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DELHI TRANSPORT CORPORATION
OFFICE OF THE CGM(O):I.P.ESTATE
NEW DELHI

NO:CGM(O)/2016/56

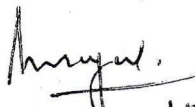
Dated:-15.6.2016

The following instructions are issued for strict compliance:

1. There are complaints that Depot Managers do not reach to the depot in time and also leave the depots without any prior intimation to the concerned Regional Manager. All DMs will hence-forth reach to their depot by 8.30 A.M. positively and inform CCR accordingly. Any wrong intimation in the CCR will be viewed seriously and will invite strict disciplinary action against the concerned officer. They will also inform RM concerned while leaving the depot for any official assignment etc.
2. The schedule of the checking / field visit by the RMs / DMs was circulated vide letter No:CGM(O)DTC/2015/10 dated 7.5.15. it should be strictly complied with.
3. Curtailment / missing of trips have to be avoided except in the case of breakdown / accident. RMs will ensure that no curtailment is done by the Timekeeper and DMs will ensure that a bus comes to the depot only after completing its schedule trips.
4. The outshedding of buses shall be completed latest by 9.00 AM in the morning and 5.00 PM in the evening. The RMs/DMs shall ensure the compliance of above instructions. No bus shall be outshedded after 9.00 AM in the morning and 5.00 PM in the evening except night duties so as to ensure optimum utilization of the buses / crew.

6. The buses which are outshedded must be in a presentable condition and also mechanically fit. Any bus which is not mechanically fit or not in a presentable condition, should not be outshedded at any cost. The DM concerned will be accountable if any such bus is noticed on line.
7. The preventive maintenance schedule must be observed / strengthened in order to prevent breakdown of buses on line. The buses which have a history of repeated breakdowns shall be outshedded only when the Depot Manager is satisfied about its mechanically fitness.
8. The checking of buses on line / discipline of the crew is to be strengthened. The RMs shall closely monitor with their available resources with them. Dy.CGM(PLD) may also expedite the promotion for the post of ATI so as to strengthen the checking activities on line.
9. One Depot Manager / Manager along with checking staff in each region will be deployed by the RM in rotation from 7.00 PM to 11.00 PM daily on working days for checking purposes with reference to the crew behavior on line, working of checking staff / Timekeepers, functioning of Terminals and early inshedding of buses. The aforesaid officer who is to be deployed will be allowed to leave the office after 2.00 PM on the day of checking. RMs will prepare advance schedule and sent to the concerned officers with a copy to the office of undersigned.
10. Earning of the each route / duty is to be monitored by the concerned DM / RM. Any duty which is not bringing desired earning should be analyzed and the duty memo shall be got amended from Traffic Department who will also quickly deal the issue.

This issues with the approval of MD.


(A.K.GOYAL) 15/6/16

Chief General Manager(O)

All RMs/DMs.

Copy to: All HOD's

: Dy.CGM(Tr.)

: Dy.CGM(Op)

: CCR