



Delhi Transport Corporation

(GOVT. OF NCT OF DELHI)

IT Department,

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No: Dy.CGM (IT)/AFCS/2017/30

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CIRCULAR

Sub: Hands on Training on Depot Operation Application (DOA) Module of AFCS.

During discussions in meetings with Depot Managers, it has been observed by the competent authority that the Field Officers do not have knowledge of DOA functioning and its features. Therefore, it was decided that all the Field Officers should obtain Hands-on Training of DOA functioning immediately.

For this purpose, Coordinating Officers along with respective Team Leaders (TLs) of respective zones would visit all the depots to impart Hands on Training to the Field Officers, in real working environment in their respective depots. Depot Managers first need to learn basic functionalities like how to Load waybill, Start Duty, Issue ETMs, Downloading data from ETMs, entering Locker Amount (Manual Sale) & entering details of actual cash deposited by conductor, etc. There are both facilities to enter the cash deposited by conductor viz. currency-wise details of notes deposited or total cash deposited in one go. The Coordinating Officers may chalk out their plan with the Depot Officers, inform to this office and make visits accordingly.

(A.K. Kakkar)

Dy. CGM (IT & Comm.)

All Coordinating Officers & Depot Managers

Copy to:

- i. All Regional Managers
- ii. CGM (IT), CGM(O), CGM (Tr.)
- iii. OSD to CMD