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**Delhi Transport Corporation**  
**Office of the Chief General Manager(Operations)**  
**I.P. Estate : New Delhi**

No.CGM(O)DTC/2015/10

Dated:7.5.2015

**Sub: Field Visits by the Depot Officers**

It has been decided to have a system of field visits by the Depot Managers and other Officers of Depots. The Depot Officers will have a field visit of one hour daily as per schedule given below:-

Day of the Week	Timing				
	11:00 to 12:00	12:00 to 13:00	15:00 to 16:00	16:00 to 17:00	18:00 to 19:00
Monday	DM				
Tuesday		2 <sup>nd</sup> Officer			
Wednesday			DM		
Thursday				2 <sup>nd</sup> Officer	
Friday					DM

During the course of field visits, the officer concerned will check the following:-

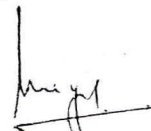
1. Timekeeping Booths (As indicated in the enclosed Annexure) – Officer will check the timekeeping sheets and also interact with the timekeeper so as to know the deficiency of service on any route. The officer concerned will sign on the timekeeping sheet and also submit the report of his observations.
2. Checking of Buses (Area indicated in the enclosed Annexure) – 2 to 3 buses will also be checked by the officer concerned on various aspects/disciplines. The officer will sign on the waybill and submit the report of his observations.

The reports of the field visits will be sent to the concerned Depot Manager whom the matter pertains with a copy to concerned Regional Manager and CGM(O). In case of deficiency of service, a copy of the report may also be sent to CGM(Traffic).

The Second Officer will use the staff car of the depot where he is posted. The concerned Depot Manager will ensure that vehicle is provided to him for the aforesaid field visit. In case any officer mentioned above is on leave, the other officer i.e. DM or Second Officer as the case may be will pay the field visit.

All the Regional Managers will also regularly visit the timekeeping booths falling in their respective area and ensure that each timekeeping booth is visited by him at least once in a fortnight and the report of the observations is forwarded to the concerned RM/DM for necessary action with a copy to undersigned.

**Encl:As above**

  
(A.K. Goyal)  
Chief General Manager(O)

**All Depot Managers**  
**All Regional Managers**

Copy to:

1. CMD for kind information
2. Secretary to Hon'ble MOT for information with reference to the discussion held in the meeting on 25.4.2015.
3. CGM (Traffic)

		Annexure
Name of the Depot	Time Keeping Booth/Terminal	Checking Area
<b>North Region</b>		
BBM	Nathu Pura	Keshav Nagar, Nathupura, GTB Nagar, Mukherjee Nagar, Maurice Nagar, Timarpur, Nirankari Colony, Burari, Ring Road from GTB Nagar to ISBT Kashmere Gate.
WPD	Inderlok Metro Station, Jai Mata Market	Inderlok, Jai Mata Market, Keshav Puram, Shastri Nagar, Ashok Vihar, Road from Karampura Trml to Shastri Nagar
S.Place	Shalimar Bagh	Shalimar Bagh, Hyderpur, Ring Road from Punjabi Bagh to Azadpur, CDND Block Pitampura
RHN-I	Avantika	Road No.41, Road No. 44 Mahindra Park, Madhuban Chowk, Saraswati Vihar, Rithala, Avantika
RHN-II	Rohini Sector-23	Rohini Sec.- 9,13,15, 16, 18 & 23 Outer Ring Road from Madhuban Chowk to GTK Bypass, Uttri Pitampura.
RHN-III	Rohini Sector-22, Mangol Puri Y Block, West Enclave	Rohini Sec.-22, Mangol Puri Y Block, Outer Ring Road from Piragari to Madhuban Chowk, West Enclave, Rani Bagh.
RHN-IV	Shahbad Dairy	Shahbad Dairy, Samay Pur, Badli, GTK By pass, Prahladpur, Rohini Sec-26 & 27, Bawana Road from GTK Bypass to Bawana
GTKRD	Azadpur Terminal, Jahngir Puri E Block Terminal, Palla	Jhangirpuri, Azadpur Trml., Adarash Nagar, Area from GTK By Pass to GTB Nagar, Bhalswa/Swaroop Nagar J.J. Colony, Palla
<b>South Region</b>		
VVD	Poorvanchal Hostel, CPWD Colony Vasant Vihar, Chattarpur Metro Stn., Dera Village.	CPWD Colony Vasant Vihar, Vasant Kunj, South Campus, Chattarpur Metro Stn. Andhira More, Aaya Nagar, Ghitorni, Fatehpur, Bhati Mines, Dera Village.
KJD	Nehru Place, DDA Flat Kalkaji	Govind Puri, Nehru Place, DDA Flats Kalkaji, Greater Kailash, Chitranjan Park, Chirag Delhi
SNPD	Jal Vihar Terminal, Lajpat Nagar	Ring Road from Ashram to Safdarjung, Jal Vihar Trml., Savitri Cinema, Modi Mill
SVD	Abul Fazal Enclave	Road from Badar Pur to Ashram, Okhla, Abul Fazal Enclave, Sarita Vihar, Madan Pur Khadar
AND	Mehrauli Terminal, A.N. Terminal, Saket	Mehrauli Terminal, M.B. Road from Qutab to Ambedkar Nagar Depot, Saket, Malviya Nagar, Arbindo Marg from Lado Sarai to Safadarjung, Devli, August Kranti Marg, Andrews Gunj
TKD	Badar Pur Terminal, Faridabad, Dakshin Puri Sec-5.	Road from Badar Pur to Ambedkar Nagar Depot, Tehkhand, Hamdard Nagar, Road from Badar Pur to Faridabad, Badarpur Terminal, Jait Pur, Virat Cinema, Dakshin Puri Sec-5.

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the Depot	Time Keeping Booth/Terminal	Checking Area
ion		
	Shahdara Terminal	I.P. Extension, Mother Dairy, Jheel, Laxmi Nagar upto ITO, Shahdara Trml. , Karkari Mor, Preet Vihar, Krishna Nagar.
	Harsh Vihar, Babarpur Terminal, Nand Nagri Trml	Harsh Vihar, Nand Nagri Trml. , Loni, Nanaksar, Zafrabad, Seelam Pur, Babarpur Trml. , Durga Puri Chowk, Loni.
	Noida Sector-32, 34, 43, 62, Noida Phase-2	Noida Ph -2, Noida Sec 62, 12-22, 18 Total Noida Area & Noida Link Roads.
	Mayur Vihar Phase-3, Mayur Vihar Phase-2, Trilok Puri, Kalyan Puri	M. Vihar Ph - 2, 3 Trilok Puri, Kalyan Puri, M. Vihar Ph - 1 & NH-24 from Gazipur to Nizammudin Bridge.
	New Seemapuri, Ghaziabad	Dilshad Garden, Seema Puri, Ghaziabad
	Ambedkar Nagar Stadium, Fatehpuri, Fountain.	ITO, Ambedkar Stadium, Delhi Sectt. Daryaganj, Red Fort, Old Delhi Rly. Stn., Fatehpuri, Fountain
	Bhajanpura, Sonia Vihar, Chauhan Patti	Yamuna Vihar, Bhajan Pura, Gokulpur, Karawal Nagar, Sonia Vihar, Badar Pur Khadar, Sabhapur, Wazirabad, Chauhan Patti.
	Anand Vihar Terminal, Meerut	Gazi Pur Dairy Farm, A. Vihar Trml., Vivek Vihar, Meerut
ion		
	Uttam Nagar Terminal	Uttam Nagar Terminal, Road from Uttam Nagar to Najafgarh
	Janakpuri D Block, Hari Nagar Clock Tower	Janak Puri C-1, C-2 Block, Pankha Road, Janakpuri D Block, Hari Nagar Clock Tower
	Tilak Nagar	Road from Uttam Nagar to Karam Pura, Tilak Nagar, Subhash Nagar, Vishnu Garden, Raja Garden
	Nangloi Syed, Khayala, Vishnu Garden	Nangloi Syeed, Outer Ring Road from Uttam Nagar to Pira Garhi, Khayala, Vikas Puri
	Dhaura Kuan, Raja Garden	Ring Road from Dhaura Kuan to Raja Garden, Raja Garden Terml., Dhaura Kuan Trml.
	Inderpuri, Rajender Nagar, Krishi Kunj	Inderpuri, Krishi Kunj, Naraina, Naraina Vihar, Shankar Road, Rajinder Nagar, Park Street (RML)
	Anand Parbhat, Karampura, Karol Bagh (Bhooli Bhatiari)	Anand Parbat, Pusa Road, Karampura, Punjabi Bagh Terml., Karol Bagh, Panchkuiya Road, Mandir Marg
	Kapashera, Gurgaon, Shahbad, Mohammad Pur	Shahbad, Mohammad Pur, Smalkha More, Dwarka Sec-10 Terml. Kapas Hera, Road from Gurgaon to Dhaura Kuan
	Mangla Puri, Madhu Vihar, Dwarka Mor	Madhu Vihar, Magla Puri Terml., Palam, Delhi Cantt area upto Dhaura Kuan, Dwarka More to Palam

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