

**MINUTES OF MEETING HELD ON 27.01.2015 WITH CGMs, Dy.CGM(IT), RMs AND PCO (STA) IN CONFERENCE HALL, TRANSPORT DEPARTMENT CHAIRED BY COT/CMD.**

The review meeting of CGMs, Dy.CGMs(IT) and RMs was held under the chairmanship of CMD in Conference Hall, Transport Deptt. on 27.01.2015 at 9.30 AM to take feedback on Biometric Attendance System (BAS).

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

1. The enrolment of employees/officers irrespective their place of working be completed in BAS of DTC and uploaded by 28.01.2015. The same will be reviewed in the meeting to be held on 29.01.2015.

{Action:All Dy.CGMs/RMs/DMs/MS-I & MS-II}

2. The entry and exit time of each employees/officers through BAS be strictly monitored. Attendance sheet of DMs/RMs generated through BAS be shown to CMD for a period of 1 week w.e.f. 2<sup>nd</sup> to 7<sup>th</sup> February, 2015. IT Deptt. will coordinate.

{Action:All Dy.CGMs/RMs/DMs/MS-I & MS-II}

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3. RMs shall inspect at least one depot per day within their region. As circulated earlier RMs shall punch in the BAS installed in the depots both at the time of entry and exit.

{Action:CGM(O)/All RMs/DMs}

4. To take feed back whether the buses are reporting in terminal/time keeping points in time, the DMs shall visit the terminals/time keeping points in the vicinity of their depots. Appropriate feed back be taken from the time keepers in writing and action be taken accordingly. RMs will coordinate.

{Action:CGM(O)/All RMs/DMs}



5. Finance department shall make a "Staff Audit" of the operational crew (driver & conductor) of one depot each in every region for a particular period. It will look into physical presence/absence, payable days, unauthorized absence, leave sanctioned, leave rejected, leave rejected but considered in appeal and salary of the employee charged in subsequent months, salary saved due to leave rejection, deployment of staff on line duties, deployment of staff on miscellaneous duties, km rendered etc. or any other matter not mentioned here but are very important to ascertain the gainful utilization of staff.

{Action:CGM(F)/All RMs/DMs}

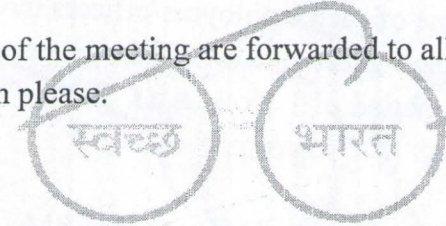
**DELHI TRANSPORT CORPORATION**  
CMD's Secretariat: IP Estate : New Delhi – 110002

No.CMDDTC/2015/62-73


Dated : 29.01.2015

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

17D-110/15/389  
29-1-15



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(B. Das) 29/1/15  
OSD to CMD

All CGMs

All Dy.CGMs/RMs/DMs

I/C MS-I & MS-II, Addl.CAOs

PCO (STA)

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

Dy. CGM (IT) - 11

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