

(36)

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.)

(37)

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8 (1)/56

Dated the 23rd November, 1956

Office Order No. 143

It has been observed that the past record statements of employees sent by depots in cases of disciplinary action or otherwise are not compiled in a proper manner and these lack in essential details i.e. the nature of the penalty imposed and reasons therefore are not indicated. To enable the punishing authority or the appellate authority to review the past record of the employee at a glance, it is necessary to furnish such details invariably, for example, if a conductor was warned for non-issue of a ticket or selling a used ticket or abusing a passenger, this should be clearly indicated in the past record statement instead of giving reference of the report, challan or any other communication on the basis of which action was taken. The reference of the communication whereunder the penalty was imposed should however be given in the past record statement. Traffic Superintendents of the depots etc. should ensure that these instructions are complied with strictly.

Sd/-

(P. D. MEHTA)

Asstt. General Manager (Adm.)

(38)

DELHI TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8(1)/57

31-12-57

Office Order No. 186

The General Manager has ordered that the cases of summary trial should always be distinguished separately from other cases. It should be ensured that whenever past records of employees are put up to him for orders alongwith the appeal or records relating to warning, reprimand or censure imposed as a result of summary trial, the abbreviation "S.T." should be mentioned against the punishment awarded. The circumstances leading to the imposition of the punishment for which appeal has been preferred should also be indicated clearly with complete back reference while submitting the material.

Sd/-
(P. D. Mehta)
Asstt. General Manager (A).

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

NO. ADMI-8(14)/59

Dated the 10th Sept., 59

Office Order No. 134

In continuation of this office order no.106 dated 30.6 1958, it has been decided that in the event of transfer of staff who may be involved in disciplinary cases, these can be tried and disposed of by the officer under whom they were previously working or by the officer under whom they may be working after their transfer provided those officers have been delegated by requisite powers. A.G.M.(T) and T.S. Hqrs. will, however, continue to take disciplinary action against all traffic and operational staff working in the different units.

Sd/
(P.K.J. Menon)
General Manager (Transport)

All Officers & Sections.

(39)

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

No. ADMI-8(1)/59

December 24, 1959.

Office Order No. 191

There are a number of instances of staff on duty at night having been found sleeping. It is quite clear that the full work expected of such staff is not being put in by them with the result that the money of the Undertaking is being wasted. In all such cases where an employee has been found to be sleeping and a report has been received to this effect, there should be no hesitation on the part of the head of the Unit concerned to deduct proportionate wages of such employees for the period they are so absent from the place of their work. Further disciplinary action should also be taken against such employee in accordance with the rule. Where a number of the staff has been found sleeping on successive occasions, it is desirable that action should be initiated to terminate his services. If a man is daily rated his name can be removed from the rolls. If he is on probation, his services can be terminated, without notice and without assigning any reasons during the period of probation. If he is a monthly rated employee, other than a probationary, disciplinary proceedings can be initiated against him in the normal course. There appears to be no other way to curb the tendency of sleeping while on duty on the part of the staff and ensuring that they do their entire work expected of them without being idle.

Sd/-

(P.K.J. Menon)

General Manager (Transport)

All Officers and Sections of the Undertaking.

(40)

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

No.AdmII/C/451

Dated the 25th February, '60

Order No. 39

In its meeting held on 28.2.55, it was decided by the erstwhile D.R.T.A. that copies of the decisions of the Appellate Authority should be supplied to the appellants free of charge and the aforesaid decision was notified vide Office Order No. 66 dated 4th April, 1955. It has been observed that a copy of the decision of the Appellate Authority is not invariably supplied to the appellants and in order to ensure uniformity in regard to communicating the decisions of the appeals preferred by the employees against the orders of punishments imposed upon them, it is again notified for the information of all concerned that in future a copy of the decision on the appeal should invariably be given to the appellant free of charge.

Sd/-

P.K.J. Menon
General Manager.

All Officers & Sections of D.T.U.

(41)

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

No. ADMII/C/569

Dated. 25.3.60.

CIRCULAR

I have observed that requests are sometimes made by the employees against whom enquiries are held in the cases of disciplinary action for transfer of the case to some other officer for the purpose of detailed investigation and oral enquiry for the one reason or the other. With a view to avoid any ambiguity and consequent delay in the proceedings of the cases, the follownig instructions are hereby issued for the information and guidance of all concerned.

All such applications containing full reasons in support of the request for transfer of the case to some other officer should be addressed to the General Manager and submitted through proper channel i.e. either through the enquiry officer who is already holding the detailed investigation and oral enquiry in the case or through the head of the department of the employee of his superior officer. The application will be forwarded to the General Manager by the officer concerned and merely because the employee has submitted such an application, the enquiry proceedings need not be held up or kept in abeyance. On receipt of the application, the General Manager will pass orders, if considered necessary by him, for stay of the enquiry proceedings until the decision on the application for transfer of the case to some other officer. Otherwise, the proceedings will continue if there are no orders to the contrary and the General Manager will pass suitable orders after obtaining comments of the enquiry officer and/or the papers relating to the case, where necessary.

Sd/-P.K.J. Menon,

GENERAL MANAGER (TRANSPORT)

All Officers and Sections at Head Office,
Depots, Central Workshop, Civil Engineering
Sub-Division & Tramways.