

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8(1)/55.

Dated : the 10th Aug., 1955

Office Order No. 142

It is notified for the information of all concerned that although each case of loss of tickets by conductors will be decided on its merits, the general policy to be followed as guiding principle in the settlement of such cases will be as indicated hereunder. Conductors who are guilty of negligence in such cases will also be liable to disciplinary action and the departmental action will take the following form :—

- (a) First offence — Warning.
- (b) Second offence— Reduction to a lower stage in the time scale.
- (c) Third offence — Discharge from service.

The conductors who loses the tickets will intimate the loss on conclusion of his duty, to the Police and the Traffic Superintendent of his Depot. The latter will put a notice announcing the loss giving the numbers of the tickets on the notice board and also send intimation to the Depot Supervisor, Incharge of the Checking Staff and to all other Traffic Supdts. The T.Ss. of other depots will also put a notice on the notice board announcing the loss and giving the numbers of the tickets lost. The Traffic Superintendent of the Depot in which the conductor is working, will call for the explanation of the conductor asking him to explain the circumstances in full and showing cause as to why disciplinary action should not be taken against him for negligence. Unless the conductor is able to show that the loss was due to circumstances beyond his control, the cost of paper and printing will be recovered from him and the punishment as indicated in (a), (b) and (c) above will be imposed by the competent authority.

If subsequently the conductor or employee concerned is found guilty or defrauding the authority and selling the tickets for his own benefit, he will not only be liable for loss of revenue but also dismissal. If it is discovered that the tickets lost or stolen have actually been utilized by the members of the public thus causing loss of revenue to the

such amount, if any, as the Authority has lost by the use of the stolen tickets by the members of the public.

Sd/-
(B.K. Lall)
General Manager.

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

No. ADMI-8(1)/62

Dated : 3-9-1962

M E M O

Office Order No. 142 lays down the policy to be followed in the matter of settlement of cases of loss of tickets by conductors. There appears to be a misapprehension in regard to the instructions already issued. This Office Order does not indicate that in each and every case the punishments listed under para 1 thereof only should be awarded. The provision for a more deterrent action being taken in serious cases relating to loss of tickets by conductors even for the first or second time was already there in the first paragraph of the Order itself. However, the matter has now been reviewed and it has been decided that loss of tickets should be categorized into two heads i.e. major and minor. In case the Enquiry Officers are convinced that even the first or second offence of loss of tickets is major, they may impose a more severe punishment than through laid down in the aforesaid office order. Subject, however, to justifying by evidence that there was gross negligence on the part of the accused for losing the tickets entrusted to him.

Sd/-
(P.K.J. MENON)
GENERAL MANAGER (TRANSPORT)

TRAFFIC MANAGER,
Chief Accounts Officer,
Asstt. General Manager (Admn),
Personnel Officer,
All T Ss including T.S. Hare

By name.

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

ADMI-3(18)/65

Dated : 3-1-66

Office Order No. 1

It is notified for the information and necessary action by all concerned that with a view to minimising the cases of non-issue of tickets, possession of or sale of used tickets, issue of tickets of lesser denomination on the part of the conductors involving cheating, it has been decided to deal with these cases more severely specially when there is repetition of such cases and the corrective measures and imposition of lighter punishments have failed to yield the desired results. The following procedure should henceforth be followed while dealing with the cases of said nature :—

1. In case of commission of irregularity involving cheating for the first time, the Enquiry Officer should take corrective action by sending for the employee and personally cautioning him to avoid the recurrences of such a nature in future.
2. In case the offence involving cheating in the manner indicated above is committed for the second time, any of the penalties out of warning, reprimand or censure be imposed keeping in view the extent of the gravity of the offence committed.
3. In case the offence is repeated for the third time, more severe action of stoppage of increment with or without cumulative effect, keeping in view the seriousness of the offence committed by the accused employee, be taken.
4. In case the corrective action and the imposition of penalties, as mentioned in sub-para 1 to 3 above have not yield the desired results and there is repetition of commission of irregularity involving cheating, the question of imposition of extreme penalty of removal or dismissal from

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Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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Further while framing a chargesheet in such cases the past record should also be mentioned and a copy of the past record statement supplied to the accused employee alongwith the statement of allegations of serious nature cases which are likely to result in imposition of penalty of stoppage of increment or removal or dismissal from the service of the Undertaking.

Although each case of cheating on the part of the Conductors will be decided on its merits, the above procedure is being laid down as a general policy to be followed as guiding principle while dealing with the cases of aforesaid nature but it will be at the discretion of Enquiry Officer to impose a severe punishment even in the first or second case provided the Enquiry Officer is convinced and the evidence justified that the case involved deliberate cheating on the part of the accused employee by non-issue of tickets or issue of tickets of lesser denomination after having collected the fare. The attention of employees should also be drawn to para 12 of the Executive Instructions lying down the duties of conductors for strict compliance.

Sd/-

(K.A, Khan)

Addl. General Manager.


All Officers & Sections.

CC : Dy Chief Auditor, M.C.D. (2 copies) w.r.t.

Memo No. 14-MCA/DTU/IPD/170 dt. 8th Sept., 1965.

A.O.I. w.r.t. Memo No. Act/MA-Memo/IPD-37/1446 dt. 30.9.65.

T.S., I.P.D. w.r.t. Memo No. GO/MAP-2/65/8929 dt. 17.9.65. File No. AdmI-8(1)/65.


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