

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-3(18)/54

Dated : 9th December, 1955.

EXECUTIVE INSTRUCTIONS ON PROCEDURE
REGARDING DISCIPLINARY ACTION

Need for quick action:- It has been observed that cases of irregularities reported against employees are piling up in the depots and the depot authorities take several weeks and even months to dispose of these cases. There is thus pretty long time lag between the dates on which irregularities are committed and the dates on which action is taken against the guilty employees. Delayed action mitigates its importance in as much as the psychological effect of punishing the offender soon after the offence is committed, is not produced upon the employee and his fellow employees. Delayed action also breeds contempt for the authorities. The Traffic Superintendents and the officers-in-charge of all other units in this Organisation should note that all possible efforts should be made to dispose of all pending cases as well as to ensure that in future action in a case of irregularity or misconduct etc. should be taken expeditiously. The target should be to dispose of all minor cases within a period of seven days.

In this connection, attention is invited to para 8(a) para 9(h) of the Executive Instructions circulated with office memo No. ADMI-3(18)/53 dated 5th August, 1955. If the instructions contained in these two paragraphs are carefully followed, it should not be difficult to dispose of all minor cases within the target time limit of seven days indicated above. These instructions are further explained below.

Caution Etc. It should be borne in mind that punishment is a means to an end and not an end in itself. It is, therefore advisable that attempt should be made to give a chance to an employee to improve himself before imposing any punishment upon him. This does, however, not apply to cases of serious offence, e.g. cheating etc. In ordinary cases (e.g. inefficiency, dereliction of duty, carelessness negligence or breach of orders etc). Attempt should be made to correct an employee by the

following methods :-

- (i) Verbal caution.
- (ii) Caution in writing.
- (iii) Verbal warning.
- (iv) Supplying a copy of the adverse remarks, if any, made in his confidential report.

Summary trial :— If an employee is a habitual offender and does not care for the correcting methods indicated above, disciplinary action should be taken against him. In case the offence is of a minor nature and the officer concerned feels that a penalty of reprimand or warning or censure will suffice in that case, the procedure of summary trial should be adopted. Where a case is to be disposed summarily, it is not necessary to call explanation in writing or to issue any chargesheet or to hold confronted enquiry or call any witnesses. The officer should call the employee concerned, tell him the irregularity etc. committed by him and ask him why the proposed penalty of reprimand/warning/censure should not be imposed upon him. The employee must give his reply then and there and the officer should merely keep a brief record of the allegations/charges, the plea put forward by the employee and the order passed by him. A standard proforma for use in this connection is attached.

The procedure of summary trial should be adopted if the officer concerned is convinced that there is prima-facie case for instituting proceedings of disciplinary action against the employee concerned. For instance, if an officer finds an employee sleeping on duty or not wearing full uniform or coming late habitually or doing his work care-lessly by way of committing mistakes or spoiling the records etc. it will be a fit case for summary trial.

The contents of this memorandum should be noted care-fully and followed vigorously. If any clarification is needed by any officer, he may contact the Personnel Officer personally.

Sd/-B.K. LALL

General Manager & Secretary,
Delhi Road Transport Authority

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

2. All T.Ss, including T.S., Tramways, (with 4 spare copies for circulation and exhibiting on the notice board).
3. All Asstt. Engrs., I/c, Central Workshop, Medical Officers, Executive Engineer, Officer Incharge, Training School.

CC:— 1. All Internal Audit Units.
2. D.T.S Workers' Union.
3. C.A. Party (in duplicate).

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

No. AMI-8(1)/56

Dated the 14th June, 1956

Office Order No. 79.

It is notified for the information of all concerned that departmental enquiries should as far as possible be held during the working hours of the employees concerned. If for any reason, such enquiries have to be held or continued before or after the duty hours of any or all the employees concerned therewith the period so spent by the employees should be treated as having been spent on duty. In all such cases, the officers conducting the enquiry should record a certificate clearly stating as to why it has become necessary to hold or continue the enquiry outside the duty hours of the employees concerned, so that a record is available in justification thereof.

Sd/-
P.D. Mehta,
Assistant General Manager (Adm.)