

**DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.**

No. ADMI-8(1)/53

Dated the 20th January, 1954.

Office Order No. 4

It has come to notice that sometimes members of the staff who do not possess the driving licence and the required authority from this organisation, drive the buses of the organisation. As the practice is irregular and risky, it is hereby directed that no member of the staff, even though in possession of a driving license, should drive the buses unless permitted by the Head Office to do so.

Sd/-
(B. K. LAL)
GENERAL MANAGER

**DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.**

No. ADMI-8(1)/56

Dated the 17th Dec., 1956.

Office Order No. 162

It has been observed that the instructions contained in the Office Order No. 4 dated 20.1.54 (copy enclosed) are not being strictly complied with by the various units of this organisation. Cases have come to notice wherein certain members of the staff have been allowed to drive the vehicles only because they possessed a driving license, without obtaining the required authority from the Head Office. All Officers concerned should therefore ensure that such irregularity does not occur in future and that the provisions of the aforesaid Office Order are strictly complied with.

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

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8 (1)/56

Dated : 31st Dec. 56

Office Order No. 167

Instances have come to notice in which certain officers of this organisation drive the vehicles attached to them when drivers detailed for duty on these vehicles are present. This is irregular as it might result in complications particularly when an accident takes place. Further, as the required number of drivers have already been given to all the units of this organisation there is no reason why any vehicle should be driven by the Officers. It is therefore notified for the information of all concerned that no officer should drive a vehicle when the driver on duty is present. In this connection the attention of all concerned is invited to Office Order No. 4 dated 20.1.54.

These instructions will not, however, apply to Works Manager Asstt. Works Manager and Asstt. Engineers who are in possession of valid driving licenses when they are required to road-test the vehicles or take a driving test of drivers.

Sd/-

(P. D. Mehta)

ASSTT. GENERAL MANAGER (ADM)
for General Manager.

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-7(128)/57

Dated : February 21st, 1958

Office Order No. 26

It is notified for the information of all concerned that with a view to avoiding inconvenience caused in taking the vehicles in Depot/Central Workshop, the General Manager has authorised Assistant Engineer, Foreman and Assistant Foreman to drive the vehicles of the Organization provided they are in possession of valid licences for driving heavy duty

vehicles with public service vehicle endorsement. If they are not in possession of such licences they must learn driving and obtain the same. If the Assistant Engineer, Foreman and Assistant Foreman are not competent at present to drive the vehicle in any unit in that case mechanics or fitters who have already got the heavy vehicles driving licences (with P.S.V. Endorsement) in their possession should be authorised to drive the vehicles after obtaining sanction from Head Office in accordance with Office Order No. 4 dated 20-1-1954 for the purpose of testing till such time the Assistant Engineer/Foreman/Assistant Foreman get the licences from the competent authority. Names of said mechanics or fitters should be prominently displayed on a board, so that no unauthorised person may drive a vehicle. The names of Assistant Engineer, Foreman, Assistant Foreman who are not in possession of heavy driving licences may be forwarded to Head Office so that arrangements may be made for imparting training at the Training School.

No vehicle should be sent out from the workshop after repairs unless and until it is tested by the Works Manager or Assistant Works Manager or Assistant Engineer or Foreman or Assistant Foreman and declared fit by any one of them.

The Traffic Superintendent, Works Manager and all the Assistant Engineers should check up periodically the uniforms issued to the operational, maintenance and other staff working under them and take suitable action against these members of the staff who do not comply with the instructions.

Sd/-

(P. D. Mehta)

Asstt. General Manager (A)

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

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

No. ADMI-7(128)/57

Dated : the 29th April, 1958

Office Order No. 57

In continuation of this office order No. 26 dated 21.2.1958, regarding authorising the Assistant Engineers, Foreman and Assistant Foreman to drive the vehicles, it is notified for the information of all concerned that if Assistant Engineer, or Foreman or Assistant Foreman are not competent to drive the vehicles in any unit in that case Mechanics or Fitters who have already got the heavy vehicles driving licenses (with P.S.V. Endorsement) in their possession may be authorised to drive the vehicle by the Traffic Superintendents after the employee is tested by the Assistant Engineer, (Incharge of the Depot Workshop) and by the Works Manager in the case of Central Workshop.

Sd/-

(P. D. Mehta),

Asstt. General Manager (Admn).

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

No. ADMI-8 (1)/60

Dated 6th May, 1960

Office Order No. 95

Sub : Grant of permission to officers for driving staff cars, jeeps etc. in certain cases.

In continuation of this office order No. 167 dated 31st December, 1956, it is notified for the information and guidance of all concerned that

no officer is authorised to drive any vehicle of the Undertaking including staff cars, jeeps etc. except in the following circumstances:—

- (a) For road testing.
- (b) In case the driver falls ill suddenly or is otherwise incapacitated and there is no one else to drive the vehicle other than the officer sitting in the vehicle.

Even in the above circumstances only such of the officers as possess a valid and suitable driving licences are authorised to drive the vehicles.

No vehicle should be taken out by an officer driving himself, merely on account of the fact that the driver on duty did not turn up and no spare driver was available.

Sd/-

(P.K.J. Menon)

General Manager (Transport)

All Officers & Sections.

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

No. ADMI-7(128)/57

Dated : August 20th, 1958

Office Order No. 136

The question as to whether or not workshop and other staff, apart from drivers, who have been authorised to drive vehicles for road test or for attending to regular buses which breakdown on routes should be in possession of Heavy Transport Vehicle licences duly endorsed for driving public service vehicles has been under consideration for some time now. The State Motor Transport Controller has now intimated that the buses of the undertaking are registered as stage carriages and as such they

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

come with in the definition of public service vehicles which means any motor vehicles adopted to be used for the carriage of passengers for hire and reward and includes a motor cab and stage carriages. The buses even when they are driven for road test etc. continue to be public service vehicles. The members of workshop and other staff etc. who are permitted to drive vehicles for road test should therefore be in possession of a valid licences for driving heavy duty vehicles with public service vehicles endorsement.

All concerned may ensure compliance with the above instructions. The breach of these will obviously be an offence under the Motor Vehicles Legislation.

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

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

No. CME/2(e)/1155

23rd/26th June, 1961

Sub :-Unauthorised Driving of Vehicles.

There is a Standing Order in force that no person should be allowed to drive a vehicle belonging to D.T.U. either inside or outside the Depot if he does not possess a valid driving licence and a Driving Authority. In pursuance of this order, it is necessary to authorise only those persons for driving who have the necessary driving licence. A list of persons who have the necessary driving licence is attached herewith. W.M. in the Central Workshop and A.E.'s of the Depots will kindly examine the driving skill of the persons mentioned in this list and then alone issue a driving authority in favour of these persons.

If any accident takes place to a bus on account of its being driven by an unauthorised person, serious action will be taken against that person

as well as against the Supervisory Personnel present in that shift. List of persons authorised for driving vehicles should, therefore, be pasted in the Foreman Room so that the F/man are aware of the names of persons authorised for driving and that they do not allow any other person to drive any vehicle.

If any addition is to be made to this list in future, it will be incumbent on the part of A.E. of the depot to test the person concerned for driving and satisfy himself that the person is a good driver and is not a source of danger to the vehicles parked in the Depot or to the persons working thereabout.

Non-compliance of the instructions will be seriously viewed.

Sd/-
CHIEF MECHANICAL ENGINEER.

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

PLD-III-6 (Accident)/62/12620/13602

Dt. 13/19-12-1962

MEMO

Although very clear orders were issued in the past to the effect that no unauthorised persons should be allowed to drive the Vehicles of the Undertaking, instances are still coming to light in which certain workshop employees are being allowed to drive Vehicles even though they do not possess valid licences. For facility of reference, copies of office order Nos. 26 of 21.2.58, 67 of 29.4.58, 136 of 20.8.58 and 43 of 4th March 1960 issued on that subject are attached. The Deputy General Manager has decided that in future if any employee of the Undertaking who is not properly authorized to drive the vehicles of the Undertaking is found or reported to be driving the vehicles, then not only that particular employee but also his immediate supervisor i.e. the Asstt. Foreman or Foreman will also be held responsible and disciplinary action will be taken

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

against them. I would, therefore, request you kindly to bring this decision to the notice of all concerned.

Sd/-

PERSONNEL OFFICER.

To-all concerned.

CME/70/1090

Dt. 25.5.63

The Question of vesting authority in the workshop staff to drive vehicles for the purpose of Road test etc. has been under consideration for time past. All vehicles of the Undertaking are public service vehicles. The Licencing Authority has clarified _____ that the vehicles continued to be Public vehicle even when they are road tested and carry no passengers. In view of that clarification only such members of workshop staff who hold H.T.V. licences with endorsement to driver public service vehicle can be issued with authority to drive the bus. The W.M. and A.E.'s of the depots are permitted to authorise such members of the staff to drive the vehicles who are in possession of three years old H.T.V. licence with endorsement to driver public vehicle thereon.

Sd/-

C.M.E.

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8 (1)/54

Dated the 24th November, 54

Office Order No. 201

Sub:- Procedure for disposal of cases in which D T.S. employees are prosecuted while on duty.

The following instructions are issued for the information and guidance of staff :—

- (I) Legal defence will continue to be provided by the Mangement in all cases up to the Lower Court in accordance with the