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DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE: NEW DELHI.

No. CGM(O)DTC/2017/ 435-494

Dated:- 04/7/2017

ORDER

Subject:- Allocation of Drivers and Conductors.

Instructions to streamline the allocation of Drivers and Conductors were issued vide this Office Letter No. CGM(O)DTC/2015/1114-1164 dated 01.07.2015, wherein it was inter-alia directed that duties of Drivers and Conductors should be rotated every month except school bus staff. In spite of these instructions, a few complaints are being received that duties are not being assigned as per the principle of rotation.

In continuation to the aforesaid Circular, the following instructions are, therefore, further issued for strict compliance:-

1. Duties of Drivers and Conductors should be rotated every month except school bus staff in such a manner that no person gets same duty as he performed during the last three months.
2. While booking the staff on duty, first of all the regular Drivers and regular Conductors shall get chance of booking. It means that no contractual crew will get a chance of booking if regular crew is available. The contractual staff will be booked only when regular staff is not available.
3. The Seniority List of the Contractual Drivers and Conductors shall be prepared on the basis of their Token No. The booking of Contractual staff on the left over duties (i.e. after booking regular staff) shall be done strictly on the basis of aforesaid Seniority List. The contractual staff who do not get the chance of booking in the current month will be booked in the next month as per aforesaid seniority.

Illustration:

Total fleet	100
Number of duties to be booked	95+90=185
Regular Drivers on Roll	150
Contractual Drivers on Roll	115
Regular Conductors on Roll	100
Contractual Conductors on Roll	165

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In the aforesaid fleet, around 120 regular Drivers and 80 regular Conductors are available for booking (as remaining regular staff will either be on rest or on authorized leave) and they will be booked first.

After exhausting the list of regular staff, the contractual staff (around 65 Drivers and 105 Contractual Conductors in the above referred case) based on the seniority (Token No.) will get chance of booking. The remaining contractual staff will remain as spare. In the next month, the booking will start from S.No. 66th in the case of Drivers and 106th in the case of Conductors. In case the whole list of contractual staff is exhausted in the next month, the Contractual staff who is on seniority from No.1 onwards will get a chance. This exercise will continue month to month.

In other words, a Roster of the Contractual staff based on Token Number shall be maintained in each depot. Duty Allocation shall be based on this Roster.

4. The duty allocation of Drivers and Conductors will be changed on first of every month without any fail.
5. Senior most Drivers shall be booked on CNG Filling duty. In case any senior Driver is not willing to perform aforesaid duty, the next senior will be booked after taking an application from the other driver who is not willing to perform CNG filling duty.
6. The work of duty allocation is to be done by the member of the Traffic Supervisory Staff as already notified earlier. The deployment of any Conductor in the form of a helper is also not permissible.

The Depot Managers shall be personally responsible for ensuring the compliance of the aforesaid instructions. The Regional Managers will also keep a watch on the above issues so as to ensure the compliance of the above instructions.


(A.K. Goyal)

Chief General Manager (Operation)

All the Depot Managers, DTC.

Cc to: All CGMs for inf.pl.
All RMs " "
OSD to CMD for inf. of CMD pl.
Vigilance Officer