

Delhi Transport Corporation
(Government of NCT of Delhi)
IT Department, IP Estate, New Delhi
Email: dcgmit@dtc.nic.in

No. Dy. CGM(IT)/AFCS/2017/39

Dated: 09.05.2017

CIRCULAR

Sub: Proper documentation against damaged ETMs.

Attention of all Depot Managers is invited towards Para No.5 of Standard Operating Procedure (SOP) circulated vide No.CGM(IT)/AFCS(303)/2016/16 dated 01.08.2016 wherein following was mentioned for compliance:

"The Depot Manager through Coordinator would ensure that the proper handing over/ taking over of ETMs take place after printing out status reports from each ETM in both occasions i.e. at the start and end of duty. In case of damage, etc. the same should be properly documented in order to make recoveries and take required action against the responsible person."

2. The IA has however been reporting that proper documentation through a joint damage proforma duly signed by responsible officials including Conductors and Coordinators of depots are not being prepared.
3. Ignoring action by Depot Authorities on the said point of SOP, is resulting into increased number of damaged ETMs which in turn is adversely affecting number of tickets sold through ETMs.
4. It is therefore reiterated that all the Depot Managers must ensure that all the damaged cases of ETMs are properly documented through a 'Joint Damage Proforma' duly signed by responsible Conductor and Coordinator of the depot.
5. Strict action must be taken against the violators of these instructions.


(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