

Delhi Transport Corporation
Security Department (HQ)
I.P. Estate New Delhi

No. SD/Circular/2019/ 449


Dated: - 06.11.2019

Circular

The Following instructions be adhered by all concerned for engagement and proper utilization of Marshals:-

1. Once a Marshal Reports for duty on schedule time, he/she shall not be sent back without duty.
2. Marshal who reports for a particular shift shall not be kept waiting for other shift in any case.
3. If on a particular day more Marshals than the out-shedding of buses report for duty, then Marshals are to be used for similar nature of duty on that particular day, but he/she shall not be sent back on the pretext of less out-shedding of buses.
4. Inter-depot balancing/transfer of Marshals in same Region shall be carried out by concerned RM with intimation to Marshal Cell, Directorate of Home Guards & Civil Defence.
5. On disciplinary ground/misconduct/ long absent, Marshals may be verbally warned by DM then send him/her to Parent Department and delete his/her name from DTC Roll under intimation to Patent Department & Marshal Cell.
6. The statement of "Daily Morning and Evening Marshal duty" be forwarded by the office of RMs to Marshal Cell so that the same could be forwarded to the office of MOT.
7. Marshals will be under the operational control of RMs/DMs.

This issues with the approval of competent authority.


Dy. CGM (Security)

All RMs :- for Information & N/A pl.
DMs :- for Information & N/A pl.
Copy to MD,DTC:- for information pl.