

DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI.

No. ADMI-8(1)/57.

Dated the 30th Sept. 1957

Office Order No. 150

It has been decided that cases of theft of the D. R. T. A.'s property at any of the units should immediately be reported to the nearest Police Station for investigations and a copy of the report sent to A.G. M. (A) for his perusal. Departmental enquiries under the D. R. T. A. Rule and Regulations should also be initiated simultaneously.

Sd/-

P. D. Mehta,
Asst. General Manager (Adm.)

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

No. ADMI-8(1)/58

Dated July 18th, 1958

Office Order No. 118

It is notified for the information and guidance of all concerned that it has been decided that overhead charges in respect of repairs maintenance of vehicles be charged at 150% of the direct labour for all the years prior to 1957-58 for costing purposes.

Sd/-

P. D. Mehta,
Asst. General Manager (A)

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

No. ADMI-8 (1)/59

August 13, 1959

Office Order No. 117

In continuation to this office order No. 118 dated 18th July, 1958, it is notified for the information and guidance of all concerned that it has been decided that overhead charges in respect of repairs and maintenance of vehicles be charged at 150% of the direct labour for costing purposes till further orders.

Sd/-

P. D. Mehta

Astt. General Manager (ADM)

All Officers & Sections.

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

No. ADMI-8 (1)/59

February 2, 1960.

Office Order No. 18

In continuation of this office order No. 7 dated 7-1-60, it is notified for the information and guidance of all concerned that it has been decided that as soon as damage occurs to a vehicle which has apparently been caused due to negligence etc. of a member of the staff, an estimate should be prepared in a conservative manner of the amount of loss or damage including the cost of parts etc. to be utilised. No reference will be made to Central Stores for this purpose but the Depot Stores should give information regarding the approximate cost of the material to be utilised. On the basis of this estimate and the staff to be deputed, penalty should be levied by the Officers concerned provided the amount of penalty is not more than Rs. 300/- the cases where the recovery to be made is in excess of Rs. 300/- should be sent to the undersigned through A.G.M. (A) with a full report for Consideration and orders.

Sd/- (P. K. J. Menon)

General Manager (Transport)

All Officers & Sections.

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

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

No. ADMI-8(1)/60

Dated February 22nd, 1960

Office Order No. 37

Section 7 (2) (c) and section 10 (1 & 2) of the Payment of Wages Act, 1936 read with section 12 of the Minimum Wages Act, 1948 authorises deductions that can be made from the wages of the employees for damage to or loss of goods expressly entrusted to the employed person for custody; or for loss of money for which he is required to account. Where such damage or loss is directly attributable to his neglect or default, the deductions on this account shall not exceed the amount of damage to or loss caused by the employee to the management of the Undertaking by the neglect or default of the former. The deductions on this account shall not be made until the employee concerned has been given an opportunity of showing cause against such deductions. All such deductions and all realisations thereof shall be recorded in a register by the officer competent to order such deductions in the prescribed form, the specimen of which is enclosed at annexure 'A'. The following procedure shall be followed for effecting the deductions from the wages of the employees on account of damage to or loss of goods expressly entrusted to them for custody etc. due to their neglect or default.

As soon as a report for damage or loss caused by the employee or employees is received, the officer competent to deal with such cases shall examine the said report and in case he is convinced that there is a prima facie case against the employee or employees, a show cause notice shall be issued to the employee or employees concerned. The show cause notice should invariably contain the particulars of the offence reported to have been committed by the employee and the amount of loss or damage suffered by the management. The employee should be asked as to why the said amount of damage to or loss of goods expressly entrusted to him for custody or for loss of money for which he is required to account, should not be recovered from him. The employee shall be given an opportunity to offer any explanation in the presence of another person. A specimen form of the show cause notice is enclosed at annexure 'B'.

The officer of the undertaking competent to order deduction of wages on this account shall explain personally to the accused employee the act or omission or the damage or loss in respect of which it is proposed to make deductions.

The officer competent to take action in this respect shall briefly record the explanation given by the accused employee and will, after considering all factors and the evidence adduced by the employee, will pass an order as to whether the accused employee is responsible for causing damage to or loss of goods expressly entrusted to him for custody or for loss of money for which he is required to account due to his neglect or default and will specify the amount that should be deducted from the wages of the employee. He will also specify whether the said deduction should be made in lump sum or in instalments as the case may be. If it is proposed to deduct the amount in instalments, the number of such instalments should invariably be indicated. Orders passed by the officer competent to deal with such cases should be shown to the employee concerned and a copy thereof will also be sent to the Paybill Section of the Unit and the Accounts Officer for effecting the deductions. If on the basis of the evidence adduced by the accused employee, it is found that he is not responsible for damage to or loss of the goods expressly entrusted to him, the case should be closed after obtaining the orders of the head of the department concerned. The employee who has been ordered to re-imburse the amount of damage to or loss of the goods expressly entrusted to him or for loss of money for which is required to account, is not satisfied with the orders, he can file an appeal against the said orders to the appellate authority in accordance with the rules on the subject within one month of the receipt of the orders by him. If the appeal is not preferred within the prescribed time limit it shall ordinarily be considered as time barred unless the employee concerned satisfies the appellate authority the reasons for not submitting the appeal within the specified time limit.

Sd/-

(P.K.J. MENON)

GENERAL MANAGER (TRANSPORT)

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

All Officers & Sections.

FORM II

ANNEXURE 'A'

REGISTER FOR DEDUCTIONS FOR DAMAGE OR LOSS CAUSED TO THE EMPLOYER
BY THE NEGLECT OR DEFAULT OF THE EMPLOYED PERSONS.

.....Unit.....

1	Serial No.
2	Name.
3	Father's Name
4	Department.
5	Damage or loss caused,
6	Whether worker showed cause against deduction or not, if so, enter date.
7	Date and amount of deduction.
8	No. of instalments if any.
9	Date on which total amount realised.
10	Remarks

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

ANNEXURE 'B'
DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)

(Name of the Unit)

No. _____

Dated : _____

Shri _____

Part-I

Subject :— Show cause notice for deductions of damage or loss.

It has been reported against you by Shri _____

designation _____ B. No. _____ of _____

that you at _____ on _____ at _____
(time) (date) (place)

caused damage/loss to _____
(specify the goods etc. damaged or lost)

which was expressly entrusted to you for custody which you are required to account for. The said damage/loss is attributable to your neglect or default. Please show cause why a sum of Rs. _____

(in words) Rs. _____ should not be deducted from

your wages in accordance with the provisions of section 7 (2) (c) and section 10 (1 & 2) of the payment of Wages Act read with section 12 of the Minimum Wages Act, 1936 and the rules framed thereunder respectively and also read with clause 15 (2) of the D.R.T.A. (Conditions of Appointment and Service) Regulations, 1952 and section 516 (2) of the D. M. C. Act, 1957. You are hereby directed to appear before the undersigned to offer your explanation in the presence of another person

on
i)
1002

on _____ at _____ Should
(date) (time)

you fail to appear before the undersigned on the appointed date and time without sufficient justification it will be assumed that you have no explanation to offer in your defence to the show cause notice and the case against you will be decided in its merits without any further reference to you.

(Signature and designation of the Officer)

Part II

Explanation given by the accused employee

Part III

ORDER

(Signature and designation of the Officer)

Dated _____

115

(115)

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

No. ADMI-8(1)/60

Dated : 2nd July, 1960

Office Order No. 125

In continuation of this office Memo No. ADMI-8(I)/59 dated 13.8.1959, it is notified for the information and guidance of all concerned that while assessing the cost of damage to the vehicles to be recovered from the employee particular care should be taken that over head charges of 150% are not taken into account ordinarily unless the Unit Officers are fully satisfied that the damages occurred due to the negligence or wilfulness of the employee concerned.

Sd/-

(P.D. MEHTA)
ASSTT. GENERAL MANAGER (ADMN)

All Officers & Sections.

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

No. ADMI-8(1)/60

Dated : Sept. 21, 1960

Office Order No. 160

In continuation of Office Order No. 7 dated 9.1.60 it is notified for the information and guidance of all concerned that it has been decided that in cases in which the cost of damages is to be recovered from an employee for causing damages to articles belonging to D.T.U., the cost of damaged or salvaged articles should be worked out and deduction to this extent allowed from the total cost of damages involved. Suitable orders should be passed in each case. The damaged or salvaged articles should not be handed over to the employee concerned.

Sd/-

(P.K.J. MENON)
GENERAL MANAGER (TRANSPORT)

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

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

No. ADMI-8(1)/60

Dated ; September 22, 1960

Office Order No. 161

In partial modification to Office Order No. 37 dated 22.2.1960 it is notified for the information and guidance of all concerned that the General Manager has authorised all the Traffic Superintendents to close the case if they are satisfied that the accused employee is not responsible for damage to or loss of the goods expressly entrusted to him.

It is also clarified for the information of all concerned that the term 'another person' used in line 14 of Para 2 of said office order refers to any employee of the Undertaking irrespective of the category. Department/Unit to which he belongs. The accused employee should therefore, be allowed to bring any other employee in whose presence he wants to give his statement before the Enquiry Officer, if he desires to do so.

Sd/-

(P. D. Mehta),

ASSTT. GENERAL MANAGER (ADMN)

All Officers & Sections.

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

No. ADMI-8(1)/60

Dated : 1/-10-60

Office Order No. 166

I am to invite your attention to Office Order No. 117 dated 13th August, 1959 (Copy enclosed) and to say that the overhead charges in respect of repairs and maintenance of vehicles is being revised to 120%.

of the direct labour in case of damages and orders in respect of this are under issue.

Secondly this is to bring to your notice that only 10% is to be added as overhead charges in respect of cost of items used for replacement. If for example, a sheet of glass is broken due to negligence of an employee and the cost is Rs. 10/-, only Rs. 11/- is to be charged (at the maximum) from the employee-concerned and 150% or 120% cannot be charged on these items.

This is for your information and guidance and copies are being sent to the A.Es. of the Depots also.

Sd/-
(P.K.J. Menon),
General Manager.

All T.Ss. Depots.

All A.Es.-Depots., W.M. & C.M.E.

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

No. ADMI-20(1)/61

Dated : 20-5-1961

Office Order No. 67

In partial modification of Office Orders No. 193 dated 15.12.60 and No. 33 dated 28.2.61, it is notified for the information of all concerned and necessary action that the powers vested in Asstt. General Manager (Adm), Asstt. General Manager (Traffic) and Traffic Superintendents to order recovery from pay etc. in cases of damages caused to the vehicles will apply to all the cases of pecuniary loss caused to the Delhi Transport Undertaking by negligence, default or breach of orders, i.e. whether by damages caused to vehicles or otherwise. The term pecuniary loss includes damage to or loss of stores expressly entrusted to the employee concerned for custody. In so far as the

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

amount of recovery is concerned, the power to be exercised by Asstt. General Manager (Traffic) and Traffic Superintendents is restricted upto Rs. 300/- and Rs. 50/- respectively as indicated in the aforesaid Office Order No. 19 dated 15.12.60. Cases of pecuniary loss involving recovery of Rs. 300/- or more should continue to be forwarded to Asstt. General Manager (Adm) for disposal.

Sd/-

(P.K.J. Menon)

General Manager (Transport)

All Officers and Sections of D.T.U.

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

No. ADMH-16(171)/62

Dated : 24-11-1962

Office Order No. 142

It has been observed that those cases of damages in which the legal defence is provided by this Undertaking to the accused employees, are forwarded to the Head Office for disposal. This matter has been considered and it is notified for the information of and necessary action by all concerned that in cases of damages arising out of accidents on road with the buses of this Undertaking, where the staff is challaned by the Police authorities and the legal defence is given by this Undertaking, the disciplinary proceedings for the recovery of damages from the staff concerned may be kept in abeyance until these are finally disposed of by the courts concerned.

The Unit Officers concerned may also ensure that while forwarding the cases of damages in which the judgement is passed by the court, the original of the attested copies of the judgement by the court should invariably be sent alongwith the case files,

Sd/-

(K. A. Khan)

Deputy General Manager

All Officers & Sections

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

No. ADMI-8(1)/64.


Dated : 22nd May, 64

Office Order No. 56

In supersession of office order No. 193 dated 15.12.60 with regard to the disposal of cases of damages caused to vehicles of the Undertaking by drivers of the various units, the monetary limit of the powers of the officers competent to dispose of such cases, is hereby enhanced as follows, with immediate effect.

- (i) Cases of damages caused to the vehicles upto Rs. 300/- inclusive of overhead charges will be disposed of by the T.Ss. of the Depots themselves.
- (ii) Cases of damages caused to the vehicles from Rs. 300/- to Rs. 500/- inclusive of over head charges, will be sent by the T.Ss of the Depots to the Traffic Deptt. and will be disposed of by A.G M. (TG).
- (iii) Cases of damages caused to the vehicles exceeding Rs. 500/- inclusive of overhead charges will be sent to A.G M. (A) for disposal.

The Traffic Superintendents will, however, make preliminary enquiries at the depots as usual and while forwarding the cases of damages exceeding Rs. 300/- to the officers concerned, will send their assessment of the damages caused to the vehicles.


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

Sd/-
(J. A. Dave)
GENERAL MANAGER (TRANSPORT)

All Officers & Sections.

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

No. ADMI-8 (1)/64

Dated : 1.6.1964

This is to invite your attention to Office Order No. 37 dated 22.2.60 laying down the procedure for effecting recoveries, in respect of damages caused to the property of the D.T.U., from the employees responsible for the same as well as to Office Order No. 56 dated 22.5.64 wherein revised powers for effecting recoveries have been vested in the various officers in supersession of Office Order No. 193 dated 15.12.60. The G.M. has, however, desired that the following procedure be followed while dealing with recovery of damage cases :—

- (i) the cases relating to recoveries of cost of damages from the drivers, would be divided into two categories viz. (a) cases involving damages amounting to less than Rs. 250/- including overhead charges and (b) others exceeding Rs. 250/- but including over head charges. This method will be followed each time a case comes up for consideration.
- (ii) the first category of cases would be disposed of by summary trial and instead of the cost of damage being recovered from the drivers, punishment of reprimand, censure or warning would be imposed. It will be a matter of discretion for the punishing Authority concerned to impose any one of the above punishments in each case having regard to the merits thereof. The severity of punishment will be in the order of censure, reprimand and warning.
- (iii) The second category of cases would be disposed of according to the present procedure by officers concerned according to the latest revised powers vide office order No. 56 dt. 22.5.64.

Since the T.Ss. in the Depots are delegated powers to dispose of cases through summary trial, cases of damages involving loss or damage upto Rs. 250/- will now be disposed of by them at the depot level through summary trial.

Sd/-

(K.A. Khan)

Deputy General Manager.

All T.Ss. (By name)

T.S., A.G.M. (A), A.G.M.(TG)

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

No. AI MI-8(1)/65

Dated : 9th April, 65

Office Order No. 35

In continuation of Office Order No. 37 dated 22.2.1960 regarding making recovery from the wages of the employees for damage to or loss of goods expressly entrusted to the employees, it has been decided that henceforth action will also be taken for the recovery of losses in the case of premature failure or damages caused due to misuse or neglect on the part of drivers and workshop staff. For this purpose a proforma, specimen of which is enclosed, has been introduced. This will be filled in by the Asst. Eng./Foreman Incharge of the Depots/Central Workshop in triplicate. One copy of this will be sent to the T.S. of the Depot/Works Manager in the case of Central and one endorsed to the C. M. E. for information. Action will be taken on the report of the Asstt. Engineer/Foreman Incharge by the Unit Officer concerned under intimation to the C. M. E.

Sd/-

K. A. Khan

Deputy General Manager

Encl : 1

All Officers & Sections.

MISUSE/NEGLECT REPORT.

Workshop Ref. No. _____

Dated :

To

A. E./T.S. Depot.

Reference your work order/Defect Report No. _____

Dated _____

Vehicle/Equipment/Stores received with the above quoted work order/Defect report has been damaged by Misuse/Neglect.

2. Brief Summary of damage is :—
3. Probable causes of damage are :—
4. Estimated cost of damage (material, labour and overhead charges) is Rs. _____
5. Please take action in accordance.

Signature _____

D.M.G./G. M.

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

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

No. ADML-7(140)/66

Dated : 5-7- 1966

Office Order No. 61

It has been observed that sometimes the buses are left unattended for a considerable period at change-over points like Tilak Nagar, Koria Bridge and during this period the equipment and fittings of the buses are exposed to damage or theft by the out-siders. Besides, it has also been noticed that the arrangements made for checking of buses at the depot gates at the inshedding and out-shedding times are also not satisfactory and effective so as to detect any loss or damage caused to the equipment of buses on the line or in the depot.

In order to eliminate the chances of damage to the equipment or fittings of the buses on the line or in the depots, the following instructions are hereby issued for strict compliance by all concerned.

1. The staff on duty on the bus should not leave the bus without the permission of the A.T.I, T.I. & Traffic supervisor on duty at the change over point at the time of charge-over of duties of the staff.
2. To avoid the chances of damage to the seats and other equipment of the bus by the out-siders, the A.T.I, T.I. and Traffic Supervisor on duty at the booths will be responsible to ensure that no bus is left unattended and either the driver or the Conductor remains near the bus during the period of its idle parking.
3. It will be the joint responsibility of the gate duty driver and the chowkidar posted at gate duty to see that all the buses going out and coming into the depot are thoroughly checked and a proper record is maintained thereof. Loss or damage to the equipment of the buses, if detected during the course of checking will be recorded on the Driver's Memo and a report submitted to the T.S. concerned.
4. The A.T.Ss. of the zones, the Traffic Supdt. in the depots and Security Officer will arrange surprise checking raids at change-over/Main-

tenance terminii points and depot gates in order to ensure that the above instructions are strictly complied with by the staff concerned.

All the T.Ss. of depots are requested to ensure that the duties of gate duty drivers are suitably adjusted so that all the buses going out and coming into depots are invariably thoroughly checked at the depot gates.

Attention of all concerned is also invited to the instructions already issued vide this office memo. No. ADML-7(140)/66 dated 21.6.66.

Sd/-

(P.D. Mehta)

Asstt. General Manager (A)

All Officers & Sections.

C.C. The Commissioner, M.C.D.

Dy. Chief Auditor M.C.D (2 copies)

All Notice Boards.

File No. ADML-8(1)/66

& File No. ADML-8(10)/66

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

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

No. ADML-8(14)/67

Dated : 15. 2. 1967

Office Order No. 18

In exercise of the powers conferred on me by Section 491 read with Section 504(i) (a) (ii) of the DMC Act, 1957, I hereby direct that the powers vested in me under Section 64 and 95(1) of the said Act mentioned in column 3 of the Schedule annexed hereto shall, subject to my super-

tenance terminii points and depot gates in order to ensure that the above instructions are strictly complied with by the staff concerned.

All the T.Ss. of depots are requested to ensure that the duties of gate duty drivers are suitably adjusted so that all the buses going out and coming into depots are invariably thoroughly checked at the depot gates.

Attention of all concerned is also invited to the instructions already issued vide this office memo. No. ADMI-7(140)/66 dated 21.6.66.

Sd/-

(P.D. Mehta)

Asstt. General Manager (A)

All Officers & Sections.

C.C. The Commissioner, M.C.D.

Dy. Chief Auditor M.C.D (2 copies)

All Notice Boards.

File No. ADMI-8(1)/66

& File No. ADMI-8(10)/66

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

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

No. ADMI-8(14)/67

Dated : 15. 2. 1967

Office Order No. 18

In exercise of the powers conferred on me by Section 491 read with Section 504(i) (a) (ii) of the DMC Act, 1957, I hereby direct that the powers vested in me under Section 64 and 95(1) of the said Act mentioned in column 3 of the Schedule annexed hereto shall, subject to my super-

vision, control and revision be also exercised by the Officers of the D.T.U. mentioned in column 2 of the said schedule subject to their strictly observing and following all the regulations, standing orders, procedures etc. in force from time to time. The scope of powers to be so exercised is defined in column 4 of the said schedule.

It supersedes all the Office Order issued on the subject from time to time.

Sd/-
(K.L. Rathee)
General Manager (Transport)

Encl: 1.

All Officers & Sections.

CC: Dy. Chief Auditor, MCD (2 copies)

File Nos. ADMI-8 (24) 167 & AdmI.8(1)/57


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