

Delhi Transport Corporation
Personnel Department
I.P.Estate: New Delhi-110002

No. PLD-V/Service Record/2017/508

Dated:- 21.02.2017

CIRCULAR

It is for information and necessary action by all that henceforth service record and preparation of salary of the staff will be maintained by the respective units where the concerned staff is actually working and posted. However, to streamline the functioning, it has been decided to maintain the Service Record as per the following table:-

S.No.	Name of where employees working	Unit the are	Maintenance of record and preparation of salary at
<u>A</u>			
(a) DTCHQ, I.P.Estate	HQ		HQ
(b) Sc.House	Sc. .House		
(c) Road Safety Cell, Pragati Maidan	Different Unit		
<u>B</u>			
Checking Staff & Control Room Staff			
(a)	North Region		Subhash Palace Depot, Kanjhawala Depot
(b)	East Region		Nand Nagri Depot
(c)	West Region		Peeragarhi Depot & Mayapuri Depot
(d)	South Region		Vasant Vihar Depot
<u>C</u>			
CED Staff			
(a)	North Region		Subhash Place Depot
(b)	East Region		Nand Nagri Depot
(c)	West Region		Mayapuri Depot
(d)	South Region		Vasant Vihar Depot
<u>D</u>			
MS-I, MS-II, Printing Press		As per existing system of maintenance of service records and preparation of salary.	
<u>E</u>		Concerned Depot/Unit	Concerned Depot/Unit
Security Staff and Marshals			
<u>F</u>		Nand Nagri Depot	Nand Nagri Depot
Training School			
<u>G</u>		I.P. Depot	Rajghat Depot
Central Control Room/ Complaint Cell			
<u>H</u>		Different unit where they are working	Same as it is.
Contractual Staff			

The depots which have been assigned the work of maintenance of record and preparation of salary for the staff other than which is posted in the depot, as per table given above, will ensure that the record & expenses on such additional staff is maintained separately from their own depot's staff.

This has approval of Competent Authority.

(P.K.Singhal)
Dy. Manager (Pers.)

All HODs
All RMs
All DMs

Copy to: 1 OSD to CMD.

2 All Groups of PLD

3 Dy. CGM (IT) for uploading on the web site of DTC

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) for necessary action, pl.
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