

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

No. ADMI-3(1)/60

Dated : March 10, 1961

Office Order No. 44

Communications have been received from various units desiring to seek clarification as to whether absence from duty without intimation or leave application having been rejected for some reasons will cause a break in the service of an employee. The matter has been duly considered and it has been decided that such absence cannot result into break in service of an employee as the period can be commuted retrospectively into extraordinary leave without pay by the officer competent to grant such leave.

Sd/-

(P. D. Mehta)

Asstt. General Manager (Adm).

All Officers of the D.T.U.

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8(1)/54

Dated : 12th August, 54

Office Order No. 125

The following instructions are issued for compliance of the checking staff, whenever cash of a conductor is checked :—

1. All numbers must be closed on the Way Bill at the time of the cash check and the total number of tickets, denomination wise, sold

upto the time of the check must also be endorsed. These numbers must be signed by the Checking officials, giving the time and the place of the cash check. The amount of cash found in the possession of the conductor must be endorsed on the trip side of the way bill and this should be signed both by the conductor and the checking official. On the original side of the way bill the amount of excess cash, if any, must be specified duly signed by the conductor and the checking official.

The chacking official must, at the first available opportunity, inform the officer on duty of the depot concerned of the excess cash. The officer-on-duty will then inform the cashier who will separate such excess cash, at the time of deposit of cash by the conductor, and secure this amount. The cashier will countersign it on the way bill in token of having received the excess amount.

Sd/-

(P. D. MEHTA)

Asstt. General Manager (Adm)

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8(1)/54

Dated the 25th August, 54

Office Order No. 129

Sub. : Extension of way bills.

It has come to notice that some conductos calculate their ticket sales unofficially before depositing the same with the cashier in the Depots. As this practice is irregular, it is directed that no conductor should calculate their ticket sales before paying the cash to the Cashier. It has further been decided that in future way bills should also be extended and the shortage, if any, entered on the conductor attendance card by the staff on duty immediately after his paying in cash and in his presence.

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

Sd/-

(P. D. MEHTA)

(Asstt. General Manager (Adm))

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8(1)/54

Dated : 25th August, 54

Office Order No. 132

In supersession of this office order No. ADMI-8(1) 53 dated 23-10-53, it has been decided that employees, whose explanation is called for on account of any reason, will henceforth be allowed 72 hours time to submit their explanations.

Sd/-

(P. D. MEHTA)

ASST. GENERAL MANAGER (ADM)

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8 (1)/54

Dated : 26-8-54

Office Order No. 134

Sub : Challan Books — Procedure in respect of.

1. All Officers of the D.R.T.A.
2. All Depot Supervisors.
3. C.T.I.
4. All Traffic Inspectors, T.T.Es. and Time-Keepers.

Scope of use and procedure.

Whenever an irregularity, which is in contravention of the existing instructions and procedure, is noticed on the line, the challaning official will make out a challan against the offender, in quadruplicate, carefully filling the challan form with the details required.

(Witness means the person/persons who are present on the spot and who can serve as eye-witnesses).

1. The person challaned will be given the original copy of the challan and he will give signature in token of having received it.

2. He will, within 72 hours of the receipt of the challan, submit his explanation through proper channel, failing which ex-parte decision will be taken. A copy of the challan will be sent to the Depot/Office concerned alongwith the detailed report, who would ensure that the explanation of the challaned person is received in time.

Remarks on the way bill will be brief.

3. Two copies of the challan will be submitted alongwith the checking report, one of which will be sent to the Depot/Head Office.

4. When the book is used up it will be sent for record to T.S.H. Qrs.

5. Utmost care will be taken to maintain the book in clear and proper condition. Loss or damage to the challan book will immediately be reported to the office.

6. A register will be maintained to keep a record of the challans submitted by each traffic officials. At the end of the month, a statement will be prepared, showing the number of challans submitted by each traffic officials and submitted to Head Office regularly.

Sd/-

P.D. MEHTA

For General Manager


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


DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8 (1)/54

Dated : 4-11-54

Office Order No. 181

Sub :-Challan Books—procedure in respect of.

In continuation of this office order No. ADMI—8(1)/54 dated 26.8.54 it is stated that the Traffic offences referred to therein, means all offences and irregularities accruing from breach of any of the clauses contained in the Executive Instructions which embody the duties of different categories of the Operational staff.

Sd/-

(P.D. MEHTA)

ASSTT. GENERAL MANAGER (ADM)
for General Manager

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8(1)/55

Dated the 4th May, 1955

Office Order No. 84

In continuation of this office order No. 134 dated 26.8.54, it has been further decided to issue challan books to Foreman for use in connection with obtaining explanations from the staff working under them on account of various irregularities committed by the latter from time to time.

Sd/-

**EELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
I.P. ESTATE, NEW DELHI.**

Copy of Office Order No. 30 (ADMI-8(1)/55 dated 22.2.56 form the
Assistant General Manager (ADMN), D.R.T.A.

It is notified for the information of all concerned that when the amount of shortage in cash collections committed by a conductor while on duty on account of scuffle with the passenger is Rs. 15/- or less and on the complaint of the conductor a case against the passenger has been registered with the police, it should be recovered from the salary of the conductor in one instalment. In case the amount of shortage committed by the conductor in similar circumstances exceeds Rs. 15/-, it should be recovered in instalments i.e. 1st instalment of Rs. 15/- and the remaining of Rs. 10/- each and the balance in the last instalment. The question regarding refund of the amount so recovered should be considered when the case is decided by the court.

In cases where shortage committed by the conductor has not been reported to the Police and the case has not been taken up in the court, a depot enquiry should immediately be instituted and the question of refund of the amount of shortage recovered in such cases decided on the basis of the report of the Enquiry Officer.

100
Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
Estate, New Delhi- 110002

Sd/-
(P.D. MEHTA)
ASSTT. GENERAL MANAGER (Adm).

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

No. ADMI-36 (189)/61

Dated : 1-3-62

Office Order No. 22

SUB:- Revised form of Challan Books.

It is notified for the information and necessary action of all

challan books have been got printed and will be issued when the old stock is exhausted. While using the new challan books, the challan will be issued in triplicate and copies will be distributed as under:—

- (i) One will be issued on the spot to the delinquent employee.
- (ii) the second copy should be submitted with the report of the official detecting the irregularity.
- (iii) the third will be treated as office copy.

The names and addresses of the witnesses should be taken invariably and written in the challan in the relevant column provided for this purpose. In case of refusal on the part of witnesses to give their names and addresses, the checking staff should record this fact against the relevant columns in the challan form.

Sd/-

P.D. Mehta,

ASSTT. GENERAL MANAGER (ADMN)

All Officers And Sections.

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

No. ADMI-36 (189)/61

Dated : 9-4-62

Office Order No. 40

Sub. : Revised form of Challan Books.

In continuation of Office Order No. 22 dated 1.3.1962 it is notified for information and necessary action by all concerned that the addresses of the witnesses should also be given in the report to be submitted by the challaning Officer apart from writing the same in the challan in cases relating to irregularities involving operational staff on the line. In case of refusal on the part of witness to give their names and addresses, the facts should be recorded in the report and the challan.

Sd/-

P.D. Mehta,

ASSTT. GENERAL MANAGER (ADMN.)

All Officers and Sections.

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

No. ADMII-65 (3)/65

Dated : 13-6-66

A reference is invited to this office memo No. ADMII-65(6)/65 dated 28-1-66 where in it was clarified that while calculation of the sales of tickets has been termed as an irregularity vide office order No. 129 dated 25-8-54, the excess cash found on the person of the conductor is not, although it can be taken as an additional consideration in case of allegation of non-issue of ticket after collecting the fare etc. It has been observed that inspite of the above clarification, there has been an instance where an employee has been charged for being in possession of Excess Cash only which is not in order. It is therefore once again clarified for the guidance of all concerned that Excess Cash found in the person of a conductor does not constitute a charge it-self, but can only be taken as an additional consideration to prove the charge of non-issue of tickets after collection of fare or the charges pertaining to mis-appropriation.

Sd/-

(P.D. MEHTA)

ASSTT. GENERAL MANAGER (ADMN.)

All T.Ss/A.T.Ss.

A.G.M(T-G)/A.G M(T-O)/ATM.

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
I.P. ESTTE, NEW DELHI.

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

No. ADMI-3 (18)/66

Dated : 20-9-66

It has been observed that in certain cases the checking staff after checking the cash of a Conductor, collect the excess amount found on his person against the entries made in the way bill and tag the same with the checking report. Since the checking reports pass through several

hands before reaching the competent authority for necessary action, there is likely-hood of the money being misplaced, lost, stolen or mis-appropriated. In order to eliminate such chances, the matter has been considered at length and it has been decided that the excess amount so found need not be tagged with the report and the same should be deposited with the Unit Cashier and treated as D.T.U. revenue in accordance with the instructions already in vogue. There is neither any need to retain the excess money separately or prepare any recovery memo etc. as the entries made on the way bill by the checking officials and duly signed by the Conductor in respect of the cash found on his person may be considered sufficient for utilization in the case to establish the charge.

Sd/-

(P.D. Mehta)

ASSTT. General Manager(Adm)

All Unit Officers,
including E.E., C.M.E.
Stores Officer & Works Manager.
All Traffic Officers & other
Sectional Heads.

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

No. TR-1/7(CISV)/66/232

Dated the 17th Jan., 1967

Office Order

With a view to exercising better and more effective checking on long distance routes it has been decided that in future D.T.U. Buses operating on Delhi-Gwalior route will be checked by inspectors of Haryana Roadways and of U.P. Government Roadways as well. The route has, therefore, been divided into three sectors for convenience of inspection as under:—

1. Delhi to Faridabad by D.T.U. staff.

2. Faridabad to Agra by Haryana Roadways Staff.
3. Agra to Gwalior by U.P. Govt. Roadways, Agra Region Staff.

It will be the responsibility of D.T.U. Inspectors to check all buses operated on this route by the two nationalised Undertakings as stated above.

All members of the Traffic Supervisory Staff are asked to carefully note this order. It is also necessary to ask the bus crew to stop the buses as and when required by the members of the Supervisory Staff of other nationalised Undertakings and allow them to check the buses of the Undertaking. The reports about the irregularities detected by the checking staff of other Undertakings will be dealt with in accordance with the provisions made in the procedure of disciplinary action.

These orders will come into force from Sunday, the 22nd January 1967.

Sd/-
P.C. Shukla,
Deputy General Manager

DELHI TRANSPORT UNDERTAKING
OF THE MUNICIPAL CORPORATION OF DELHI
I.P. ESTATE, NEW DELHI

No. ADMII-21 (73)/64

Dated : 28/30-6-67

Office Order No. 63

With a view to simplifying the procedure of writing of reports and replacing the System of challans ultimately, it has been decided to introduce the following proformae in the form of questionnaire to be used by the checking officials for the purpose of making reports of the irregularities observed by them during the course of their duty:—

Annexure A. For minor offences.

[Signature]
Manager (Admin.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi

Annexure B. For Assault Cases.
 Annexure C. For cases of serious nature involving cheating and/or negligence on the part of the operational staff.

The report will be prepared in triplicate-first copy will be sent to Central Section, second copy to be handed over to the employee concerned against signatures while the third will be retained as office copy. In case the report is not ready on the spot or the employee concerned refused to receive the same, suitable remarks to this effect will be endorsed on the report and first and second copies will then be delivered to the Central Section immediately for onward transmission of the second copy to the employee concerned. Efforts should be made to prepare the report on spot, however where the detailed report cannot be made available to the employee on the spot, the challan will be issued. During the interim period of trial the members of the Traffic Supervisory staff will also keep the challan book handy for use in the manner indicated above.

The proformae referred to above are being introduced on trial basis and the position will be reviewed after 3-6 months as the case may be, in the light of the experience gained.

Sd/-

(K.A. Khan)

Addl. General Manager

All Officers & Sections.

- Copy to:— 1. Dy. Chief Auditor, M.C.D.(2 copies)
 2. A.A.O. with a request to get the proformae printed.
 3. File No. ADMII-8(1)/67 and ADMI-3(18)/67

ANNEXURE 'A'

**DELHI TRANSPORT UNDERTAKING
 (OF THE MUNICIPAL CORPORATION OF DELHI)**


TRAFFIC DEPARTMENT

Reporter's name Design B.No Date
 Bus No. Route No. Trip Place Time
 Driver's name Upper Deck/Lower Deck
 Conductor's name Depot

Please tick which ever is applicable

Offence

1. (i) Without Uniform.
 (ii) Without Complete Uniform i.e. without cap/pant/Bush-shirt
 (iii) Without proper Uniform i.e. with dirty/modified uniform.
2. Not available in the bus at the time of outshedding after getting the attendance marked and thus delayed the outshedding of the bus.
3. Bag money short by Rs. _____ private cash Rs. _____
 Bag money in hand Rs. _____
 Bag money short Rs. _____
4. Did not mark the closing/opening nos. at the starting points/terminus.
5. Not reported to the A.T.I. at the starting point/terminus.
6. (i) Without Rear Destination Board.
 (ii) Without proper rear Destination Board.
 (iii) Without front destination Board.
 (iv) Without proper front Destination Board.
7. Did not get the diesel filled in the bus after in-shedding.
8. (i) Did not park the bus at its proper place in the depot.
 (ii) Did not park the bus properly at the stand.
9. Did not stop the bus at stop inspite of the signal from the checking staff.
10. Did not lodge the defect report after inshedding of the bus
11. Sold tickets out of seriality. Serial No. _____
 Tickets No. _____
 Denom. _____
12. Not available with the bus after arrival at starting point/termini.
13. Refused to render the trip as per directions of the competent authority.
14. Proceeded via wrong route from _____ (place) instead of _____ (Place).
15. Refused to perform the duty allotted other than schedule duty.
16. Reported late for duty at _____ hours instead of _____ hrs.
17. Calculated the sale proceeds of tickets from the waybill.
18. (i) Lodged incorrect/incomplete defect report at _____ (place)
 (ii) Lodged wrong defect report at _____ (place)


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

19. Rendered trip before/after schedule time intentionally.
20. Inshedded the bus before schedule time at _____ hrs, instead of _____ hrs.
21. (i) Lost/Misplaced the waybill issued for duty.
(ii) Performed duty without Waybill.
22. (i) Lost/Misplaced the Driver Memo issued for duty.
(ii) Performed duty without Driver Memo.
23. Did not deposit the Driver Memo after completion of duty.
24. Missed trip without proper athentication by the Competent Official.
25. _____
26. _____

Brief detail (if necessary) :—

Enclosures :—

Reporter

ANNEXURE 'B'

DELHI TRANSPORT UNDERTAKING (OF THE MUNICIPAL CORPORATION OF DELHI)

Assault Case No.

(for the infotmaion of the DTU's L.A. Only)

Date of incident.	Time & Place of incident.	Service Up No.	Bus Down Route	Bus Name	Name of the Con- ductor	Destination from to
					B. No. Lower Deck.	B. No. Upper Deck.

1. Name and address of the assailants.

Name _____
Address _____
S. Name _____
Address _____

2. Name and address of the witness
 Name _____
 Address _____
 Name _____
 Address _____
3. Were you present at the time of incident ?
4. If not who reported the incident to you and at what time ?
5. At what time did you reach the spot ?
6. Was the assailant handed over to the police ?
 If so by whom ? Also give the number of the police Constable.
7. Nature of injury to the staff and number of the staff.
8. Shorts incurred by the staff and number of the staff.
9. Was the amount of shorts recovered from the passenger, and if so, on whose orders ?
10. Nature of injury to the passenger.
11. Was the bus taken to the police station ? Name of the Police Station.
12. Result of the police Enquiry,
13. At what time was the matter reported to CCR.
14. Whom do you consider to blame ?
15. Brief facts of incident.

ANNEXURE 'C'

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

Traffic Department

Reporter's Name Desg. B. No. date
 Joined Bus No. Route No. Trip at place Time
 No. of passengers/luggage (paid Free Total) left at place

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

1. Driver's name.....Conductor's name.....Upper Deck/
 Lower Deck.....Depot.....Zone/Area.....
 Passenger's name & address.
 Place.....

1.
2.

Enclosures
Ticket Nos.

(Details of unpunched or
punched tickets).

Witness name & address

1
2.

Witness (our staff)

1. 2.
3. 4.

Offence.

1.
2.
3.

2. In what part of the bus did you first question the passenger ?
3. Where was the conductor when you were questioning the passenger and what was he doing ?
4. On what seat was the passenger seated ?
5. Where did the passenger board ?
6. Where was the bus when the fare was paid to the conductor ?
7. To what destination was the ticket asked for ?
8. What amount did the passenger pay to the conductor ?
9. Was the ticket issued, if so, was it issued from ticket packet ?
10. Ticket number and denomination of used tickets found with conductor or passenger ?

11. Detail of unpunched or punched tickets collected.
12. How many passengers were in the bus ?
13. How many passengers were involved in this case.
14. What amount did the conductor bring on duty as personal cash ? Rs.
15. What amount was spent by the conductor out of this sum. Rs.
16. What amount had the conductor spent from the cash bag :— Rs.
17. If the amount brought from home by the conductor was in excess of rupee one, had the conductor got the excess amount entered on his way bill by the Depot Supervisor.
18. Actual cash found on the person of the Conductor excluding his personnel cash. Rs.
19. Actual cash found in cash bag. Rs.
20. Total amount of cash (Item 18-19). Rs.
21. Amount of sale of tickets. Rs.
22. Excess or short. Rs.
23. Reason given by the conductor for excess or shortage.
24. Passengers' statement.
25. Did you ask any other passenger if he had witnessed the incident ?
26. Conductor's statement.
27. Further remarks.


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


Signature.....

Dated.....