

1.	2.	3.	4.
13.	Asstt. Stores Officers working under Stores Officer	Stores Officer	
14.	Asstt. Stores Officers working under Purchase Officer	Purchase Officer	
15.	Asstt. Engineer (Civil) and Asstt. Engineer (Elect)	Executive Engineer	
16.	Works Manager & Administrative Officer (R&M)	Chief Mechanical Engineer	
17.	Asstt. Works Manager and Asstt. Engineer	Works Manager	
18.	Publicity Officer	Administrative Officer (R&M)	

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

No. ADML-3(18)/67

Dated:—3-5-1967

Office Memorandum

With a view to giving relief specially to the Traffic Superintendent, and the Asstt. Traffic Superintendents of the Units so as to enable them to pay more attention to the Administrative and Operational work and for expeditious disposal of cases of disciplinary nature, originating in the Traffic Department, Depot/Training School in an effective manner, it has been decided to organize a self contained Central Section, in the Traffic Department, Scindia House, exclusively under the charge of the Asstt. General Manager (TG). All other multifarious duties assigned to the Asstt. General Manager (TG) will henceforth be shared amongst Traffic Managers, Asstt. General Manager (T.O.) and Asstt. Traffic Manager. The formation of the Central Section will be as under :—

S.No.	Designation.	No. of Posts.
1.	Asstt. General Manager(TG)	1
2.	Traffic Superintendent.	1

S.No.	Designation	No. of Pages.
3.	Asstt. Traffic Superintendent.	1
4.	Office Superintendent.	1
5.	Asstt. Incharge.	1
6.	Traffic Inspector.	1
7.	Steno-typist.	2
8.	Junior Clerk.	2
9.	Peon.	1

In addition to above staff, Shri C.B.Goel, Traffic Supdt., will also be attached to the Central Section for a period of 3/6 months. No additional or supernumerary post will be created for the present for the Central Section and the posting of staff for this purpose will be arranged by internal adjustments. One of the Labour Welfare Officers will also be attached to this Section, who would be available for detailed enquiries as and when required.

The main function of Central Section will be to sort-out and retain all such complaints/reports of prima-facie serious nature, which will warrant oral enquiries and detailed investigations as laid down in Executive Instructions on procedure regarding disciplinary action and appeals and to dispose of these cases in the Central Section itself. Cases of minor nature which could be disposed of by corrective measures, summary trial, imposition of fines and recovery of damages will be forwarded to and dealt with by the Unit Officer or Officers concerned under whom the employee(s) concerned is/are working. It will be the duty of the Asstt. General Manager (TG) to go through the reports/complaints/cases received in the Central Section and distribute amongst the Unit Officer/Officers concerned in the Central Section after retaining certain cases of serious nature to be disposed of by himself.

Similarly cases of disciplinary nature originating in the depots will be scrutinised by the Traffic Superintendents of the depots concerned in the same manner and all such cases where oral enquiry and detailed investigation is necessary will be forwarded to the Central Section at Scindia House while other cases will be disposed of in the depots itself.

Asstt. General Manager (TG) should take immediate steps and ensure that the Central Section starts functioning w.e.f. 5th May, 1967.

There is enough accommodation in occupation of the Traffic

Manager (Admn.) Hqr.
Delhi Transport Corporation
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I.P. Estate, New Delhi - 110002

Department in Scindia House and ordinarily there need not be any difficulty on this account in accommodating the staff and the Officers of the Central Section by making internal adjustment in consultation with the Traffic Manager (Operation). In case of difficulty Asstt. General Manager (Admn) may be contacted in this connection.

Sd/-

(K. A. KHAN)
ADDL. GENERAL MANAGER.

Traffic Manager (Administration).

Traffic Manager (Operation).

Asstt. General Manager (TG).

Asstt. General Manager (TO).

Labour Officer :— He should spare one of the Labour Welfare Officers for the above said assignment.

All Traffic Superintendents & Asstt. Traffic Superintendents.

CC :— Personnel Officer.

All Sections at Head Office.

File No. ADMI— 8(1)/67

All Officers.

[Signature]
Manager (Admn.) Hqr.
Delhi Transport Corporation
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I.P. Estate, New Delhi - 110002
[Signature]

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

No. ADMI-3(18)/67

Dated : 9-5-67

Office Order No. 51

Sub:— Implementation of the recommendations made by the Study Team.

The various recommendations made by the Study Team, of Secretariate Training School, Ministry of Home Affairs Govt. of India with a view to improve the existing procedure of dealing with the disciplinary cases, were examined by the Committee consisting of Traffic Manager, A.G.M. (TG) and A.G.M.(A). The following recommendations as recommended for adoption by the said Committee of officers have been approved and be followed while dealing with all the disciplinary cases in future :—

1. The Traffic Supervisory staff while issuing challans/reports against the operational staff, would make entries to this effect in the complaint books with the conductors. The Depot Authorities on their own on the basis of the remarks will forward the past record statement to the Traffic Supdt. Head Quarters as early as possible.
2. In cases where considered appropriate, charge-sheet should be kept ready duly signed by the Enquiry Officer even before the receipt of past record statements, and a copy thereof on receipt should be enclosed with the charge-sheet which should then be issued.
3. In any case the charge-sheet should invariably be issued within 2 days after the receipt of past record statement. If in any case, this time limit is exceeded, the matter should be reported to the next higher authority with full reasons for delay by the Enquiry Officer.
4. The Charge-sheet proforma should be printed in a coloured paper so that the same may be readily identified and attended to with utmost urgency.

5. The time limit of 72 hours for receipt of reply should be increased to 10 days and employee be asked to inspect the documents, if he so desires, within first three days of the issue of charge-sheet.

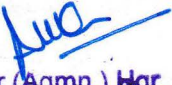
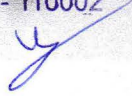
6. As far as possible, endeavour should be made to supply attested copies of the documents to be relied upon by the Enquiry Officer alongwith the charge-sheet to enable the employee to expedite submission of his reply.

7. Within 3 days of the receipt of reply to the charge-sheet, the memo must be issued to the witnesses concerned intimating them the date and time of commencement of enquiry which should in no case be beyond a week from the date of issue of such memo if the reply is not considered satisfactory and there are reasonable grounds for proceeding further. If the Enquiry Officer in any case is not in a position to adhere to this time limit, he should report the matter to the next higher authority giving full reasons for delay.

8. Protracted correspondence with public witnesses should be avoided. A registered letter should be sent requesting them to appear before the Enquiry Officer at the appointed time and date. If they do not respond or fail to turn up, enquiry should be conducted in so far as other witnesses are concerned and a registered reminder should be sent to the concerned witnesses asking them to appear before the Enquiry Officer on the next date of enquiry. If they still fail to turn up, the case should be processed without their evidence if possible. However, in all cases it should be ensured that the reasonable opportunity is given to the staff concerned to explain their conduct.

9. To enable the Enquiry Officer to fix the date of enquiry expeditiously, Supervisory staff concerned should indicate their own as well as other concerned employees rest days on the challan form or report itself. In case where only departmental employees are to be examined as witnesses, attempts should be made, as far as possible, to complete their examination on the same day on which they are called.

10. Before the enquiry is adjourned, it should be ensured by the Enquiry Officer that the next date of enquiry is invariably fixed there and then and the same be intimated to the delinquent employee before the adjournment. The witnesses to be called in the enquiry should be intimated separately to attend the enquiry.


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11. Ordinarily the enquiry officer should give his findings within one week from the date of the conclusion of the enquiry but in exceptional cases the Enquiry Officer at his discretion may give his findings within 14 days of concluding the enquiry. If in any case the Enquiry Officer cannot adhere to this time limit he should submit the case to the next higher authority with the reasons of delay.

12. Every effort should be made to issue the punishment order within 24 hours after the Enquiry Officer has been to a conclusion in regard to penalty to be imposed.

13. Every effort should be made to ensure that the show cause notice as required under para 7 of the Executive Instructions on procedure regarding disciplinary action and appeals is issued within 2 days after the decision has been taken to issue such notice.

14. The Enquiry Officer should get three copies of the enquiry proceedings typed in place of two as at present so that in cases where reduction to a lower post or time scale or lower stage in time scale, removal or dismissal are involved, a copy of enquiry proceedings and findings of the Enquiry Officer can be supplied to the employee along with the show cause notice.

15. The accused employee should be allowed a time limit of 10 days to submit a reply to the show cause notice instead of 72 hours time which is allowed at present. If no reply is received within this period, a registered reminder should be issued within 24 hours calling for reply within 5 days thereof. If still the reply is not forthcoming, it may be presumed that the delinquent employee has nothing to bring about in addition to what has already been brought out in the enquiry proceedings and the case may be processed ex-parte and a decision taken within 10 days of the expiry of the last date of receipt of reply, failing which the case should be reported to the next higher authority.

While examining the reply to the show cause notice repetition of charges from the charge-sheet and a considerable portion of the Enquiry Officer's findings need not be repeated as far as possible and efforts should be made to confine the examination to the new points and facts, if any, brought out by the delinquent employee and the examination should take off from the stage where the Enquiry Officer has finished his findings. The examination should be concluded within 10 days from the

date of the receipt of the reply to the show cause notice or expiry of the last date of receipt.

If it is decided to remove or dismiss the employee after the examination of the reply to the show cause notice it should be done subject to the observance of special requirements of labour enactment applicable to the Undertaking.

16. The cases of loss of tickets in case of first offence should be disposed by the Traffic Supdts. in their respective depots instead of dealing with at Head Quarters. In case recovery of cost of printing and paper is to be made, the required show cause notice should be issued before doing so.

17. The papers in disciplinary cases files should be arranged chronologically and file number should be given on the covers. A table should be prepared in respect of each file indicating the contents as to what is where in the file and the same be filed before the first page of the file.

Sd/-

(K. A. Khan)

Addl. General Manager

All Officers & Sections.

Copy to:—Dy. Chief Anditor, M.C.D. (2 copies)

File No. ADMI—8(1)/67

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

No. ADMI-3 (18)/67

Dated : 16-5.67

Office Memorandum

Further to this office memorandum dated 3.5.67, it has been decided that the cases of disciplinary nature originating in the Civil Engineering Department, warranting oral enquiry and detailed investigations, will be forwarded to the Central Section, Scindia House, while