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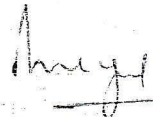
Delhi Transport Corporation
Office of the Chief General Manager (Operations)
I.P. Estate : New Delhi

No. CGM(O)DTC/2015/2565-2616 Dated: 03.12.2015

It has been observed that the operational staff i.e. drivers, conductors and checking officials are not marking their attendance on Biometric Attendance System at both the times i.e. while starting duty and after finishing the duty. This has been viewed seriously.

All RMs/DMs will henceforth ensure that before depositing their relevant documents i.e. driver memo, conductor waybill and checking sheets with the depot/checking office, the concerned staff mark their second punch on BAS.

All RMs/DMs will also bring the record of BAS while attending monthly meetings with the MD. Senior Manager (IT) will also bring the depot-wise record in the aforesaid meetings of those employees who are not marking the attendance twice on BAS.



(A.K. Goyal)

Chief General Manager(O)

All Regional Managers

All Depot Managers

Senior Manager (IT)

Copy to:

1. MD for kind information.
2. Dy.CGM(O)