought are:-

(i) whether a revised show-cause notice can be issued by the disciplinary authority for imposition of a penalty higher than that indicated in the earlier show-cause notice, and

(ii) whether, in such a case, a revised show-cause notice should be issued, when the provision relating to second show-cause notice has been deleted from the Rules.

2. With regard to the first point, it may be mentioned that the second show-cause notice indicates only the provisional conclusion of the disciplinary authority about the penalty that should be imposed on an officer. The conclusion being provisional, it is within the competence of the disciplinary authority to issue a revised show-cause notice proposing a higher penalty.

3. As far as the second point is concerned, since the show-cause notice about the proposed penalty has already been issued to the officer, and since it is not permissible to impose a penalty higher than that indicated in the show-cause notice unless a revised show-cause notice against the higher penalty is issued, it is necessary to issue a show cause notice against the proposed higher Central Service under the CCA Rules are concerned. The Rules do not contain a provision for the issue of the second show-cause notice. Where a show-cause notice is provided for, it is proposed to enhance the penalty it should be issued with reference to the enhanced penalty contemplated."

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

NO. AdmI-9(1)/83

Dated: 13.6.83

OFFICE ORDER NO.12

Subject:- Payment of Cash Compensation in lieu of Rest days coinciding with Gazetted Holidays.

In supersession of Office Order No.29 dated 25.11.80 it is hereby notified for the information of and necessary action by all concerned that the Government of India vide letter No.TW/TGE(21)/78 dated 19.2.1983 has conveyed the approval to the Resolution No.76/78 (Item No.66/78) passed by the DTC Board at its meeting held on 13.6.78, to the grant of cash compensation in lieu of gazetted holidays coinciding with rest days in respect of group III employees (not covered in group I & who have staggered weekly rest days & whose weekly rest days are not on sundays or on fixed days and also do not work in shifts.

These orders will be treated to be effected w.e.f. 13.6.78 from the date of the resolution passed by the DTC Board.

Sd/-

(B.P.Gupta)

Administrative Officer(HQ)

All Officer & Sections.

c.c.to:- All Unions of employees.
Resident Audit Party.

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Manager (Admin) Hq.
Delhi Transport Corporation
(Govt. of India) New Delhi
I.P. Estate, New Delhi - 110002

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

NO.AdmI-1(102)/79

Dated:-22.11.1979

OFFICE ORDER NO.39

Subject:-Cash Award to acceptors of terminal
method of Family Planning (Vasectomy/
Tubectomy).

It is notified for the information of and necessary
action by all concerned that the DTC Board vide its Resolution
No.173/79 dated 2.11.1979, has decided that a cash award of
Rs.100/- per case be given to the employess of this Corporation
who accept terminal methods of family planning (i.e.,
vasectomy/tubectomy) in addition to the compensation normally
admissible for the said purpose.

This will take effect for the future cases only.

sd/-

(SAME CHAND)
ADMINISTRATIVE OFFICER(HQ)

ALL OFFICERS & SECTIONS.

Copy to :-File No.AdmI-8(1)/79

Copy to:- File No.AdmI-3(1)/79

luc
Member (Adm.) Hq.
Delhi Transport Corporation
(Govt. of India)
I.P. Estate, New Delhi - 110002
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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P.ESTATE ; NEWDELHI

NO. Admi-7(42)/81

Dated: 1.1.1981

OFFICE ORDER NO.8

Sub:- Issue of Family Passes on Inter State Routes.

It has been decided to issue Family Passes (Privelege Passes) on Inter State Routes to the employees who joined the Services of this Corporation before 1952, on the same pattern as being adopted in issuing privelege Passes on the City Route.

Sd/-

(A.K.DUTT
DEPUTY GENERAL MANAGER

ALL OFFICERS & SECTIONS.

C.C.TO: ALL NOTICE BOARDS.

ALL UNIONS OF WORKERS.

R. AUDIT PARTY.

luc.
Manager (Admin) For
Delhi Transport Corporation
I.P. Estate, New Delhi - 110012

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

NO. Adm-1 (102)/81

Dated: 18.7.81

OFFICE ORDER NO.22

Sub:- Introduction of incentives among employees for promoting the small family norms.

The Government of India has decided that Central Government employees who undergo sterilisation after having two in the form of personal pay not to be absorbed in future increases in pay either in the same post or on promotion to higher posts. The rate of personal pay would be equal to the amount of the next increment due at the time of grant of the concession and will remain fixed during the entire service. In the case of persons drawing pay at the maximum the rate of personal pay would be equal to the amount of the increment last drawn. The grant of the concession will be subject to the following conditions:-

- (i) The employees must be within the reproductive age group. In the case of a male Central Government employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female Government employees, she must not be above 45 years and her husband must not to over 50 years of age.
- (ii) The employee should have two or three living children.
- (iii) The sterilisation operation must be conducted and the sterilisation Certificate must be issued by a Central Government hospital or under the auspices of the Central Government Health Scheme. where this is not possible, the sterilisation certificate issued by a State Government hospital or an Institution recognised by the Central Government for the purpose will suffice.
- (iv) The sterilisation operation can be undergone either by the Central Govt. employees or his/her spouse provided the conditions at Sl No.(i) to (iii) above are fulfilled.
- (v) The concession will be admissible only to the employees who undergo the sterilisation operation on or after the date of issue of these orders.

This incentive would be extended to such employees of this Corporation as undergo the sterilisation operation on or after the date of issue of these orders by the Government of India on the same terms and conditions.

Sd/

(A.K. DUTT)

DEPUTY GENERAL MANAGER

ALL OFFICERS & SECTIONS.

C.C.TO: ALL NOTICE BOARDS.
ALL UNIONS OF WORKERS.
GOVT. AUDIT PARTY.

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

NO. AdmI-3(9)/91/

Dated: 12.12.91

OFFICE ORDER NO. 23

Sub:- Delhi Transport Corporation (Meetings)
Regulations, 1991.

In exercise of the powers conferred by Section 45 (1) (2) (c) of the Road Transport Corporation Act, 1950 (No.64 of 1950) read with Delhi Road Transport Laws (Amendment) Act, 1971, the Delhi Transport Corporation with the previous sanction of the Central Government has framed the Delhi Transport Corporation (Meetings) Regulations, 1991, which is circulated herewith for information of all concerned.

The Delhi Road Transport Authority (Meetings) Regulations, 1953 stand repealed with immediate effect.

Encl: as above

(R.R. SINGH)
Chairman-cum-M.D.

All officers & Sections.

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Director (Admin.) Dept.
Delhi Transport Corporation
I.P.E.
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DELHI TRANSPORT CORPORATION (Meetings)
REGULATIONS, 1991.

In exercise of the powers conferred by Section 45(1) (2) (c) of the Road Transport Corporations Act, 1950 (No.64 of 1950) read with Delhi Road Transport Laws (Amendment) Act, 1971 the Delhi Transport Corporation with the previous sanction of the Central Government, hereby makes the following regulations, namely:-

1. Short title and commencement:
 - (i) These regulations may be called the Delhi Transport Corporation (Meetings) Regulations, 1991.
 - (ii) They shall come into force on 12.12.91

2. Definitions:

In these regulations, unless the context otherwise requires:-

- (a) "Act" means the Road Transport Corporations Act, 1950 (64 of 1950).
- (b) "Corporation" means the Delhi Transport Corporation.
- (c) "Chairman" means the Chairman of the Corporation nominated by the Central Government under sub-section (1) of section 5 of the Act, or in the absence of the Chairman at any meeting of the Corporation, the member presiding at that meeting under sub-section (2) of section 11 of the Act.
- (b) "Secretary" means the Secretary appointed by the Corporation to perform the duties of the Secretary.

3. Time and place of meetings:

The Corporation shall meet at such time and place as the Chairman may from time to time appoint in this behalf. Provided that the Corporation shall meet at least once in a month.

4. Notice of Meetings:

A notice of meeting shall be sent or circulated by the Secretary to every member not less than three days before the date fixed for the meeting and it shall specify the place, the date and the hour of the meeting. Provided that the Chairman may convene a meeting at short notice for the purpose of disposing of a urgent business.

5. Agenda: (1) A copy of the agenda with explanatory notes shall ordinarily be circulated by the Secy. to the members along with the notice of the meeting. No business not on the agenda shall ordinarily be transacted at any meeting.

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- (ii) Notwithstanding anything contained in sub-clause(i) the Chairman may place or permit any member to place for consideration of the Corporation any matter not included in the agenda of a meeting.
- (iii) Any member who desires that a certain matter should be discussed by the Corporation shall communicate that matter in writing to the Secretary who shall include it in Agenda for the next meeting, unless the Chairman, for reasons to be communicated to the member, orders otherwise.
- (iv) The next meeting for the purpose of sub-clause(iii) shall be any meeting held after 7 days from the date on which the matter is received by the Secretary.

6. Quorum

The number of members including the Chairman whose presence shall constitute a quorum shall be four. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall proceed to transact the business before the Corporation notwithstanding the absence of a quorum and no action or proceeding of the Corporation in such adjourned meeting shall be invalid or called in question morally on the ground that there was no quorum in such meeting.

7. Adjournment:

- (a) The Chairman may adjourn any meeting until any date or time to be specified by him and at the adjourned meeting only the business left unfinished at the meeting on which the adjournment was made shall be transacted.
- (b) Notwithstanding anything contained in sub-clause (1) the Chairman may permit of transaction of any other business.

8. Other points of procedure:

Any other point of procedure to be followed at any meeting shall be decided by the chairman.

9. Minutes:

The minutes of the proceedings of every meeting shall be prepared by the Secretary as soon as possible after the meeting and after getting Chairman's approval thereto, shall be circulated to the members. The minutes shall be taken as correct and shall be signed by the Chairman at the succeeding meeting unless any member who was present at the meeting to which the minutes relate, has objected to the minutes as having been incorrectly or incompletely

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recorded and communicated his objection in writing to the Secretary within 7 days of the receipt of the minutes by him. Any objection received by the secretary shall be put up at the above mentioned succeeding meeting before the Chairman who after taking the sense of the meeting, may make such amendments in the minutes as he thinks proper, and the amended minutes shall then be confirmed and signed by the Chairman.

10. Appointment of sub-committee or sub-committees each consisting of not less than 3 members one of whom shall be a non-official, to consider and decide on its behalf such matters as the Corporation may specify. One of the members of a sub-committee shall be appointed by the Corporation to be the Chairman of that sub-committee. The decision of the sub-committee shall be reported to the Corporation for confirmation and shall be subject to such order as the Corporation may pass.

11. Procedure of Circulations:

- (1) When it is necessary to refer some urgent matter to the Corporation and it is not possible to convene a meeting of the Corporation, the Secretary may circulate to each member full particulars of the matter in order to enable the member to arrive at a decision. Where this procedure of circulation is adopted, the Secretary shall specify the date by which the views of the members are to be received in the office of the Corporation. Upon receipt of the views of the members as aforesaid, the Secretary shall lay the papers before the Chairman who shall record the decision according to the views of the majority of the members including himself and if necessary using his casting vote under sub-section (3) of Section 11 of the Act.
- (2) The number of votes, excluding the Chairman's casting vote, necessary for a decision to be taken upon a matter by procedure of circulation shall not be less than the number necessary to constitute a quorum.
- (3) The Secretary shall keep a record of the decision taken on any matter by procedure of circulation, alongwith the minutes of meetings of the Corporation.

2. The D.R.T.A. (Meeting) Regulations, 1953 is hereby repealed.

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

NO. ADM-I-8(1)/78

Dated: 11.78

OFFICE ORDER NO. 38.

As approved by the DTC Board vide its Resolution No. 147/78 dated 26.10.78 and Ministry of Shipping & Transport vide its letter No. TGE(34)/78 dated 26.10.78, the following concessions will be admissible to the DTC employees w.e.f. 1.10.1978:-

(a) The House Rent Allowance is increased from 15% to 25% subject to the rules/conditions applicable for payment of H.R.A. to Govt. servants.

(b) The Night Duty allowance being paid to class III & IV employees, as per Office Order No. 15 dated 28th April, 1978 is increased from 0.50 paise to Rs. 1/- per night. The Night Duty Allowance will be payable for the actual number of days the night duty is performed by a worker.

(c) Washing Allowance of Class IV employees is increased from Rs. 2/- to Rs. 3/- per month and for Class III employees from Rs. 2.50 to Rs. 3.50/-, per month, as per the rules/conditions already applicable.

(d) Leave Salary shall be admissible for the Earned Leave standing to ones credit on retirement/death subject to a maximum period of 4 months. Leave Salary shall also be admissible for Refused Leave under Clause 14(13) of the Regulations on retirement or termination of Service subject to a maximum period of six months. Payment of Leave Salary will be governed by the rules applicable to Govt. servants for payment of leave salary on retirement/death.

(e) Workshop Staff, who are in receipt of Uniforms will be provided shoes also w.e.f. current year.

(f) The post of vehicle Examiner is revived in the depot on the same pattern as it existed earlier. Senior Drivers will be put on this duty by Depot Managers. One Vehicle Examiner will be provided to each depot in each of the two shifts.

The above concessions will entail considerable financial strain on the Corporation. Workers are, therefore, requested to co-operate in increasing the operation efficiency, so that this additional expenditure can be recouped by additional income.

sd/-

(T.D. GUPTA)
Dy. General Manager(F)

All Officers/Units/Departments/Sections.

- Copy to: 1. Notice Boards.
2. All Unions.

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Manager (Admin. Part)
Delhi Transport Corporation
(Govt. of India Undertaking)
I.P. Estate, New Delhi-110002
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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P.ESTATE : NEW DELHI.

NO.AdmI-3(1)/93.

Dated: 6.1.1993

OFFICE ORDER NO. 1

Sub.: - Delhi Transport Corporation (Scales of Pay)
Regulations 1992.

In exercise of the powers conferred by Section 45 (1) (2) (c) of the Road Transport Corporations Act, 1950 (No.64 of 1950) read with Delhi Road Transport Laws (Amendment) Act, 1971, the Delhi Transport Corporation with the previous sanction of the Central Government has framed the Delhi Transport Corporation (Scales of Pay) Regulations 1992, which is circulated herewith for information of all concerned.

The Delhi Road Transport Authority (Scales of Pay) Regulations, 1950 stand repealed with immediate effect.

Encl: AS above

Sd/-

(R.R. SINGH)
CHAIRMAN -CUM-MANAGING DIRECTOR

ALL OFFICERS & SECTIONS.
ALL UNIONS
ALL NOTICE BOARDS

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Manager (Admin) Har
Delhi Transport Corporation
L.P.E. 1002

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