

DELHI TRANSPORT CORPORATION  
I.P. ESTATE : NEW DELHI

No. PLD-I/2019/ 724/566-645


Dated: 22-7-19

Subject: Guidelines for engagement/re-engagement of retired officers/officials of  
DTC as Consultant on contract basis.

Further to the guidelines issued vide circular No. PLD-I/Retired Engagement/2017/845/310 dated 24.11.2017 and No. PLD-I/2018/465/101 dated 17.05.2018 on the subject cited above. The following guidelines are issued for strict compliance by all concerned:-


1. The Reporting Officer shall ensure that the Consultants mark their attendance in Attendance Register in addition to punching on Biometric Attendance System (BAS). Reporting Officer shall coordinate with IT Deptt. for creation of finger scan data of Consultant in BAS.
2. The Reporting Officer shall ensure that the Consultants must submit their leave applications to the Reporting Officers in advance in case they are not in a position to attend the office.
3. All Reporting Officers shall set quarterly targets for the Consultants and review at the end of the quarter to ascertain whether the targets set have been achieved or not. In case of unsatisfactory performance on the part of Consultants, the Reporting Officer shall submit the report to the Competent Authority for termination of the contract.
4. At the time of renewal of the contract, if any, the Reporting Officer must take a 'Self Appraisal Report' from the Consultant and submit to the next higher authority for consideration/rejection of the renewal of the contract.
5. All proposals for engagement/renewal of officials for engagement as Consultant shall be submitted to MD for approval.
6. Para 1, 2, 3 and 4 above be brought to the knowledge of all Consultants engaged as on date and shall constitute a part of their engagement letter in future.

This issue with the approval of competent authority.

  
(Chander Prakash)  
Dy.CGM (P)-I

All CGMs  
All Dy.CGMs  
All RMs  
All Senior Managers  
All DMs

  
Mr. Acharya

for strict compliance  
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23/7/19

Admn/1407  
22-07-19

En. Ranjib Lal Ji  
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22-7-19

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