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58ct

DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
1, P. ESTATE, NEW DELHI

No. PLD-II/Duties/2013/ 3249

Dated :- 29.10.13

Sub: Deployment of Staff in various sections in the depots.

CMD has approved the deployment of staff for various duties as per details given below:-

1. Cash Section

- | | |
|---------------------|-------------|
| 1. Cashier Incharge | 09:30-18:00 |
| 2. Asstt. Cashier | 06:00-14:30 |
| 3. Asstt. Cashier | 12:00-20:30 |
| 4. Asstt. Cashier | 18:00-23:30 |
| 5. Asstt. Cashier | 10:00-06:30 |

- Additional 1 person for counter duty for the depots having outshedding more than 150

2. Ticket Section

All Ticket Sections should be computerized.

- | | |
|--------------|---|
| 1. Sr. Clerk | Incharge |
| 2. TTC | 06:00- 4:30 (Counter Duty + Misc. Duties) |
| 3. TTC | 14:00- 2:30 |
| 4. TTC | 20:00- 06:30 |

- Additional 2 persons for Counter Duty for the depots having outshedding more than 150.

3. General Office

1. Acctt./OS
2. AI(A) - Supervision and court case
3. Paybill Seat No.1
4. Paybill Seat No.2
5. P.File Seat No.1
6. P.File Seat No.2
7. Settlement and PF Advance Seat/Income-tax
8. Medical /ESIC Seat /Livery
9. AI(T)
10. Asstt. in AI(T) Section
11. RTI

- 2 Additional persons for the depots having outshedding more than 150.

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31/10/13
C. I. P. Depot, Delhi-110002

4. Workshop Office (only workshop officials are to be deployed)

Standard Floor

1. Log Book Seat
2. Tyre Seat
3. POL Seat
4. B/down + Misc.

Low Floor

1. Log Book Seat
2. Air Bills Seat
3. AMC
4. POL Statement & other misc. work

5. Stores (only workshop officials are to be used against the shortage of ASKs)

Standard Floor

1. SK I/c + Local Purchase
2. Stock Holder (Auto)
3. Stock Holder (Misc.) + POL
4. Center Duty

Low Floor

1. ASK

- Foreman Shift Incharge will take care of CNG Pumps.

6. Schedule Section

1. TI Incharge + Counselling
2. Conductors Attendance & Leave Applications
3. Drivers Attendance & Leave Applications
4. Duty Allocation (Drivers & Conductors)
5. Memo Seat and Dak
6. TI Court and Accidents Cell

7. Control Room (only supervisory staff are to be deployed)

1. DO Morning
2. Fleet (I)
3. Fleet (II)
4. Outshedding
5. DO Evening
6. Fleet (I)
7. Fleet (II)
8. Outshedding
9. DO Night
10. Fleet (Closing)
11. Fleet (Closing)

- Total 8 persons will be deployed in Control Room in the Depots having outshedding less than 75 buses.

8. Pass Section

9. GPS

Standard Floor

Low Floor

Computer Section - 1 persons

4 officials to look after GPS
and other related work.

(2 conductors + 2 workshop officials)

10. Drivers

Depot Gate Duty - 3 (workshop officials or medically unfit
drivers for line duty are to be deployed).

CNG Filling - 1 Driver for each lot of 50 buses.

Additional Drivers for Standard Floor Buses

Store Van - 1

Jeep Duty (if available) - 1

Recovery Van - 2

- Workshop officials possess a valid heavy vehicle licence be
used for servicing and washing.

11. RM Office

1. Asstt. Foreman
2. Steno
3. Sr. Clerk
4. Computer Operator
5. Diary / Despatch Clerk
6. One driver (if official vehicle is attached with RM)

All concerned may take action accordingly and send the
compliance by 1st Nov. 2013.

Manager (Per.)

DM-195

All Depot Managers

All R.M's

All HOD's

C.C. to:-

Sr. Manager I/C CMD's Sectt.

From
compliance
to all
copy to all
ngram) & DM. ngram