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DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
I.P. ESTATE, NEW DELHI-1.

No. ADMI-20(1)/67

Dated 27-5-67

Office Memorandum

In supersession to office order No. TR-1/7/(CISV)/66/232 dated 7-1-1967, it has been decided that while the present arrangements of checking of Inter State Routes Buses of this Undertaking by the Supervisory staff of U. P. Roadways or Haryana Roadways will continue, the reports received from them against the crew of the Undertaking be considered in the nature of observation or super cheking only and the action (excluding disciplinary action) deemed necessary be taken by the officers concerned of this Undertaking.

Further, our checking staff should continue to go on duty as usual, on the long distance services and it will be their responsibility to cover the checking on the buses of the Undertaking on the entire routes of Delhi to Gwalior etc.

Sd/-

(K A Khan)

Addl. General Manager

All Officers & Sections of the undertaking.

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
SCINDIA HOUSE, NEW DELHI.

No. ADMI-14(Suspension)/59

Dated : 2-5-59

Office Order No. 56

Doubt have been expressed in certain quarters as to whether an employee placed under suspension can be required to report to the office daily. The matter has been reveiwed and it has been decided that :—

(a) The date from which the suspension of an employee would be affective should be clearly mentioned by the Officer authorised to suspend

the employee while issuing the orders. Whilst attempts should be made to deliver these orders to the employees concerned immediately, the fact that it has not been possible to serve this on employees either because they are not available or because they might be trying to evade receiving these by proceeding on leave or otherwise would not make any difference as far as the validity of the orders is concerned.

(b) It is not necessary for the employees under suspension to be called upon to attend office every day. They should only be asked to come to the office on the days their presence is required for conducting enquiries into the case. If they fail to attend the office on the dates fixed or otherwise try to obstruct the course of enquiry, an ex-parte decision could be taken. Where, however, in spite of definite orders attend office, an employee under suspension does not attend the office but tries to evade the service of the orders, these should be communicated to him by a registered letter (acknowledgement due) at his last known address. In fact, at the time of suspension of employees they should be asked to indicate the address at which they would be available while under suspension.

(c) No employee under-suspension should be asked to attend the office on paid festival holidays unless his presence on such days is absolutely necessary for holding enquiries into the case.

As is known employees having no leave to their credit and applying for leave are granted extraordinary leave without pay subject to certain conditions laid down in the D. R. T. A. (Conditions of Appointment & Service) Regulations. Such of these employees applying for leave, in order to avoid receipt of suspension orders otherwise on any ground may be benefited by the instructions contained herein as they would be getting subsistence allowance for the period involved. Notwithstanding this obvious advantage to the employees concerned, these instructions will be implemented invariably.

These instructions supersede those contained in Office order No. ADMI/272 dated 3-12-1952 and any previous instructions (including executive instructions) in so far as this specific issue is concerned.

Sd/-

(P.K.J. Menon)

General Manager (Transport)

Copy To :—

1. All Officers of the D.T.U.
2. All Sections and units.
3. D. T. U. Workers' Union.
4. Municipal Chief Auditor.
5. File No. ADMI-8 (1)/59

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Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
Asst. Secy

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
SCINDIA HOUSE, NEW DELHI.

No. ADMII/C/432

Dated : 19-2-60

Office Order No. 36

It has been observed that some of the employees involved in criminal cases not related to their work in this Undertaking and outside their duty hours neither give information to this effect nor intimate, of their own accord, the developments of the case from time to time as also the final decision thereof to the Officer Incharge under whom they are working. In a few cases, some of the employees against whom the proceedings were instituted in the courts of law did not produce certified copy of the judgement of the court unless they were specifically asked to do so and inspite of specific orders to this effect, they adopted dilatory tactics with a view to evading departmental action which might be considered necessary in the light of the judgement of the court. To eliminate any avoidable correspondence in this connections and consequent delay in each individul case, the following instruction are hereby issued for information and strict compliance by all concerned.

As soon as an employee is apprehanded or challaned by the police and is thereby involved in a criminal case, he should intimate the fact forthwith to his immediate officer and thereafter keep the latter in touch with the developments of the police case against viz from time to time. The outcome of the police case should also be intimated in the manner indicated above.

In respect of criminal cases instituted against the employees in the courts of law, it will be the duty of the employee to intimate the decision of the court immediately after the announcement of the judgement by the court and also to produce the certified copy of the judgement as soon as possible. For this purpose, the employee concerned will apply for the certified copy of the judgement immediately and in the event of any undue delay in the production of the certified copy of the judgement to the Officer-in-charge, the employee concerned will have to produce proof to the effect that he made all possible efforts to obtain the certified copy of the judgement, as soon as possible.

Non-compliance of the aforesaid instructions will be viewed seriously. All the officers will ensure that there is no breach of these instructions and that such cases are pursued vigorously and final decision thereof is communicated to the Asstt. General Manager (Admn) for such departmental action, if any, as might be deemed necessary. The production of the certified copies of judgement of the courts should also be insisted upon by the officer concerned for transmission to the Asst. General Manager (Admn) as promptly as possible.

Sd/-

(P.K. J. MENON)

GENERAL MANAGER (TRANSPORT)

All Officers & Sections.

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
SCINDIA HOUSE, NEW DELHI.

No. ADM.PS-4(suspension)/60

Dated : 24-5-60

MEMORANDUM

The attention of all officers is invited to the provisions of Clause 10 (a) and (b) of Executive Instructions on procedure regarding disciplinary action and appeals. A review of some cases of employees placed under suspension recently on account of their being involved in criminal cases not connected with their official duties has been carried out. It was noted that in all such cases, the liability of the DTU having to pay their full pay and allowances for the entire period of their suspension could not be escaped. It was, therefore, considered necessary to consider each and every case of this nature on its merits very carefully prior to issuing orders of suspension. To this end, the General Manager (Transport) has ordered that each time a case of this type arises, the officer under whom the employee concerned may be working will furnish the full facts of the case as also the service records of the employee to the General Manager (Transport) through the Personnel Officer, so that a decision as to whether or not the employee should be put under suspension can be taken. I shall be grateful if all the officers concerned will kindly make note of this decision and also advise their staff to do likewise.

Sd/-

R.S. Murthy

Personnel Officer

All Officers of the D.T.U.

Manager (Admn.) Hqr.
 Delhi Transport Corporation
 (Govt. of N.C.T. of Delhi)
 I.P. Estate, New Delhi - 110002

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
SCINDIA HOUSE, NEW DELHI.

No.ADMII/C/2633

Dated : 13-1-61

Office Order No. 7

It has been observed that communications addressed to the employees under suspension are sometimes sent by the enquiry officers through the Officer-in-charge of the Unit/Department/Section for want of the information about the residential address of the employee, which results in delay in the delivery of the communications. In order to eliminate this avoidable delay in the transit of communications, it is hereby notified that in future the correspondence should be entered into direct with a suspended employee at his last known address and the communications addressed to the suspended employee need not be routed through the respective officer.

The officers of the Units/Department/Sections under whom the suspended employee has been working will intimate the last known address of the suspended employee to the enquiry officer for this purpose.

Sd/-
P.D. Mehta,
ASSTT. GENERAL MANAGER (ADMN.)

All Officers And Sections of D.T.U.

Copy to:—

- (1) Municipal Audit Party (in duplicate)
- (2) D.T.U. workers' Union, 3A, Asaf Ali Road, New Delhi.
- (3) D.T.U. Employees Union through T.S. Tramways
- (4) D.T.U. Karamchari Sangh, 13 Shanker Market, Connaught Circus, New Delhi.
- (5) D.T.U. Traffic Supervisory Staff Committee.
- (6) File No. ADMI-8(1)/60.

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
SCINDIA HOUSE, NEW DELHI.

No. ADMI-3(I)/63

Dated the 13th Feb, 1963

Office Order No. 17

It has been decided that, in future, the employees, placed under suspension will submit declaration certifying that they remained in Delhi and did not take up any other gainful employment elsewhere during the period covered by the said declaration or certificate. Such certificate will be submitted by the suspended employees to the Unit where his pay is charged.

Sd/-

K.A. Khan,
Dy. GENERAL MANAGER.

All Unit Officers & Sections.

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
SCINDIA HOUSE, NEW DELHI.

No. ADMI-3 (18)/64

Dated : 15-7-1964

Office Order No. 74

Attention of all concerned is invited to the provisions of Cause 15 (4) (a) of the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952 (reproduced below) which are in force by virtue of Section 516 of the D.M.C. Act, 1957.

"Suspension-(a) An employee under suspension will be entitled during the first year of suspension to subsistence allowance equal to

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Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
2/5/64

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the leave salary which he would have drawn if he had been on leave on half pay and for any period subsequent thereto at three quarters of such an amount.

Provided that an employee may be granted in addition any compensatory allowance e.g. dearness, house rent etc., or which he was in receipt on the date of suspension to such extent and subject to such conditions as the suspending authority may direct.

Provided further that the amount of dearness allowance should not exceed the amount admissible as such on the subsistence allowance paid from time to time."

The matter regarding payment of subsistence allowance was referred to the Conciliation Officer, Delhi by the D.T.U. Workers Union and in accordance with the settlement reached between the management and the Union, it has been agreed to, that workmen under placed under suspension will be paid full dearness allowance and other allowances as admissible under the rules, on the pay admissible to them during the period of suspension. This decision will be effective from 3rd August, 1963 and no suspended employee will be entitled to claim any benefit on this account for the period of suspension, prior to the aforesaid date.

It is, therefore, notified for information and necessary action by all concerned that employees under suspension should be paid D.A. and other allowances as per the above decision w.e.f. 3rd August '63.

The officers empowered to suspend the employees should also keep the above decision in view while passing orders, placing the employees under suspension in future.

Sd/-
(K A. KHAN)
Deputy General Manager

All Officers & Sections.

CC:-The Commissioner, M.C.D.

The Dy. Chief Auditor, MCD.

All Unions of DTU Workers.

S.A.II for translation and insertion in the bulletin.

L.O.with reference to his note No. 1559/LO dt.4.6.64

File No. ADML.8(1)/64 & ADML-3(12)/64