

DELHI TRANSPORT CORPORATION  
GOVERNMENT OF NCT OF DELHI  
L.P. ESTATE, NEW DELHI.

No. CGM(O)/2013/175

Dated: 28.11.2013

It has been observed that Morning out-shedding of buses is delayed and important trips are missed as the drivers of the Evening shift on previous day do not lodge defect report of the buses in the Depot workshop and consequently in the next day Morning when the defects if any, in the buses are noticed by the morning shift drivers before outshedding and reports lodged, considerable time is lost to attend these defects resulting into late out-shedding.

The Corporation has laid down Executive Instructions for drivers. Each driver is duty bound to follow these instructions with sincerity without fail otherwise he will be liable to disciplinary action. These instructions inter alia stipulate that as a part of his duty, he shall while inshedding the bus not only get air inflation checked but also CNG be filled and then he shall, if the bus has any defect, report to the Incharge Foreman of Depot Workshop in the Defect Register, so that the same is attended by the workshop at night or in the Morning shift and out-shedding of this bus is not delayed on this account. Such negligence on the part of the driver is causing missing of trips and consequently huge loss of revenue to the Corporation.


In view of this, all Regional Managers/Depot Managers are requested to follow the following instructions:

1. A workshop staff be deployed in the Depot Control Room to lodge the defect reports of the drivers at the time of deposit of driver's memo after completion of duty. The Defect Report Register must have requisite details like bus number, nature of defect, time of reporting of the defect, driver's name and badge number.
2. All the drivers be instructed to lodge defect report, if any, with workshop staff deployed in the Depot Control Room at the time of deposit of the driver's memo. In case there is no defect in the bus, they must endorse "No Defect" with signature at the back of the driver's memo.

3. The traffic staff deployed in the Depot Control Room be instructed to ask the driver at the time of receiving back the driver's memo from the drivers whether he has lodged the defect report, if any, with the workshop staff. He must also check whether the driver has endorsed with signature "No Defect" at the back of the driver's memo in case the driver confirms that the bus has no defect.
4. All the drivers be also instructed that in the event no defect report is lodged by them and defects are reported by the next shift drivers, disciplinary action will be taken against the driver concerned for not lodging the report. Similarly disciplinary action shall also be taken in case the workshop staff and traffic staff deployed in the Depot Control Room with the assignments as stated above fail to carry out their duties in proper manner.

All the Depot Managers and Regional Managers shall ensure that the above instructions are complied strictly both in letter and spirit. Non-compliance of the above will make them liable them for disciplinary action.

This issues with the approval of competent authority.


  
(R.R. Ravana)  
Chief General Manager (O&I)

~~All Regional Managers  
All Depot Managers~~

RTM / F/m / VCSM  
Do Register 29/11/13

CC to: Sr.Mgr.(Tr.)/I/C CMD's Sectt.

NND/4296  
30/11/13

FM Sec.  
Pl. support  
  
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