

## STANDING ORDERS GOVERNING CONDUCT OF EMPLOYEES OF THE DELHI ROAD TRANSPORT AUTHORITY.

Under para 15 (1) of D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952 the following standing orders are issued, governing the conduct of the Authority's Employees. A breach of these orders by any employee will amount to misconduct and make him liable to disciplinary action referred to in para 15 (2) of the said regulations :—

**1. Interpretation :-** In these Standing Orders the term 'Authority' means the Delhi Road Transport Authority and the term "Employee" means an employee of the Authority.

**2. Duties of the Employee:-**

- (i) All the employees of the Authority shall perform such duties and carry out such functions as may be entrusted to them by the Authority or the General Manager or any other authorised officer of the Authority.
- (ii) All employees shall serve the Authority in such capacity and in such place (within the sphere of the operation of the Authority's services) as they may from time to time be directed. All the employees shall serve the Organisation faithfully and shall not give out secrets and confidential information about the working etc. to unauthorised persons. They shall make their utmost endeavour to promote the interests of the Organisation and show courtesy in their contacts with public.

**3. Private trade or employment :-** The whole time of an employee shall be at the disposal of the Authority and no employee shall, directly or indirectly engage in any other business, occupation or employment and shall not accept any fees, emoluments or commission whatsoever from any party other than the Authority, except with the permission of the Authority upto Rs. 500/- per annum. He may, however, undertake occasional work of literary or artistic character with the permission of the Authority provided his duties under the D.R.T.A. do not suffer thereby. Permission of the Authority shall have to be obtained, if the employee concerned intends to earn some money out of this work. The Authority may in its discretion at any time forbid him to undertake such work or require him to abandon any occupation or employment etc., which in its opinion is undesirable. If an employee during the course of his employment wants to apply for service some-



where else, he must send the application through proper channel.

**4. Absence without permission:—**

- (i) An employee shall not absent himself from his duties without having first obtained the permission from the Authority or the competent officer except in the case of sudden illness. In the case of sudden illness he shall send intimation to the office immediately. If the illness lasts or is expected to last for more than 3 days at a time, applications for leave should be duly accompanied by a medical certificate, from a registered medical practitioner or the Medical Officer of the D.T.S. In no case shall an employee leave station without prior permission.
- (ii) Habitual absence without permission or sanction of leave and any continuous absence without such leave for more than 10 days shall render the employee liable to be treated as an absconder resulting in the termination of his service with the Organisation.

**5. Gifts, entertainment etc :—**

- (i) An employee shall not accept directly or indirectly on his own behalf or on behalf of any other person, or permit any member of his family so to accept any gift, gratuity or reward or an offer of a gift, gratuity or reward, other than a complimentary present of flowers or fruit or similar articles of trifling value provided that the reward offered voluntarily by the owner to the operational or other staff for his honesty in depositing the valuable articles lost by the former would be accepted by him through office.
- (ii) No employee shall receive any complimentary address, or attend any public meeting or entertainment held in his honour without permission from the Authority. He may, however, attend a farewell entertainment of a private and informal character, held as a mark of regard for him or a colleague of his.

- 6. Purchase of resignation:—**Employees may not enter into any pecuniary arrangement for the resignation by one of them of any post under the Authority for the benefit of others. Should this Standing Order be infringed, any appointment consequent upon such resignation will be cancelled and such parties to the arrangement as are still in the service will be suspended pending the orders of the Authority or the G.M. as the case may be.



**7. Borrowing from subordinates :—**No employee shall borrow money or otherwise place himself under a pecuniary obligation to any person subject to this official Authority.

**8. Particulars of immoveable property :—**Every employee shall intimate in writing to the Authority the particulars of all immoveable property, which may be acquired by him in his name or in the name of his wife or dependant at any time or from time to time during the course of his employment under the Authority.

**9. Investments etc :—**

(i) No employee shall make or permit any member of his family to make any investments other than those in immoveable property, likely to embarrass or influence him in the discharge of his official duties.

**Note:—**For the purpose of this para the word "family" shall include any relative residing with an employee and any relative who is dependent on him though not residing with him.

(ii) No employee shall without special permission of the Authority take part in the promotion, registration or management of any Company. An employee shall not resort to habitual purchase and sale of stocks, shares, securities or commodities of notoriously fluctuating value.

**10. Insolvency and habitual indebtedness :—**

(i) When an employee is adjudged or declared an insolvent, or when one moiety of the salary of such employee is constantly being attached, has been continuously under attachment for a period exceeding 2 years, or is attached for a sum which in ordinary circumstances, cannot be repaid within a period of 2 years, he will be considered liable to dismissal.

(ii) Before passing orders of dismissal on any one under this Standing Order, it shall be considered what is the proportion of the debts to the salary; how far they detract from the debtor's efficiency as an employee of the Authority; whether the debtors position is irretrievable; and whether, in the circumstances of the case, it is desirable to retain him to the post occupied by him when the matter came to notice or in any other post under the Authority.

(iii) In every case under this Standing Order, the burden of proving that the insolvency or indebtedness is the result of



circumstances which with the exercise of ordinary diligence the debtor could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits will be upon the debtor.

**11. Connection with the Press:-**

(i) No employee shall without the previous sanction of the Authority, become the proprietor in whole or part, or conduct or participate in the editing/management of any newspaper or any other periodical publication.

Such sanction will be given only in the case of a newspaper or publication mainly devoted to matters not of a political character and may at any time in the discretion of the Authority be withdrawn.

(ii) An employee may contribute to the Press, but in so doing, he should confine himself within the limits of temperate and reasonable discussion of a literary topic and should not give out any information regarding the Authority unless the giving of the information has been authorised by the Authority. If his connection with the press is contrary to the public or Authority's interest, the Authority may withdraw his liberty to contribute.

**12. Publication and public utterances:-** An employee who intends to publish any document under his own name or to deliver any public utterance relating to matters other than purely literary, shall submit to the Authority a copy or draft, of the documents which he intends to publish or of the utterance which he intends to deliver and shall not publish the document or deliver the utterance save with the sanction of the Authority and with such alterations, if any, as the Authority may direct.

**13. Evidence before Committees:-** An employee may not give evidence before public committee, unless he has first obtained the permission of the Authority. In giving such evidence he must not criticise the policy or decisions or the Authority or of any Govt. in India.

This Standing Order will not apply to evidence given before Statutory Committees with power to compel attendance and the giving of the answers, nor to evidence given in judicial enquiries.



**14. Taking part in politics:-**

- (i) No employee shall take part in, subscribe in aid of or assist in any way, any political movement in India, or relating to Indian affairs.

**Explanation:-** The expression 'Political movement' includes any movement, activities tending or indirectly to excite dissatis. faction against, or to embarrass, the Government as by law established, or to promote feelings of hatred or enmity between classes of the Govt.'s subjects or to disturb the public peace.

- (ii) No employee shall permit any person dependent on him for maintenance or under his care or control to take part in or in any way assist, any movement or activity which is, or tends directly or indirectly to be subversive of Government as by law established in India.

**Explanation:-** An employee shall be deemed to have permitted a person to take part in or assist a movement or activity within the meaning of sub para (ii) above if he has not taken every possible precaution and done everything in his power to prevent such person so acting or if, when he knows or has reason to suspect that such person is so acting, he does not at once inform the Govt. Authorities concerned.

**15. Taking part in elections:-** An employee shall not canvass or otherwise interfere or use his influence in connection with, or take part in any election to a legislative body or Municipal Committee, District Board or other Local Body.

Provided that an employee who is qualified to vote at such elections may exercise his right to vote, but if he does so shall give no indication of the manner in which he proposes to vote or has voted.

**16. Vindication of official acts and character of employees:-**

An Employee may not, without the previous sanction of the Authority, have recourse to any Court or the Press for the vindication of his official acts or character from defamatory attacks. In granting sanction to the recourse to a Court the Authority will in each case decide whether it will itself bear the cost of the proceedings, or whether the employee shall institute the proceedings at his own expense, and, if so, whether in the event of a decision in his favour, the Authority shall re-imburse him to the extent of the whole or any part of the costs.



Nothing in this standing orders will limit or otherwise affect the right of any employee to vindicate his private acts or character.

**17. Recourse to Court of law:-**No employee shall have recourse to the Court of Law in the matter of grievances arising out of his employment or conditions of his service (even in cases legally admissible) without first exhausting the normal official channels of redress.

**18. Making representations to higher authorities:-** Whenever in any matter connected with his service rights or conditions, an employee wishes to press claim or to seek redress of a grievance he should address such immediate officer at the lowest level as is competent to deal with the matter. No employee shall make an appeal or representation to a higher authority unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representations to the Central Govt. or the Chairman or Member of the Authority must not be made unless all sources of receiving attention or redress from lower authorities have been exhausted; even in such cases the representations must be submitted through the proper Channel (i. e. the immediate officer concerned). There will be no objection at that stage, but only at that stage, to an advance copy of the representation being sent direct.

**19. General Provisions:-** Without prejudice to the provisions of the foregoing Standing Orders, the following acts of commission and omission shall be treated as mis-conduct:-

- (a) Wilful insubordination or disobedience by an employee individually or in combination with others, to any official order of a superior employee;
- (b) Theft, fraud or dishonesty in connection with the Authority business or property;
- (c) Wilful damage or loss to Authority's goods or property;
- (d) Taking or giving bribes or any illegal gratifications; other than a complimentary present of flowers or fruit or similar articles of trifling value;
- (e) Habitual late attendance without permission;
- (f) Habitual breach of any rules, law, instructions or orders ect. applicable to the employees of the Authority;
- (g) Disorderly behaviour on the premises of the Authority;

- (h) Habitual negligence of duties and lack of interest in the Authority's work.
- (i) Striking work or inciting others to strike work in contravention of the provisions of the law applicable to the D.T.S.;
- (j) Habitual indebtedness, as evidenced by receipt of frequent 'Attachment' orders from the Court;
- (k) Any offence involving moral turpitude which is punishable under the I.P.C.;
- (l) All employees who may be arrested for any reason shall intimate the fact of arrest to their official supervisor immediately, even though they might have subsequently been released on bail. Failure on the part of any employee to so inform his official superiors will render him liable to disciplinary action on this ground alone, apart from the action that may be called for on the out-come of the police case against him.
- (m) Any other activity not specifically covered above, but which is prima-facie detrimental, to the interests of the organisation.

**20. Competent Authority to grant permission:-** Whenever permission etc., of the Authority is to be obtained by an employee as required by the provisions of these Standing Orders, the General Manager will be competent to decide the case of all employees other than class I employees. The cases of class I employees will be submitted by him to the Chairman of the Authority for orders.