

date of the receipt of the reply to the show cause notice or expiry of the last date of receipt.

If it is decided to remove or dismiss the employee after the examination of the reply to the show cause notice it should be done subject to the observance of special requirements of labour enactment applicable to the Undertaking.

16. The cases of loss of tickets in case of first offence should be disposed by the Traffic Supdts. in their respective depots instead of dealing with at Head Quarters. In case recovery of cost of printing and paper is to be made, the required show cause notice should be issued before doing so.

17. The papers in disciplinary cases files should be arranged chronologically and file number should be given on the covers. A table should be prepared in respect of each file indicating the contents as to what is where in the file and the same be filed before the first page of the file.

Sd/-

(K. A. Khan)

Addl. General Manager

All Officers & Sections.

Copy to:—Dy. Chief Anditor, M.C.D. (2 copies)

File No. ADMI—8(1)/67

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
I.P. ESTTE, NEW DELHI-1.

No. ADMI-3 (18)/67

Dated : 16-5.67

Office Memorandum

Further to this office memorandum dated 3.5.67, it has been decided that the cases of diciplinary nature-originating in the Civil Engineering Department, warranting oral enquiry and detailed investigations, will be forwarded to the Central Section, Scindia House, while

other cases of minor offences will be disposed of in the C.E. Department itself.

The Administrative Officer (R&M) will henceforth try cases of disciplinary nature originating in the Central Workshop in respect of employees working there only. However, cases where penalties proposed to be imposed are beyond the competency of the Administrative Officer (R&M), the same will be put up on completion of the detailed enquiries to the Chief Mechanical Engineer, for orders. Under the above arrangement, Works Manager will be completely relieved of the work relating to disciplinary cases.

Disciplinary cases originating in the Stores & Purchase Departments will henceforth be tried by Shri R.P.Vij, Asstt. Stores Officer. For the purpose of delegation of powers to impose punishment under Office Order No. 32 dated 9.3.67, all Class III & IV employees of the Stores & Purchase Departments, will be considered as working under Shri R.P. Vij, Asstt. Stores Officer.

Similar cases involving offences which could be disposed of by corrective measure, summary trial, and recovery of damages etc. will be disposed of by the Publicity Officer in respect of employees working under him, while oral enquiry and detailed investigation cases will be forwarded to the Asstt. Admn. Officer in the Administration Department for further action.

Sd/-


(K.A. Khan)

Addl. General Manager

All Officers.

All Sections at Head Quarters.

File No. ADMI—


Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
