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DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P. ESTATE NEW DELHI

No. Adm.I-7(17)/2020/020

Dated- 06.01.2020

CIRCULAR

In continuation to this office circular No.Adml-27/2019/1108, Dated- 01.10.2019 it is again notified for information to all officers/officials of the Corporation that the Competent Authority has approved the extension of existing empanelment of Hospitals for the period of next three months from 01.01.2020 to 31.03.2020.



(B.S. Chauhan)
Sr. Manager (Admn)

All Unit Officers

C.c. to: All HODs

: CMO, MB-for information and necessary action

: Manager (IT) with the request to upload the above Circular on the website.



**आयलिव मुख्य चुनाव अधिकारी, दिल्ली
OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI**

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No.:CEO/COE/102(26)/MCC/DLA-20/2020/2652-717

Dated: 06/01/2020

To,

- 1) Principal Secretary to Hon'ble LG, Delhi, Government of NCT of Delhi, LG House, Delhi-110054.
- 2) The Chief Secretary, Government of NCT of Delhi, Delhi Secretariat, Indra Prastha Estate, New Delhi-110002.
- 3) The Commissioner of Police, Delhi Police, New Delhi Police Headquarters, Jai Singh Road, New Delhi-110001.
- 4) All Head of the Departments of Govt. of NCT of Delhi.

Subject :- Implementation of Model Code of Conduct - General Election to Legislative Assembly of NCT of Delhi 2020 - Regarding.

Madam / Sir,

I am directed to inform that today i.e. on 06/01/2020, the Election Commission of India has announced that General Election to Legislative Assembly of NCT of Delhi, 2020 will be held on 08th February, 2020. With the announcement of Election in Delhi, the Model Code of Conduct has come into force with immediate effect.

In this regard, I am directed to forward herewith a copy of three (03) instructions on Model Code of Conduct issued by the Election Commission of India vide letters No. 437/6/1/ECI/INST/FUNCT/MCC/2020 dated 06/01/2020 for information and necessary action.

Yours faithfully,

Encl: As above

(RAJESH KUMAR)

Spl. Chief Electoral Officer, Delhi

**DELHI TRANSPORT CORPORATION
I.P. ESTATE- NEW DELHI**

No. Adml/Misc/2020/026

Dated: 08/01/2020

Forwarded for information and necessary action please.

(B.S. Chauhan)
Sr. Manager (Admn.)

All HODs
All Dy. CGMs/RMs/Addl. CAO
All Depot Managers/Unit Officers

Copy to: OSD to MD-for kind information please.

By Spl. Messenger/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 437/6/1/ECI/INST/FUNCT/MCC/2020

Dated: 6th January, 2020

To

1. The Cabinet Secretary,
Government of India,
Rashtrapati Bhawan,
New Delhi
2. The Chief Secretary
to the Government of
NCT of Delhi,
Delhi, and
3. The Chief Electoral Officer,
NCT of Delhi,
Delhi.

Sub: Application of Model Code of Conduct - General Election to the Legislative Assembly of NCT of Delhi, 2020- reg.

Sir,

I am directed to state that the Election Commission has announced the schedule for holding General Election to the Legislative Assembly of NCT of Delhi (Press Note No. ECI/PN/04/2020, dated 6th January, 2020 available at the Commission's web-site - <https://eci.gov.in/>).

2. With this announcement, the provisions of the Model Code of Conduct for the guidance of the Political Parties and Candidates have come into force with immediate effect and which will be in force till the completion of the General Election to the Legislative Assembly of NCT of Delhi. This may be brought to the notice of the Central and State Government, all Ministries/Departments/offices of the Union Government/the State Government. A copy of instructions issued by you to this effect may be sent to the Commission for its information and record.

3. Your attention is drawn to the particular provisions of Model Code of Conduct relating to the 'party in power' which inter alia says that the party in power whether at the

Centre or in the States concerned, shall ensure that no cause is given for any complaint that it has used its official position for the purposes of its election campaign and in particular: -

- (i) (a) The Ministers shall not combine their official visit with electioneering work and also shall not make use of official machinery or personnel during the electioneering work;
- (b) Government transport including official air-crafts, vehicles, machinery and personnel shall not be used for furtherance of the interest of the party in power;
- (ii) Public places such as maidans etc., for holding election meetings, and use of helipads for air-flights in connection with elections shall not be monopolised by itself. Other parties and candidates shall be allowed the use of such places and facilities on the same terms and conditions on which they are used by the party in power;
- (iii) Rest houses, dak bungalows or other Government accommodation where elections have been announced or are taking place can be given to the political functionaries who are provided security by the State in Z scale or above or equivalent by various State Governments or the Central Government under provisions of their laws, on equitable basis. This shall be subject to condition that such accommodation is not already allotted or occupied by election related officials or Observers. Such political functionaries shall not carry out any political activity while staying in the Government Guest Houses/Rest Houses or other Government accommodation etc.;
- (iv) Issue of advertisement at the cost of public exchequer in the newspapers and other media and the misuse of official mass media during the election period for partisan coverage of political news and publicity regarding achievements with a view to furthering the prospects of the party in power shall be scrupulously avoided;
- (v) Ministers and other authorities shall not sanction grants/payments out of discretionary funds from the time elections are announced by the Commission; and
- (vi) From the time elections are announced by the Commission, Ministers and other authorities shall not -
 - (a) announce any financial grants in any form or promises thereof; or
 - (b) (except civil servants) lay foundation stones etc. of projects or schemes of any kind; or
 - (c) make any promise of construction of roads, provision of drinking water facilities etc.; or
 - (d) make any ad-hoc appointments in Government, Public Undertakings etc. which may have the effect of influencing the voters in favour of the party in power.

4. As will be observed from Para 3(Clause IV) above, no advertisements shall be issued in electronic and print media highlighting the achievements of the Govt. at the cost of public exchequer. If any advertisement has already been released for telecast/broadcast or publication in the print media, it must be ensured that the telecast/broadcast of such ads on electronic media is stopped forthwith and that no such ad is published in any newspapers, magazines, etc., i.e. in print media, from today itself and it should be immediately withdrawn.

5. The instruction of the Commission contained in its letter No.437/6/2009-CCBE dated 5th March, 2009 is available on the Commission's web-site "<https://eci.gov.in>" under the heading 'Important instructions' for your information and necessary action. The Commission's all other instructions are also available in this link for your guidance.

6. The Commission further directs that there shall be a total ban on the transfer of all officers/officials connected with the conduct of the election. These include but are not restricted to: -

- I) The Chief Electoral Officer and Additional/Joint/Deputy Chief Electoral Officers;
- II) Divisional Commissioners;
- III) The District Election Officers, Returning Officers, Assistant Returning Officers and other Revenue Officers connected with the Conduct of Election;
- IV) Officers of the Police Department connected with the management of election like range IGs and DIGs, Senior Superintendents of Police and Superintendents of Police, Sub-Divisional Police Officers like Deputy Superintendents of Police and other Police officers who are deputed to the Commission under section 28A of the Representation of the People Act, 1951;
- v) The transfer orders issued in respect of the above categories of officers prior to the date of announcement but not implemented till date should not be given effect to without obtaining specific permission from the Commission in this regard;
- vi) This ban shall be effective till the completion of the election. The Commission further directs that the State Governments should refrain from making transfers of senior officers who have a role in the management of election in the State;

vii) In those cases where transfer of an officer is necessary on account of administrative exigencies, the concerned State Government may with full justification approach the Commission for prior clearance.

7. The receipt of the letter may kindly be acknowledged.

Yours faithfully,



(NARENDRA N. BUTOLIA)
PRINCIPAL SECRETARY

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 437/6/1/ECI/INST/FUNCT/MCC/2020

Dated: 6th January, 2020

To

1. The Cabinet Secretary,
Government of India,
Rashtrapati Bhawan,
New Delhi.
2. The Secretary to the Government of India,
Department of Programme Implementation,
Sardar Patel Bhawan,
New Delhi.
3. The Chief Secretary
to the Government of
NCT of Delhi,
Delhi, and
4. The Chief Electoral Officer,
NCT of Delhi,
Delhi.

**Subject: General Election to the Legislative Assembly of NCT of Delhi, 2020-
Release of funds under MPs'/MLAs' Local Area Development Scheme.**

Sir,

I am directed to refer to the Election Commission's Press Note No. ECI/PN/04/2020, dated 6th January, 2020 (Press Note available at Commission's web-site - <https://eci.gov.in/>) as per which the Commission has announced the enforcement of the Model Code of Conduct for the guidance of the Political Parties and Candidates, consequent on the announcement of General Election to the Legislative Assembly of NCT of Delhi.


2. The Commission has instructed that the release of funds under the Member of Parliament Local Area Development Schemes will be subject to the following restrictions:-

- a) No fresh release of funds under the Member of Parliament (including Rajya Sabha members) Local Area Development fund shall be made in any part of the country where election is in progress. Similarly no fresh release of funds under the MLAs'/

MLCs' Local Area Development Fund shall be made, if any such scheme is in operation, till the completion of election process.

- b) No work shall start in respect of which work orders have been issued before the issue of this letter but the work has actually not started in the field. These works can start only after the completion of election process. However, if a work has actually started, that can continue.
- c) There shall be no bar to the release of payments for completed work(s) subject to the full satisfaction of the concerned officials.
- d) Where schemes have been cleared and funds are provided or released and materials procured and reached the site such scheme may be executed as per programme.

Yours faithfully,



(NARENDRA N. BUTOLIA)
PRINCIPAL SECRETARY

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 437/6/1/ECI/INST/FUNCT/MCC/2020

Dated: 6th January, 2020

To

1. The Cabinet Secretary,
Government of India,
Rashtrapati Bhawan,
New Delhi.
2. The Chief Secretary
to the Government of
NCT of Delhi,
Delhi, and
3. The Chief Electoral Officer,
NCT of Delhi,
Delhi.

Subject: Immediate action to be taken for enforcement of Model Code of Conduct after announcement of General Election to the Legislative Assembly of NCT of Delhi, 2020- regarding.

Sir,

I am directed to state that the Election Commission has announced the schedule for holding General Election to Legislative Assembly of NCT of Delhi. Operation of 'MODEL CODE OF CONDUCT' comes into effect with the announcement of elections by the Commission. In view of the general election to the Legislative Assembly of NCT of Delhi, the Commission has given following directions for effective enforcement of provisions of MCC:-

1. **Defacement of Property-** ECI instructions contained in letters, No. 437/6/INST/2015-CCS, dated 29th December, 2015, No. 437/6/INST/2012-CC&BE dated 18th January, 2012 and No. 3/7/2008 JS-II dated 7th October, 2008, provide for prevention of defacement of property. The Commission has directed to ensure strict compliance of its instructions and to take time bound action as prescribed below-
 - (a) **Defacement of Government property-** For this purpose a Government premise would include any Government office and the campus wherein the office building is situated. All wall writing, posters/papers or defacement in any other form, cutout/hoardings, banners, flags etc, on Government property shall be removed within 24 hours from the announcement of elections

(b) **Defacement of public property and misuse of public space-** All unauthorized political advertisement, in the form of wall writing/posters/papers of defacement in any other form, cutout/hoardings, banners flags etc. at public property and in public space like railway station, Bus stands, Airports, railway Bridges, Roadways, Govt. Buses, Electric/Telephone poles , municipal/local bodies' buildings etc., shall be removed within 48 hours from the announcement of elections by the Commission.

(c) **Defacement of private property-** All unauthorized political advertisement displayed at private property and subject to local law and court's directions, if any, shall be removed within 72 hours from the announcement of elections by the Commission.

2. **Misuse of official vehicle-** The ECI's Consolidated instructions contained in letter No. 464/INST/2014/EPS, dated 10th April 2014, among other things, provides that **there shall be a total ban on use of official vehicle by any political party, candidate or any other person connected with election (except officials performing any election related official duty) for campaigning, electioneering or election related travel during elections (subject to certain exception mentioned therein).** The expression official vehicle means and shall include , any vehicle used or capable of being used for the purpose of transport, whether propelled by mechanical power or otherwise and will include trucks, lorries, tempos, jeeps, cars, auto rickshaws, e-rickshaws, buses, belonging to Central Government, State Government/UT Administrations, public undertakings of Central/State Government, Joint sector undertakings of Central/State Government, local bodies, municipal corporations, marketing boards, cooperative societies or any other body in which public funds , however small a portion of the total, are invested. **The CEOs/DEOs shall take necessary action for compliance of ECI instructions within 24 hrs of the announcement of the elections,**

3. **Advertisement at the cost of public exchequer-** ECI instructions contained in letters, No. 437/6/1/2014-CC&BE, dated 5th March, 2014 provides that at the cost of public exchequer in the newspapers and other media and the misuse of official mass media during the election period for partisan coverage of political news and publicity regarding achievements with a view to furthering the prospects of the party in power shall be scrupulously avoided. No advertisements shall be issued in electronic and print media highlighting the achievements of the Govt. at the cost of public exchequer. If any advertisement has already been released for telecast/broadcast or publication in the print media, it must be ensured that the telecast/broadcast of such ads on electronic media is stopped forthwith and that no such ad is published in any newspapers, magazines, etc., i.e. in print media, from the date of announcement and it should be immediately withdrawn. **The CEOs/DEOs has to take immediate action to remove/stop any advertisement , in the print/electronic media,**

showing the achievements of the Government soon after the announcement of elections.

4. **Photograph of political functionary at official website-** ECI instruction contained in letter No. 437/6/INST/2014-CC&BE dated 20th March, 2014 provides that all references of Ministers, Politicians or political parties available on central/state Government's official website, shall be removed. The CEOs have to take immediate action to remove/hide the photographs of any political functionary from official websites of state department.
5. **Development/construction related activities- within 72 hours** of announcement of elections, the CEO/DEO shall obtain the following list of works for reference in case of validating any complaint on violation of MCC:
 - (i) List of work which has already been started on ground.
 - (ii) List of fresh work which has not started on ground.
6. **Activities for Expenditure Monitoring and enforcement of MCC-** Flying squad, PST, video team, intensive checking for liquor/Cash/Contra banned drugs, flying squads of excise department to check illicit trafficking of Drug/Narcotics to be immediately activated after announcement.
7. **Complaint Monitoring System-** The poll going states shall have a complaint redressal mechanism based on website and call center. The toll free number of call center is 1950. Complaints can be registered by making calls to the toll free call center numbers or on the web site. Complainants will also be informed of the action taken by SMS and by the call center. Complainants can also see the details of the action taken on their complaints. This system should be operational within 24 hours of the announcement. All complaint should be dealt with promptly and properly. The 24x7 control Room at the district level must be activated and sufficient deployment of manpower and other logistics be ensured in particular, round the clock personnel should be deployed in the control room and their duty roster must be issued to avoid any evasion or confusion.
8. **IT Application-** All IT applications including official website and social media shall be operational with the announcement.
9. **Dissemination of information for Awareness of Voters and political parties.** Publicity of major election activity would be given through CEO/DEO/RO. For this purpose, all necessary information shall be disseminated through radio, tv, cinema. Government channel to display voter education material.
10. **Active cooperation from Educational Institution and Civil Societies-** Cooperation can be sought from educational institution and civil societies for giving wide publicity to the election related information to the general public and other stakeholders.

11. **Media Centre-** Effort should be made for awareness among the voters, political parties and other stakeholder through media center about election system including use of EVM/VVPAT.
12. **MCMC/DEMC-** ECI instruction contained in letter no. 491/MCMC/2014/Communication dated 24th March, 2014 provides that all registered political parties will approach the Media Certification and Monitoring Committees (MCMC) at District and State level, as the case may be, for pre-certification of their political advertisements proposed to be issued on electronic media. The Commission has directed to ensure strict compliance of its instructions contained in above said letter.
13. **Control Room-** The 24x7 control room at district level must be activated immediately and sufficient deployment of manpower and other logistics be ensured by the DEO/CEO. A control room with complaint Monitoring Centre would also be set up at ECI Secretariat during the entire election process.

Yours faithfully



(NARENDRA N. BUTOLIA)
PRINCIPAL SECRETARY

DELHI TRANSPORT CORPORATION
GOVERNMENT OF NCT OF DELHI
L.P. ESTATE: NEW DELHI - 110002

No. Act/PBS/2020/ 37

Dated 13th January 2020

Circular

It has been observed that while making payment towards retirement dues of employees /officers/dependents (Gratuity, Leave Salary, Unpaid dues, Bonus etc.) the name of said employees/ officers/dependents vary from the name written in payment releasing memos and the cheque leaf(s). Such discrepancies may result in wrong /excess payment. To avoid such incidents of wrong /excess payment, the DMs/Unit officers are to ensure the following:-

1. The name of the employees /officers/dependents in the cheque leaf(s) should exactly be same as it is recorded in the service book of the employee.
2. Discrepancy, if any, in respect of Name/Surname in cheque leaf(s) is required to be rectified by the concerned officer/staff/dependents at his/her own level with the concerned bank.

This has the approval of Competent Authority.


13.01.2020
Dy. Manager (Pay)

All DM's
All Unit Officers

DELHI TRANSPORT CORPORATION
(A Govt. of NCT of Delhi)
I.P. ESTATE: NEW DELHI

No. Adml/MS-I/Misc./2020/50

Dated: -15/01/2020

CIRCULAR

Subject:- Cash Compensation in Lieu of Uniform Items & Ladies Uniform to Entitled Contractual Drivers & Conductors.

DTC Board vide Resolution no.41/2019,Item No.24/2019 in its meeting held on 25.11.2019 accorded approval for Cash Compensation to the entitled Contractual Drivers/Conductors in lieu of the following uniform items for the year 2019-20 & 2020-21 as per details given below:

1. Male staff

S.No.	Name of the Items	Cash Compensation/Payment Rates (In Rs.)	Period of Cash Compensation
1	Stiching Charges for stitching of Pant.	Rs.405/-@ Rs.135/- each for 3-Pants	2019-20 & 2020-21
2	Logo Charges	Rs.60/-@ Rs.20/- each for 3-Pants	2019-20 & 2020-21
3	Woolen Jersey	Rs.534/- for 1-Jersey	2019-20 & 2020-21
4	Shoes	Rs.1000/- (2 Pair Shoes)	2019-20 & 2020-21
5	Socks	Rs.80/- (2-Pair Shoes)	2019-20 & 2020-21

2. Ladies Staff.

Contractual entitled ladies Drivers & Conductors may be given Cash Compensation @ Rs.5000/- per annum for Kameez, Salwar, Dupita, Woolen Cardigan, Ladies Belly & Socks for the year 2019-20.

In order to ensure that the cash compensation is utilized for the purpose it is given, employees will be asked to submit the receipt/bill to the Unit Head/Depot Authority against actual purchase of above uniform items within a month of issuance of this order. Cash Compensation amount will be paid through salary to those employees only who will submit cash receipt/bill.

It is mandatory to wear uniform by the entitled staff while on duty to maintain discipline and image of the Corporation. All Unit Officers/Heads may ensure that the staff wear the specified uniform.


15/1/20
(B.S. Chauhan)
Sr. Manager (Admn.)

All HoDs
All Unit Officers/Depot Managers.

DELHI TRANSPORT CORPORATION
(Govt. of NCT of Delhi)
L.P. ESTATE: NEW DELHI-110002

No. Admn-I-7(27)/2020/87

Dated- 27.01.2020

In continuation to Office Circular No Admn-I-7(27)/2020/19, Dated-06.01.2020, it is further notified for information to all officers/officials of the Corporation that the following new hospitals have been inducted in addition to the existing hospitals up to 31.03.2020.

S.No.	Name of Hospital	Accreditation	Purpose as per CGHS/DGHS
1	Haryana Multispecialty Hospital, Vivekanand Chowk, Sonapat, Haryana, Pin-13001	NABH	Secondary and tertiary care services like General Medicine, General Surgery, Obstetrics and Gynecology, Ophthalmology, Orthopedic surgery, Cardiology, Neurosurgery, Urology, etc.
2	Kailash Hospitals Ltd, 23 KP-1, Greater Noida-201310	NABH	Cardiology and cardiothoracic surgery, Endoscopic/Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic surgery with Joint replacement, General Medicine, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology & GI Surgery, Pediatrics, Eye & ENT, Dental, Cancer treatment (Surgery, Chemotherapy) and Diagnostics.
3	Narinder Mohan Hospital & Heart Centre, Mohan Nagar, Ghaziabad, Pin-201007	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic Surgery including Joint Replacement, General Medicine, Pulmonology, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Pediatrics, Eye & ENT, Dental, Cancer treatment (Surgery, Chemotherapy & Radiotherapy) and Diagnostics.
4	Naveen Hospitals, Sector 3, Vaishali, Ghaziabad, PPin-201010	NABH	General Medicine, General Surgery, Cardiology, Obstetrics and Gynecology & Obstetrics surgery with Joint replacement, ENT, Respiratory Medicine, Rheumatology, Gastroenterology, Endocrinology (Medical & Surgical), Nephrology (Including Dialysis), Neurology & Neurosurgery, Oncology (Medical, Surgical), Urology, Dental and Diagnostics.

5	QRG Central Hospital & Research Centre, 69, Sector 20A, Near Neelam Flyover, Ajronda Chowk, Faridabad, Haryana-121001	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic Surgery including Joint Replacement, General Medicine, General Surgery, Neurology & Neurosurgery, Pulmonology, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Paediatrics, Dental, Eye & ENT, Cancer treatment (Surgery, Chemotherapy) and Diagnostics.
6	R J Super Specialty Hospital, Delhi Rohtak Road, Metro Pillar-808, Bahadurgarh, Haryana-124507	NABH	General Medicine, General Surgery, Gynecology & Obstetrics, Orthopedic, Otorhinolaryngology, Respiratory Medicine, Cardiology, Cardiothoracic Surgery, Nephrology, Neurology & Neurosurgery, Urology (Including Dialysis and lithotripsy) Eye, Dental, and Diagnostics.
7	Shivam R R Hospital, Nehra Nehri Road, Line Par, Bahadurgarh, Haryana. Pin-124507	NABH	General Medicine, General Surgery, Obstetrics and Gynecology, Pediatrics, Orthopedic, GI & Laparoscopic surgery, Urology, Eye, Dental and Diagnostics.

All unit officers are therefore requested to make wide publicity among the staff.

This has the approval of the Competent Authority.


(B.S. Chauhan)
Sr. Manager (Admn.)

All Unit Officers: (with two copies) one for pasting the Circular on Unit Notice Board and second for members of Depot council for wide publicity among employees of the unit concerned.

- Cc to:
1. All HODs for kind information
 2. CMO I/C Medical Board for kind information and necessary action.
 3. Manager (IT) with the request to upload the circular on DTC website.

MOST URGENT
IMMEDIATE

**OFFICE OF THE DY.CHIEF GENERAL MANAGER(OPERATION)
DELHI TRANSPORT CORPORATION
(P.ESTATE : NEW DELHI)**

No.DCGM(O)/2020/ 29

Dated: 27-01-2020

Sub: Travelling of women passengers.

The complaints are pouring in that drivers are not stopping the buses at conductors are not making efforts for boarding of women passengers. The following instructions are issued for compliance by all concerned:-

1. Drivers are directed to stop the buses on all bus stands and ensure that all women passengers are boarded in the bus.
2. Conductors are to ensure that pink tickets are issued to all women passengers free of cost.
3. Marshals are to ensure safety of women passengers on board.
4. Conductors are to issue pink tickets to women passengers only, if any conductor is found issuing tickets to any other person, strictest disciplinary action will be taken against the conductor.


27-01-2020
(B.P.Nigam)
Dy.CGM(Operation)

All RMs

All DMs

CC to:-

- (i) OSD to MD
- (ii) Dy.CGM(Traffic), Sc.House
- (iii) Dy.CGM(PR) for information
- (iv) Manager(O)

**Delhi Transport Corporation
Office of Dy. Chief General Manager (Op.)
IP, Estate, New Delhi-02**

No.DCGM(Op.)/2019/ 8&1

Dated: 31.12.2019

CIRCULAR

Kindly refer the press clipping bearing no. 1948 dated 22.12.2019 of daily Hindi News Paper "Punjab Kesri" is received in this office in which it is mentioned that a fatal incident involving DTC Bus has occurred and aggrieved family is also stated in above said newspaper that driver was wear the ear-phone while he was driving the bus.

In view of the above, Instructions be given to Drivers, Conductors & Marshals for not wearing the head- phone or ear-phone to listen the music and also not to use any music systems while performing the duty in bus. Further the letters nos. CGM(O&T)/2013/159 dated 10.09.13 & CMDTC/2013/ 1230-1235 dated 05.11.2013 are also reiterated inter-alia again as follow: -

1. RMs and DMs shall ensure at the time of out-shedding that speed control Governor fitted with the buses are not tampered with. Any bus not having the SCG intact shall not be out-shedded unless properly fitted. Instances of tampering/vandalizing of SCGs be dealt with strict disciplinary action. The RMs and DMs shall further ensure proper working of sensor controlling the opening and closing of doors of Low Floor buses. The buses with defective sensors shall not be out-shedded.
2. RMs and DMs shall ensure effective and proper functioning of GPS device in buses. The devices must be checked on daily basis at the time of out-shedding and in-shedding by DTC officials without fail. Issue of missing/non-functioning of GPS devices shall be taken up with IT Deptt. or M/s G-Track on top priority.
3. The counselling of Regular & Contractual DTC drivers by DMs in batches on safe driving shall include inter alia strict observance of road discipline, driving within prescribed speed limit, non-overtaking, lane driving, driving with safe distance from other road users, proper halting of bus at bus stops, proper boarding/alighting of passengers, extra care for the aged and disabled commuters, extra vigilant while driving near schools and at school closure time when children rush to board the bus.
4. RMs and DMs shall ask the checking officials to check inter alia the driving habits of drivers and submit reports in case of any irregularities. On the receipt of reports of irregularities against the drivers including public complaints on this aspect, the Unit officers shall take strict action against the defaulter drivers as per laid down procedure.

5. Drunken driving must be avoided at any cost. Any crew performing duty under the influence of alcohol will be liable for termination/removal from the services of the Corporation. RMs and DMs shall ensure that no crew under the influence of alcohol is allowed to drive the vehicle. If any such case is found, the person/s allowing duty to the crew, also be held liable for strict disciplinary action.
6. Dy.CGM(training) shall ensure that the training being imparted to drivers (Regular & Contractual) in Training school and its branches, includes inter alia the skills of disciplined and safe driving, hospitality and stress management. If required, skill test of error prone drivers may also be taken in Training School.

This has issued with the approval of competent authority.


 (B.P. Nigam)
 Dy. Chief General Manager(Op.)

All RMs

All DMs

Copy to :

- : CGM(Tech/Traffic)
- : OSD to MD
- : Dy.CGM (RSC)
- : Dy.CGM (Training)
- : Dy.CGM (IT & Comm.)
- : Dy.CGM (CCR)
- : Dy.CGM (PR)
- : Dy.CGM (Traffic, Sc.House)
- : Manager (Op.)

OFFICE OF THE DY.CGM(OP)/R&D/(PF) HQ
DELHI TRANSPORT CORPORATION
L.P. ESTATE : NEW DELHI

No. DY.CGM(O)/2019/ 213

Dated : 07/11/19

CIRCULAR

It has been decided that the ticketed earning shown in daily operational data will be inclusive of the earning of free Passes issued to women passengers at the rate of Rs.10/- per ticket.

All are requested to prepare a daily operational data submitted to Monitoring Cell, R&D Department and other officers for monitoring purposes on daily, weekly and monthly basis.

This is issued with the approval of Competent Authority.


(B.P. Nigam)

Dy.CGM(OP)/R&D/(PF) HQ



All CGMs
All Dy.CGMs
All RMs 
I/c FCMS
Addl. CAO

- 13 -

दिल्ली परिवहन निगम
उप मुख्य महाप्रबंधक कार्यालय (परिचालन)
आई.पी.एस्टेट नई दिल्ली-02

पत्र सं०: उप मु०महाप्रबंधक(परि०)/2019/49

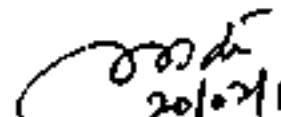
दिनांक: 20.02.2019

परिपत्र

विषय : दिल्ली परिवहन निगम की बसों में दिव्यांग यात्रियों/छात्रों की समस्याओं के संबंध में ।

अवगत किया जाता है कि दिल्ली परिवहन निगम की बसों में दिल्ली विश्वविद्यालय कालेजों तथा विभिन्न कार्यालयों के लिए बड़ी संख्या में दिव्यांग यात्रियों/छात्रों का आना-जाना होता है । ऐसे में उन दिव्यांग यात्रियों/छात्रों के हित में परिवहन निगम को यह सुनिश्चित करने की आवश्यकता है कि बसों के ड्राइवर तथा कंडक्टर उनकी समस्या को समझते हुए यथासंभव यात्रा के दौरान उनकी मदद करें ।

अतः सर्वसंबंधित को निर्देश दिया जाता है कि चालको एवं संवाहको को परामर्श(counseling)/प्रशिक्षण(Training) के दौरान उपरोक्त के संदर्भ में अवश्य निर्देशित करें कि दिव्यांग यात्री/छात्र जब तक बस पर ठीक ढंग से चढ़ अथवा उतर न जाए तब तक बस को रोका जाए जिससे भविष्य में किसी प्रकार की अनहोनी से बचा जा सके ।


20/02/19
(बी.पी.निगम)

उप मुख्य महाप्रबंधक कार्यालय (परिचालन)

समस्त वि० प्रबंधक ()

समस्त क्षेत्रीय प्रबंधक ()

प्रतिलिपि: उप मुख्य महाप्रबंधक कार्यालय (प्रशिक्षण)- कृपया आवश्यक कार्यवाही हेतु ।

: समस्त इंचार्ज चेकिंग () - सुनिश्चित करने हेतु ।

: सतर्कता अधिकारी - सूचनाार्थ

dc

- 1 -

Delhi Transport Corporation
Office of Chief General Manager (O)
IP, Estate, New Delhi-02

No.CGM (O)/2017/03


Dated: 10/01/2019

Subject:- Observation of Traffic Rules by the DTC Drivers,

Attention to the circular Nos. CGM(O)/DTC/2017/54 dated 13.07.2017 & CGM(O)/2017/116 dated 22.12.2017 is invited of all concerned. In spite of repeated instruction on the aforesaid subject the continuous violation of Traffic Rules and non-parking of buses at the designated places of the bus stops is being reported. As the press clipping no.2104 dated 20.11.2018 was received to this office where in it is published that

"रिंग रोड पर कई बार देखा गया है की बसों वाले रैस लगाते हैं और इस दौरान वे सवारियों को स्टैंड पर जल्दबाजी में ही उतार देते हैं। काफी जल्दी करते हैं। जल्दी के चक्कर में हादसा भी हो सकता है।"

In view of the above, all Regional Managers/Depot Managers are required to ensure the announcement of the instructions through Public Address System and also during the counseling session at the Depots for proper parking of buses at their designated bus stand so that boarding/de-boarding of the passengers could be done safely. It is also to ensure that buses could not run parallel/ compete to other vehicles/buses to avoid the any accident. The checking officials in the field duty shall also be instructed to check this aspect during their course of checking and submit report, if any driver is found violating these instructions.


(Subhash Chandra)

Chief General Manager(Operation)

etc

All Regional Managers/Depot Managers

Dy.CGM /c MD Squad

Dy.CGM(Tr.), /c Super Checking

Dy.CGM(O)

Sr. Manager(Vigilance)

Incharges-Checking Officers

Cc to:

1. MD for favour of information please.
2. CGM(Tr.)

Email

Advisory for Novel Corona virus 2019

From : IDSP Delhi [idsodelhi3@gmail.com]

Dated - Thur, Feb 06, 2020 02:30 PM

Subject : Advisory for Novel Corona virus 2019

Sir,

As well all are aware that recently WHO declared the Novel Corona Virus (nCoV-2019) epidemic affecting 23 Countries as International Public Health Emergency of International Corona. Approximately 28,000 cases and approx 563 deaths have been reported so far. Since Passengers from China are coming to Delhi on daily basis, therefore surveillance activities and preparedness needs to be grade up to tackle any situation in Delhi also.

Since Delhi is densely populated city and large number of peoples migrates from one place to another place, so Delhi is also at risk but as of now no confirm case have been detected in Delhi. Therefore, to save over selves, our families and community from infection of Corona Virus, we must follow some preventive measures. In view of some an advisory in Hindi & English is being attached herewith. Further you are requested to display this advisory on prominent place in your respective department and circulate at peripheral leave to create mass awareness. Staff may also be sensitized about this advisory.

Encls : Advisory nCoV-2019 (English).docx

: कोरोना वायरस-03.02.2020. docx

Warm Regards

State Surveillance Unit, Delhi
Integrated Disease Surveillance Program and
National Vector Borne Disease Control Program
Govt. of NCT of Delhi
[Tel: 011-22482016]

**DELHI TRANSPORT CORPORATION
I.P. ESTATE, NEW DELHI-110002**

No. Admn-I-7(27)/2020/ 160

Dated - 13.02.2020

Forward to all concerned for information and necessary action at their end please.



(B.S. Chauhan)

Sr. Manager (Admn)

All Unit Officers / All DM's

C.c. to : OSD to MD for kind information

: All Dy. CGMs

: All RMs

: CMO, DTC, Medical Board

DELHI TRANSPORT CORPORATION
PENSION DEPARTMENT
I.P. ESTAT, NEW DELHI


NO.PC/CIRCULAR/2020/ 199

DATED: 14-02-2020

Instances have come to the notice that Pension cases are not being received timely from the Depots/ Units. Moreover, in some cases, case files are being received incomplete & without supporting documents i.e nomination form, KYC Form etc. for completing the formalities, such files have to sent back to the concerned Depots / Units with queries, resulting extraordinary delay in releasing the Pension/ Family Pension on time.

All DMs /Unit Heads are requested to get it checked and complete the Check list (copy attached) of all important and required documents before sending the Pension Case files to Pension Cell DTC HQ for further necessary action.

It is issued with the permission of competent authority.


13/2/20
(S. Chauhan)
Sr. Manager(Pension)

All Depot Manager/Unit Heads

CC: All RMs /Dy. CGMS : for kind inf. & N/A.
: OSD to CMD for kind information pl.

He Group-IV

-157

**OFFICE OF MINISTER OF LAW, JUSTICE & LEGISLATIVE AFFAIRS, TRANSPORT,
ADMINISTRATIVE REFORMS, INFORMATION & TECHNOLOGY, REVENUE AND
ENVIRONMENT, FOREST & WILD LIFE
GOVERNMENT OF NCT OF DELHI
8TH LEVEL, 'A' WING, DELHI SECRETARIAT, L.P. ESTATE,
NEW DELHI-110002**

Tel. No. 23392126, 23392127 E-mail: secymn.delhi@gov.in

Secy to Min./OSD(T)/2019/6631-34

Dated: 08/11/19

MINUTES OF MEETING

A meeting was held under the chairmanship of Hon'ble Minister (Transport) in his conference room on dated 05-11-2019 at 12.30 P.M. to discuss the issue related to extend pensionary benefit to non-opted retired/existing employees of DTC.

The following were present:-

- (1) Sh. Manoj Kumar, MD, DTC.
- (2) Sh. K. K. Dahiya, Spl. Commissioner Tpt.
- (3) Sh. G.P. Singh, Secretary to Minister.
- (4) Sh. Sanjay Dewan, OSD to Minister.
- (5) Sh. B. S. Chauhan, Sr.Mgr.(Pension), DTC.
- (6) Sh. C. S. Nawani, PCO, Tpt.
- (7) Sh. G. K. Sabharwal, Ex.Dy. CGM/Rep. of Union.
- (8) Sh. M.D. Shukla, Ex. Employee/ Rep. of Union.
- (9) Sh. Ziley Singh, Rep. of Union.
- (10) Sh. Pawan Kumar, Rep. of Union.
- (11) Sh. Jagat Ram, Rep. of Union.
- (12) Sh. Harish Bahyan, Rep. of Union.
- (13) Sh. Ranbir Singh, Rep. of Union.

During the meeting the Hon'ble MOT was apprised about the outcome of the two different Committees constituted earlier on his orders. The Committee constituted vide order dated 06-07-2018, under the Chairmanship of Sh. Subhash Chandra CGM(Fin) opined that due to lack of resources of income it is not feasible to pay pension. If demand of union representatives for extension of pensionary benefits to non-pension opted retired and existing employees is accepted huge amount will be required.

After that, another Committee was constituted under the Chairmanship of Sh. VK Gupta CGM (Tech) for reviewing the matter of pension again. The committee vide its note dated 28-8-2019 opined that the DTC is loss making organization & fully dependent on the budgetary support of Govt. of NCT of Delhi. At present an amount of Rs. 35 Cr. per month is being provided to DTC Pension Trust for disbursement of monthly pension to retired pension opted employees. If pensionary benefits are extended to the non pension opted retired/existing employees of DTC, there would additional financial implication, estimated at Rs. 26.50 Cr. per month for about 12000 retired non-pension opted employees. The total

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financial burden will come to Rs.318 crores per annum in addition to expenditure towards existing pensioners. Further, a number of about 2500 employees will also be added upto the year 2022 in the existing pension roll.

M.D., DTC pointed out during the discussion that a enquiry proceeding under section 7A of the EPF & MP Act 1952 has already been initiated against DTC by RPFC in which an amount of Rs.207 crores shown as dues on account of EPF/EPS-95 and EDLI Scheme without interest upto Nov. 2011. DTC filed writ petition in the Hon'ble High Court challenging the above action of RPFC and Hon'ble High Court granted stay on further enquiry in the matter. The next date of hearing is 05/02/2020.

During the discussion, it has been decided that

1. The Hon'ble, MOT has desired to examine in principle that the pension could be extended to non pension opted retired/existing employees with the financial support of Govt. of NCT of Delhi, after examining the legal aspects with the approval of Finance department.
2. It was largely agreed by the representatives of the union that the management share of Provident fund drawn by retired pensioners will be refunded to DTC, according to due and drawn statement prepared by the DTC as and when asked.
3. Union representative hoped that all court cases pending in the various courts against DTC by different unions and individuals for pension benefits will come to end, saving crores of rupees by DTC in litigation, besides creating goodwill between DTC/Govt. of NCT of Delhi and retired employees, also mitigating financial hardship of retired employees.

Meeting ended with the vote of thanks to chair.


(Sanjay Dewan)

OSD to Minister (Transport)

Copy to :

1. Pr. Secretary-cum-Commissioner (Transport), GNCTD, 5/9, Under Hill Road, Delhi-54.
2. MD (DTC), I P Estate, New Delhi.
3. Sh. G. K. Sabharwal, Rep. of Union.
4. Sh. M. D. Shukla, Vice Chairman, DTC Employee Union, 61-B, Pocket D, Ashok Vihar, Phase-III, Delhi-52

DELHI TRANSPORT CORPORATION
(A GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE: NEW DELHI

No. Admn-I-3(18)/2020/ 167

dated:- 18.02.2020

CIRCULAR

Instances have come to the notice that the disciplinary cases of the employees involved in criminal cases are reported pending since long for one or another reason or being referred to Corporate-Office for seeking advice in the matter. In order to avoid undue delay in deciding the disciplinary cases and suspension cases arising on account of criminal cases, It has been decided by the competent authority that such cases be decided expeditiously with existing guide lines of DRTA and Executive Instructions of DTC issued earlier in dealing with Disciplinary cases vide Nos.CVO/PA/ 98/susp./143/17.04.1998, Adm-I(Misc)/98 dated 24.12.1998 and AdmI(Misc)/08/383 dated 23.05.2008 (copy attached).

It is further decided that the committee constituted earlier vide circular No.AdmI(Misc)/2016/850 dated 11.08.2016 on the particular issue is hereby dissolved.

This has the approval of the competent authority

End : As above


(B.S. Chauhan)
Sr. Manager(Admn.)Hqtr

All Unit Officers/ Depot Managers
All RMs/Dy.CGMs

Copy to : OSD to MD - for kind information to MD please.
✓ CGM(M) - for kind information pl.

- 207 -

DELHI TRANSPORT CORPORATION
(GOVERNMENT OF NCT OF DELHI)
[P.ESTATE:NEW DELHI]

No.Adm1(Misc)/2016/ 850

Dated: 11/8/2016

In supersession of previous orders on the subject, it is notified for information and necessary action by all concerned that henceforth the cases of those employees who are involved in criminal cases and placed under suspension facing trial in criminal court will be examined/reviewed by the following fresh committee:

- | | |
|--------------------------------|-----------------|
| 1. CGM(Tr.) | Chairman |
| 2. Dy.CGM(Admn) | Member |
| 3. Dy.CGM(Law)/Sr.Manager(Law) | Member |
| 4. Sr.Manager(PLD) | Member |
| 5. Manager(Tr.)Sc.House | Member/Convener |

The above Committee will review the suspension cases periodically as per rules.

All RMs are advised to send the case files of concerned such employees for examining/reviewing to Manager(Tr.) Sc.House for placing the same before the committee.

This issue has the approval of competent Authority.


(ANKUR GARG)
Manager (Admn) HQ.

All Officers concerned
All Regional Managers.


11/8/16

- 209 -

DELHI TRANSPORT CORPORATION
(GOVERNMENT OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI

No. Adm1(Misc)/2016/ 850

Dated: 11/8/2016

In supersession of previous orders on the subject, it is notified for information and necessary action by all concerned that henceforth the cases of those employees who are involved in criminal cases and placed under suspension facing trial in criminal court will be examined/reviewed by the following fresh committee:

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| 2. Dy.CGM(Admn) | Member |
| 3. Dy.CGM(Law)/Sr.Manager(Law) | Member |
| 4. Sr.Manager(PLD) | Member |
| 5. Manager(Tr.) Sc.House | Member/Convener |

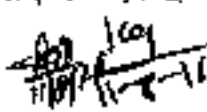
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This issue has the approval of competent Authority.


(ANKUR GARG)
Manager (Admn) HQ.

All Officers concerned
All Regional Managers.


11/8/16

**DELHI TRANSPORT CORPORATION
(A GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE: NEW DELHI**

No. Admn-I-3(18)/2020/ 167

dated:- 18.02.2020

CIRCULAR

Instances have come to the notice that the disciplinary cases of the employees involved in criminal cases are reported pending since long for one or another reason or being referred to Corporate-Office for seeking advice in the matter. In order to avoid undue delay in deciding the disciplinary cases and suspension cases arising on account of criminal cases, it has been decided by the competent authority that such cases be decided expeditiously with existing guide lines of DRTA and Executive Instructions of DTC issued earlier in dealing with Disciplinary cases vide Nos.CVO/PA/ 98/susp./143/17.04.1998, Adm-I(Misc)/98 dated 24.12.1998 and AdmI(Misc)/08/383 dated 23.05.2008 (copy attached).

It is further decided that the committee constituted earlier vide circular No.AdmI(Misc)/2016/850 dated 11.08.2016 on the particular issue is hereby dissolved.

This has the approval of the competent authority

End : As above


18/2/20
(B.S. Chauhan)
Sr. Manager(Admn.)Hqtr

All Unit Officers/ Depot Managers
All RMs/Dy.CGMs

Copy to : OSD to MD - for kind information to MD please.
: CGM(M) - for kind information pl.

DELHI TRANSPORT CORPORATION
(GOVERNMENT OF NCT OF DELHI)
1, P. ESTATE, NEW DELHI

No. ADM(1150)/93

Dated: 24.12.00

C I R C U L A R

In partial modification of this office order No.1 dated 4.1.04, it is notified for information and necessary action by all concerned that aforesaid office order will henceforth be implemented only in the cases where the employee concerned has been under Police custody for 48 hours or more and where the employee has been in Police custody for less than 48 hours, the employee need not be suspended.

Further the cases where the employee had been suspended under said office order, will be reviewed by the Chief General Managers/Head of Departments quarterly and decision will be taken on merits regarding suspension in Criminal Cases.

Para 2 of the Office Order No.1 dated 4.1.04 will remain the same.

This has the approval of Competent Authority.

~~Signature~~
(MAYA KUMAR) 24/12/00
Sr. Manager (PR) Admn.

All Officers & Sections

DELHI TRANSPORT CORPORATION
(Government of N.C.T. of Delhi)
H.P. Estate : New Delhi - 110002.

No. Adms (Mun) 02/383

Dated: 23.5.2008

23

REVOCATION OF SUSPENSION IN CRIMINAL CASES

I have been hearing a number of suspended employees of the Corporation in public grievances appearance who are under suspension due to their involvement in criminal cases other than those involved in fatal accidents for which separate guidelines are there.

It has been observed that even though there is a Review Committee to process such cases for reinstatement, but there are neither guidelines nor any judicial precedences. As such it is imperative to take a view so that the Committee can process the cases expeditiously. Accordingly, it is, therefore, decided that in all cases except the cases of murder, rape and dowry deaths which amount to heinous crimes, suspension period shall not exceed 180 days. In the above-mentioned heinous crimes, the matter would be reviewed again every six months and if the charges are not framed by the Court in a total period of one year from the suspension, the matter may be put up to C.M.D. along with complete history of the case and progress of the investigation for review.

The above instructions will also hold good in respect of cases of fraud and cheating. However, in such cases, the employee shall be put at non-sensitive duty where he has no financial dealings.

The above guidelines are being issued on the basis of Cr.P.C. provisions which generally prohibit judicial custody beyond 180 days for under trials.

(Ramesh Negi)

Chairman-cum-Managing Director.

All HCCs/FMs

CC
CGM (P)

Dated: 17.04.1998

DEEMED SUSPENSION

There are circumstances when an employee is deemed under suspension for his involvement in criminal case/grave misconduct. The relevant legal provisions/Government instructions are given below :-

1. Para 19(L) of the Standing Orders governing Conduct of employees of DRTA - Issued under Para 15(1) of DRTA (Conditions of Appointment & Service) Regulations, 1952

All the employees who may be arrested for any reason, shall intimate the facts of their arrest to their official superior immediately, even though, they might have subsequently been released on bail. Failure on the part of any employee to so inform his official superior will render him liable to disciplinary action on this ground alone, apart from the action that may be called for on the outcome of the Police case against him.

2. Para 10(b) of the Executive Instructions on procedure regarding disciplinary action - Issued vide Circular No. Admni-3(18)/53 dated 5th August, 1955.

If an employee is arrested for debt or on a criminal charge, he should be treated as under suspension for any charge during which he is detained in custody or Jail.

3. Vigilance Manual Chapter - V :

Para 4.1 under Rule 10(2)(3)&(4) of the CCS(CCA) Rule 1965, a Government servant is deemed to have been placed under suspension in the following circumstances :-

(i) If a Govt. servant is detained in custody whether on a criminal charge or otherwise, for a period exceeding 48 hours, he shall be deemed to have been placed under suspension by an order of the Appointing authority with effect from the date of detention.

(ii) * Para 4.4 - A duty has also been cast on the Govt. servant, who may be arrested or convicted for any reason to intimate promptly the fact of his arrest/conviction and the circumstances connected therewith to his official superior, even though he might have been released on bail subsequently. Failure on the part of Govt. servant to do so, will be regarded as suppression of material information and will render him liable to disciplinary action on this ground alone, apart from the action that may be called for on the outcome of Police case against him.

(iii) Para 5.2 - In the case of deemed suspension under Rule 10(2)(3)&(4) of CCS(CCA) Rule 1965, suspension will take effect automatically even without a formal order of suspension.

(iv) Para 7.6 - No order of suspension shall be made with retrospective effect except in the case of deemed suspension.


contd...2..

These are mandatory provisions of DRTA, Vigilance Manual and CCS(CCA) Rules, 1965 and have to be complied with by the concerned disciplinary authority of the employees of D.T.C. There is no discretion left with the disciplinary authority, in such deemed suspension and if the conduct of the employee is covered under above mentioned legal provisions, then he has to be placed under suspension and should be deemed under suspension from the date of his arrest. However, reinstatement of employees is within the discretion of the disciplinary authority, which has to be exercised judiciously, keeping in view the gravity of the offence, corruption and his moral turpitude.

Some queries have been received from different disciplinary authorities in which criminal cases were registered against the employees, they were arrested in criminal cases and were kept in custody/Jail for more than 48 hours, but they were either not suspended or were suspended very late which were contrary to the mandatory provisions of the Govt. Rules and instructions. Either the concerned employee failed/concealed/suppressed the material information of his involvement in the criminal case etc. or the concerned disciplinary authority did not comply with the above mentioned mandatory provisions of law, which may be due to ignorance or due to some other considerations. In the first case of concealment of fact, the said Govt. employee is required to be dealt with by a separate departmental enquiry and suitable punitive action to be taken on this ground alone. In the second case where the disciplinary authority failed to comply with the mandatory provisions of law, a departmental action against such disc. authority, is also required which may either be due to ignorance of law which is not excusable or to favour such delinquent employee, where, sometimes, mala fide intentions may not be ruled out.

Therefore, the cases of deemed suspension may be dealt with by the concerned disciplinary authority as per the provisions explained above and should be monitored by their superior/Appellate authority for taking suitable action at their end. The legal provisions should not be violated.

This is being issued with the approval of C.M.D.


(Puran Singh)
Chief Vigilance Officer

All HODs

All A.Ms/Sr.Mgrs.

All D.Ms/Unit I/charge.

Copy to: C.M.D. for kind information.

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI**

No. Admn-I/Misc./2020/ 168

Dated:- 18/02/2020

ADDENDUM

In continuation to office circular No. Admn-I-3(18)/2018/1053 dated 24.09.2018, It is notified for the information and necessary action by all concerned that the following provisions have been inserted in addition to existing provisions.

Irregularity	1st Time	2nd Time	3rd Time	4th Time	5th Time	6th Time
Fast in shedding of the buses in depots and duty not found OK	Fine of Rs.500/-	Fine of Rs.1000/-	Fine of Rs.2000/-	Fine of Rs.3000/-	Fine of Rs.5000/-	Termination
Major Accident	10% damage recovery/fine of 5000/- in case of injury	10% damage recovery /fine of 10,000/- in case of Injury	Termination			
Non displaying the route board	Fine of Rs.500/-	Fine of Rs.1000/-	Fine of Rs.1500/-	Termination		
Non stopping of bus at proper bus stop	Fine of Rs.500/-	Fine of Rs.1000/-	Fine of Rs.1500/-	Fine of Rs.2000/-	Termination	
Driving the bus with open gate	Rs.1000/-	Rs.2000/-	Rs.3000/-	Rs.4000/-	Termination	

It has further been decided that the fine to be imposed on contractual crew on the irregularity committed by them while performing duties will only be utilized for welfare activities of employees by Labour Department of DTC.

This issues with approval of Competent Authority.


18/2/20
(B.S. Chauhan)
Sr. Manager (Admn.)

All Disciplinary Authority/Unit Officers

Copy to: All HoDs
All RMs/Dy. CGMs
OSD to MD-for favour of information please.

DELHI TRANSPORT CORPORATION
(A Govt. OF N.C.T. OF DELHI)
I.P. ESTATE: NEW DELHI

No. Admn/R&I-CTB/Misc/2020/ 166

Dated:- 18 /02/2020

CIRCULAR

It is notified for information and necessary action by all concerned that henceforth R&I Section at DTC HQ will also consist the Care Taking Branch for expeditious and effective execution of the following tasks:-

1.	Refreshment arrangement and the work allotted from time to time for protocol purposes.
2.	i) Sanitation & pest control of DTC HQ premises. ii) Allotment of rooms at DTC HQ Premises. iii) Renovation & Repair work of DTC HQ Building . iv) Making arrangement pertaining to various meetings/functions organized from time to time .
3.	Diary and Dispatch including MCM .
4	Maintenance & allotment of Staff cars and related matters pertaining to it in co-ordination with concerned department i.e. MS-I and I.P. Depot workshop .

This issues with the approval of competent Authority.



[Dr. Aradhana]

Dy. Chief General Manager (Admn.)

All HoDs

Copy to : OSD to MD for Kind information to MD please .

All R.Ms/Dy.CGMs

All DMs/Unit Officers

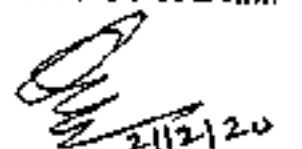
Delhi Transport Corporation
(Govt. of NCT of Delhi)
J.P. Estate: New Delhi-110002

No.Admn(Misc./2020/ 185

Dated:-21/02/2020

I am enclosing herewith a copy of letter No.F.No.20(25)/ STCC/ DGHS/2015-16/7854 dated 19.02.2020 regarding proposed activities on Dry Day for Tobacco in Delhi on 02.03.2020 with focus on School & Government offices in Delhi for necessary action by all concerned. The Action Taken Report may be sent to this office by 09.03.2020 positively on email managera.dtc.@delhi.gov.in as well as hard copy for onward transmission to DGHS, Govt.of NCT of Delhi.

This has the approval of the competent authority.


21/2/20
(B.S. Chauhan)
Sr. Manager (Admn.)

All DMs
All RMs
Dy.CGM(MS-I, MS-II)
Dy.CGM(Tr.) Sc.House.
Dy.CGM(SBU)
Manager (Printing Press.)

Cc to: CGM(Admn.) for kind information pl.
CMO, I/C, DTC Medical Board- for information pl.

LAST DAY OF EVERY MONTH IS DRY DAY FOR TOBACCO IN DELHI

**GOVERNMENT OF NCT OF DELHI
STATE TOBACCO CONTROL OFFICE
DIRECTORATE GENERAL OF HEALTH SERVICES
Pl. Deep Chand Sharma Salakar Bhawan, 2nd Floor, Phase - I
Sector - 20, Dwarka, New Delhi - 110077
E-mail: ntersdhs@delhi.gov.in**

FN: 20(25)/STCC/DGHS/2015-16/7254

Dated: 19/02/2020

To

Vice Chancellors, All Universities, Delhi
The Regional Health Directors, All Regions, GNCTD
The Director, Education, GNCTD
The Medical Superintendents (all Hospitals/dispensaries under GNCTD, GoI, MCD, NDMC, Railways, ESI & others
All DCs, Delhi Police/SHOs, All Police Stations
MCD/NDMC/Dept. of Customs/excise/GST/Commissioner Food Safety Dept.
Chairman DTC/Indian Railways/DMRC
The CDMOs/ ARDHSs, All regions

SUBJECT: PROPOSED ACTIVITIES ON DRY DAY FOR TOBACCO IN DELHI ON 02-03-2020 WITH FOCUS ON SCHOOLS & GOVERNMENT OFFICES IN DELHI.

Madam / Sir

This is to inform you that the next Dry Day for Tobacco in Delhi will be observed on 02-03-2020. This time the focus will be on:

a) Distt. Nodal Officers should ensure that at least 10 Government/private schools should follow Guidelines for implementation of "Tobacco Free Zone" and "No Smoking Guidelines". Those schools which do not have the signages and boards placed should place the revised new boards and signages as attached.

b) Distt. Nodal Officers should ensure that at least 3 Government buildings/offices other than educational institutes & hospitals should follow Guidelines for implementation of "Tobacco Free Zone" and should be declared as Tobacco Free Premise/Building through a self administrative order.

District Tobacco Control Cell may appeal to tobacco vendors to close the shops and appeal to general public not to use any tobacco products on this day.

The District Officers/ Nodal Officers of the educational institutes and health facilities to look for:

1. Any tobacco vendors within 100 meter radius of any educational institution or Health facility and take appropriate actions. Non educational health facility to issue an Administrative order for prohibition of tobacco sale within 100 mtr radius in public interest.
2. Constitution of tobacco free school/college committee at each educational institution along with the notified Nodal officer.
3. Display of mandatory tobacco free zone board and no smoking signage.
4. Conduct special awareness/ sensitization programs.
5. Take appropriate action in case of violation as per COTPA 2003 and Delhi Act 1996.

The Nodal Officers of each hospital/ dispensaries/ educational institutes/ police stations/ bus depot/bus stop/ taxi & auto stand/Delhi metro are also requested to take self initiative for compliance of tobacco control legislation within their own premises and jurisdiction as per already issued instructions.

It is requested to all District Officers under CDMOs to conduct awareness cum enforcement drive with reference to the provisions of COTPA, 2003/Delhi Act

Scanned with CamScanner

2. Sale of tobacco to minor less than 18 yrs of age & absence of board mentioning that sale of tobacco to children less than 18 yrs of age is prohibited
3. Tobacco sale within 100 mtr radius of educational institutes.
4. Direct/indirect advertisement of Tobacco
5. Illicit trade, Absence/improper Pictorial Health Warnings
6. Sale of loose cigarette & bidi tobacco
7. Special focus on e-cigarette

The respective DCPs, are requested to act proactively in carrying out enforcement of various legal provisions under COTPA & also provide necessary support to district team in carrying out these drives. The raids on illicit trade with absence of new health warnings on tobacco products manufactured, imported or packaged on or after 1st Sept need to be intensified.

Dept. of Excise/Customs/GST are requested to conduct raids for the violations of direct/indirect advertisements of tobacco & illicit trade of tobacco without mandatory new pictorial health warnings under section 5&7 of COTPA, 2003 apart from others.

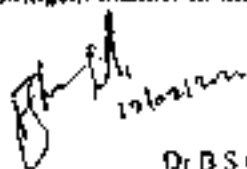
MCD & NDMC officers including Municipal Health Officers & Health Inspectors and Food Safety Dept. need to enforce all provisions of COTPA 2003 & Delhi Act 1996 with focus on prohibition of sale of tobacco within 100mtr radius of educational institute. Ban on sale of loose cigarette, & chewable tobacco, Ban on direct/indirect advertisement of tobacco and illicit trade of tobacco.

Transport Dept., DTC, DMRC should ensure no advertisement of Pan Masala's/Tobacco brands on bus panels, Bus Q shelters and their premises in public health interest

The report of this awareness cum enforcement drive needs to be submitted to this office by evening of the same day which will be further sent to the higher authorities for review.

In view of above you are all requested to initiate the above activities in stringent manner in the larger public health interest.

Thanks & Regards


Dr B S Charan
Public Health Specialist
State Tobacco Control Officer
Directorate of Health Services,
Govt. of NCT of Delhi

Copy to:

1. Secretary(H&FW), GNCTD
2. Secretary Education, GNCTD
3. DM/Chairman DLCC, all Districts
4. Commissioner, Delhi Police
5. Commissioner, Transport
6. Director NICEP, Govt
7. MD, DSIIM
8. DGHS, GNCTD
9. Director, DFW, GNCTD

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To Quit give Miss call from your Mobile at: 01122981701
Or call on Toll Free No. 1800112756

दिल्ली परिवहन निगम
(राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार)
प्रशासन विभाग, इन्द्रप्रस्थ मुख्यालय
नई दिल्ली-110001

पत्र सं० प्रशा०/ईडीएलआई/2020/187

दिनांक:-21/02/2020

परिपत्र

भविष्य निधि नियम के अनुसार कर्मचारी की मृत्यु होने पर ई.डी.एल.आई. पोलिसी के अन्तर्गत इन्श्योरेंस का लाभ दिया जाता है जो वर्तमान में ₹6,02,000/- है। यह बीमा पोलिसी वर्तमान में एच.डी.एफ.सी. लाइफ इन्श्योरेंस कम्पनी द्वारा चलाई जा रही है जिसका कार्यकाल 31.03.2020 को समाप्त हो रहा है।

अतः सभी डिपो प्रबन्धकों एन यूनिट अधिकारियों से आग्रह किया जाता है कि 01.04.2019 से लेकर 20.02.2020 तक यदि किसी कर्मचारी (जो डीटीसी की पेंशन Optee नहीं है व ईपीएस-95 में कवर होता है) की मृत्यु हो चुकी है की सूचना तुरन्त प्रशासन विभाग (मुख्यालय) को उसके Struck off Memo के साथ भिजवा दें ताकि कर्मचारी के आश्रितों को उपरोक्त पोलिसी के तहत मिलने वाली बीमा राशि सम्बन्धित इन्श्योरेंस कम्पनी से तत्काल दिलवाई जा सकें। उपरोक्त विधि (01.04.2019 से लेकर 20.02.2020) का कोई मामला प्रशासन विभाग के संज्ञान में नहीं लाया जाता है तो इसकी सम्पूर्ण जिम्मेदारी सम्बन्धित डिपो / यूनिट की होगी।

दिनांक 21.02.2020 से लेकर 31.03.2020 तक उपरोक्त पोलिसी के तहत आने वाले सभी इस प्रकार के मामलों को भी समयानुसार तुरन्त प्रशासन विभाग (मु०) को भेजा जाए।

उपरोक्त सक्षम अधिकारी द्वारा स्वीकृत है।

वरिष्ठ प्रबन्धक (प्रशासन)

सनस्त डिपो प्रबन्धक/यूनिट अधिकारी

DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
L.P. ESTATE, NEW DELHI

No. PLD-I (PF)/2020/185/255-304

Dated: 22/02/2020

In pursuance to Deputy Secretary-I (Services), GNCTD's letter No F.8/17/2015/S.I/ dated 24.02.2020 (Order No.82), it is notified for information of all concerned that Ms. Garima Gupta, IAS (AGMUT: 2004), Managing Director, DSFDC holding additional charges of Special Secretary (PWD), MD (SRDC) & Member Secretary (Delhi Commission for Women) has been posted as Managing Director, Delhi Transport Corporation with the additional charge of MD (SRDC). She has joined this Corporation w.e.f. 28.02.2020 (FN).

She is allotted Pay Token No. 69185.

(Chander Prakash)
Dy. CGM (PLD-I)

Ms. Garima Gupta,
IAS (AGMUT: 2004)
Managing Director, DTC

Copy to:

1. All HODs
2. OSD to MD
3. All Dy. CGMs/ R.Ms *3-64 CGM (LR, Admin)*
4. Secy DTC Board
5. All Unit Officers
6. Managing Director, DSFDC, Ambedkar Bhawan, Institutional Area, Sector-16, Rohini, Delhi
7. Addl. Chief Secretary-cum-Commissioner (Transport), GNCTD, Transport Department 5/9 Under Hill Road, Delhi-110054
8. Principal Secretary (Finance), GNCTD New Delhi
9. Principal Secretary (GAD), Govt. of NCT of Delhi, L.P. Estate, New Delhi
10. Dy. Secy.-I (Services), GNCTD, Services Deptt., Service-I Branch, Delhi Sectt., 7th Level, 'B' Wing, L.P. Estate, New Delhi
11. Manager (DC) HQ
12. Manager (Vigilance)
13. Manager (Pay Roll), BBM Complex
14. Sr. Manager (Communication)
15. Mgr. (P&A) MS-I
16. Dy. Security Officer
17. Instructor (Hindi)
18. Dy. Manager (PLD-V)
19. Dy. Manager (Accounts) Pay
20. Convener Allotment Board
21. I/c R&I
22. I/c CCR, L.P. Depot
23. PBC Hqs /SBC PLD-I
24. M/File

DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE, NEW DELHI.

No. PLD-I (PF) 2020/184/155-204

Dated: 28/02/2020

Sh. Manoj Kumar, IAS (AGMUT:2001), Managing Director, DTC on deputation has been transferred from this Corporation and posted as Secretary (GAD) with additional charge of Secretary-cum-Commissioner (Labour) with immediate effect vide Dy. Secretary-I (Services), GNCTD's letter No. 8/17/2015/S.1.1/ dated 24.02.2020 (Order No.82).

In pursuance of the Dy. Secy. (Services), GNCTD's order, it is notified for information of all concerned that he is hereby relieved from the duties of this Corporation w.e.f. 28.02.2020 (A/N) with the request to join as Secretary (GAD), Govt. of NCT of Delhi for further duties.

(Chander Prakash)
Dy. CGM (PLD)-I

Sh. Manoj Kumar,
IAS (AGMUT:2001)
Managing Director, DTC
Pay Token No. 69136

Copy to:

1. All HODs
2. OSD to MD
3. Secy. DTC Board
4. All Dy. CGMs/ R.Ms.
5. All Unit Officers
6. I/C MD Sectt
7. Addl. Chief Secretary-cum-Commissioner (Transport), GNCTD, Transport Department S/9 Under Hill Road, Delhi-110054
8. Principal Secretary (Finance) GNCTD New Delhi
9. Principal Secretary (GAD), Govt. of NCT of Delhi, I.P. Estate, New Delhi
10. Dy. Secy. (Services), GNCTD, Services Dept., Service-I Branch, Delhi Sectt., 7th Level, 'B' Wing, I.P. Estate, New Delhi
11. Pay & Accounts Officer-IV, Tis Hazari, Delhi-110006
12. Manager (DC) HQ
13. Manager (Vigilance)
14. Manager (Pay Roll)
15. Sr. Mgr. (Communication)
16. Mgr. (P&A) MS-I
17. Dy. Security Officer
18. Instructor (Hindi)
19. Dy. Manager (PLD-V)
20. Dy. Manager (Accounts) Pay
21. Convener Allotment Board
22. I/C R&I
23. I/C CCR, I.P. Depot
24. PBC Hqs./SBC PLD-I
25. M/File

Department of Environment, Government of NCT of Delhi
6th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002
Telefax: 23392029

F.12(581)/Env/Beal Plastic Pollution/2018/7347-7390

dated 25/02/2020

To,

All HODs of Delhi Govt. Department/PSUs/Autonomous Bodies.

Sub:- Eliminating the use of single use or short life PVC flex, banners and posters in all Government institutions and Offices-regarding.

Sir/Madam,

Kindly find enclosed herewith DO letter dated 13 February, 2020 from the Secretary, Ministry of Environment, Forest and Climate Change, GOI addressed to Chief Secretary/ Administrator, Delhi.

He has made a reference to the Hon'ble Prime Minister's call to curb single use plastic and phase out its use by 2022. He has drawn attention to single use or short life PVC flex boards or posters being indiscriminately used in government institutions and offices for short term advertisement and other purpose. Poly Vinyl Chloride (PVC), a plastic polymer, is a non-biodegradable material and if burnt, releases toxic fumes, such as dioxins, furans etc. The harmful toxins may get bio-accumulated in the food chain of ecosystems causing a serious hazard to human health and environment.

In order to combat plastic pollution, reduction in use of avoidable plastics is necessary. Therefore, use of single use of short life PVC flex for banners and posters in government offices or its functions should be strictly avoided. Alternatives such as cloth banners, light weight textile fabrics, wrinkle resistant wrap knit, natural fibre based sandwich boards, resin-infused paper, particle boards etc. can be used. Such a step will help strengthen our national resolve to combat plastic pollution in the country.

Secretary, MOED & CC has reiterated the need for eliminating the use of single use or short life PVC flex, banners and posters in all Government institutions and offices.

Accordingly, it is requested to instruct the concerned officers/officials working in your Department/ Organization to take necessary action in respect of eliminating the use of single use or short life PVC flex, banners and posters in all Government institutions and offices and use alternatives such as cloth banners, light weight textile fabrics, wrinkle resistant wrap knit, natural fibre based sandwich boards, resin-infused paper, particle boards etc. instead.

Each: As above.

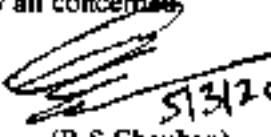
Sd/- 25.02.2020
(Arun Mishra)
Spl. Secretary (Environment)

DELHI TRANSPORT CORPORATION
(Govt. of NCT of Delhi)
I.P. ESTATE: NEW DELHI

No. Adm/Misc/2020/228

Dated: -05/03/2020

Copy Forwarded for information and necessary action by all concerned.


5/3/20
(B.S. Chauhan)
Sr. Manager (Admn.)

All RMs/DMs/Unit Officers.
All Sectional Heads

Copy : OSD to MD- for kind information.

MOST IMMEDIATE

**GOVERNMENT OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
2ND LEVEL, 'A' WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002**

F.No.18/46/2016/Misc./GAD/Office Order/Admn./820-28

dated:05/03/2020

To

(1) All ACS/Pr.Secretaries/Secretaries/HODs,
Heads of Autonomus Bodies/Undertakings
Govt. of NCT of Delhi.
Delhi/New Delhi

(2) Head of Local Bodies
Delhi/New Delhi

Subject: Regarding temporary suspension/exemption from Biometric Attendance.

Sir/Madam,

I am directed to forward herewith the copy of letter No.F.2(250)/ H&FW/ ADMN/2017/12625, dated 04.03.2020 of the Spl.Secretary (Admn.), Health & Family Welfare Department, Govt.of NCT of Delhi on the subject cited above.

In pursuance of letter dated 04.03.2020 of the Health & Family Welfare Department, I am directed to request you to kindly get Biometric Attendance of All Officers/officials of your Department suspended, in the interest of all staff till further order in view of corona virus threat which is a contagious virus that causes respiratory infection, can transfer human to human on their touch of common object.

This issues with the approval of the Competent Authority

(Promila Mitra)
Dy.Secretary (GAD.)

**DELHI TRANSPORT CORPORATION
I.P. ESTATE: NEW DELHI**

No. AdmI/Misc/2020/ 229

Dated: - 05/03/2020

Copy Forwarded for information and necessary action please.


(B.S. Chauhan)
Sr. Manager (Admn.)

All Dy.CGMs/RMs
All DMs/Unit Officers.

CC to: OSD to CMD- for kind information please.

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI**

No. Admn/Misc./2020/234

Dated:- 06/03/2020

As per approval of the Competent Authority, a fresh committee comprising of following Officers on Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) has been constituted:-

- | | |
|---|-------------|
| 1. Smt. Durgesh Nandini, Dy.CGM(Tr.)/RM(West) | Chairperson |
| 2. Shri V.N.Patil, Addl.CAO | Member |
| 3. Smt. Tripti Gupta, Dy. Manager(A/cs) | Member |
| 4. Smt. Ravinder Kaur, AI, T.No.45738,NLD | Member |
| 5. Ms. Jyoti, Representative of NIPUN(NGO) | Member |

All the above Officers & Official are therefore, requested to make it convenient to attend the meeting as and when taken place.



(B.S. Chauhan)
Sr. Manager(Admn.)

All Officers/Official Concerned

Copy to : OSD to MD for kind information.

DELHI TRANSPORT CORPORATION
(A GOVT. OF N.C.T. OF DELHI)
I.P.ESTATE: NEW DELHI

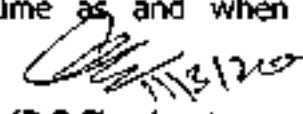
No. Admn-1/Misc/2020/ 256

dated:- 11.03.2020

The Competent Authority has approved the name of Smt.Tripti Gupta, Dy.Manager (A/cs) as Member of the committee constituted for prevention of Sexual Harassment of women at workplace in place of Anglina Minz, Dy.Manager(A/cs) who has already been retired from the services of the Corporation. The committee is now comprising of the following officers:-

- | | | |
|---|---|-------------|
| 1. Smt. Durgesh Nandini, Dy.CGM(Tr.)/RM(West) | - | Chairperson |
| 2. Shri S.K.Chillar, Sr.Manager(Tr.)/I/c FCMS | - | Member |
| 3. Smt. Tripti Gupta, Dy.Manager(A/cs) | - | Member |
| 4. Smt. Ravinder Kaur, AI, T.No.45738 (NLD) | - | Member |
| 5. Ms. Jyoti, Representative of NIPUN (NGO) | - | Member |

All the above Officers/Officials are therefore requested to attend the meeting of Prevention of Sexual Harassment on the place and time as and when scheduled.


(B.S.Chauhan)
Sr. Manager(Admn.)Hqtr

All Officers/Officials concerned

Copy to : OSD to MD - for favour of information please.

**DELHI TRANSPORT CORPORATION
(GOVT OF NCT OF DELHI)
OFFICE OF MANAGING DIRECTOR
I.P.ESTATE: NEW DELHI**

No. Admn-42020/ 253

Dated:- 11-03-2020

ORDER

It has been observed that officers and officials are not reporting in time. Instances have also come to the notice that some of the officers/officials are leaving the office early. In some cases, the officers/officials are availing leave without prior approval of the Leave Sanctioning Authority notwithstanding of the instructions issued from time to time. To ensure punctuality and office discipline, the following instructions are issued for all HODs/Officers In charge for strict compliance:-

1. All officers shall report to their office in time and set example for the officials working under their administrative control to be punctual.
2. To ensure punctuality of staff working under them, the officers shall adopt necessary measures by calling for the Attendance Register in the morning hours and marking cross (X) against names of such staff who are late and also enforce the instructions regarding deduction of one Casual Leave for every three instances of late coming in a month. If an employee is found late for more than three occasions in a month, disciplinary action be taken by the officers Incharge/Disciplinary Authority. A report in this regard will be submitted by each Branch In-charge/HOD to the office of the undersigned.
3. All officials shall ensure that the staff shall mark their attendance in the evening hours at schedule duty off time i.e. 1800 hrs, before leaving the office.

4. The staff shall adhere to the normal lunch interval of half an hour.
5. All officers/officials shall not leave the duty place without prior permission of their reporting officer. The officers/officials, who are required to make field inspection or on court duty or attend meetings outside their office premises shall mark their movements in Movement Register. The report of any such inspection done should be mandatorily submitted the next day.
6. The Attendance Register should be kept in the custody of Office Supdt/Asstt. In-charge of the Branch and made available for inspection as and when required.
7. All officers/officials shall hereafter obtain prior approval from their Leave Sanctioning Authority before proceeding on leave except in case of extreme situation.

The officers shall bring the above instructions to the notice of all the staff working under their administrative control for strict compliance.

Non-compliance of the above instructions shall be viewed seriously.


(Gauri Gupta)
Managing Director
11/3/2022

All Officers

दिल्ली परिवहन निगम
(राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार)
प्रशासन विभाग इन्द्रप्रस्थ मुख्यालय
नई दिल्ली-110001

पत्र सं० प्रशा०/2020/259

दिनांक:- 13/03/2020

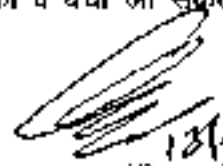
परिपत्र

कोरोना वायरस एक तरह का संक्रमित वायरस है। यह वायरस एक व्यक्ति से दूसरे व्यक्ति में संक्रमण के जरिए फैलता है। जैसा की हम सभी को ज्ञात है कि वर्तमान में नोवेल कोरोनावायरस (COVID-19) के फैलने की काफी सम्भावनाएं हैं जबकि इसके उपचार की कोई भी वैक्सीन अभी तक नहीं बन सकी है।

अतः निम्न सावधानियों को अपनाकर इस नोवेल कोरोना वायरस (COVID-19) से बचाव किया जा सकता है:-

1. कार्यालय तथा डिपो परिसर को स्वच्छ रखा जाए।
2. कमरे के विशेष रूप से दरवाजे के हैंडिल तथा सीड़ियों की रैलिंग को नियमित रूप से फिनाईल अथवा अल्कोहल युक्त हैंडरब से साफ रखा जाए।
3. हाथ मिलाने से बचा जाए आपसी अभिवादन के लिये अन्य तरीकों का (दोनों हाथों को जोड़ कर नमस्ते करना) का इस्तेमाल किया जाए।
4. यदि किसी व्यक्ति को खांसी जुकाम (cold & cough) की शिकायत है तो वह अपनी नजदीकी डिस्पेंसरी अथवा अस्पताल में चिकित्सक से इसकी जांच करवाएँ। संक्रमित व्यक्ति से कम से कम एक मीटर की दूरी बनाकर रखें। खांसते एवं छींकते समय अपनी नाक को टिश्यू या मुड़ी हुई कोहनी से ढकें।
5. भीड़ भाड़ वाली जगह पर जाने से बचा जाएँ, मास्क का इस्तेमाल करें, हाथों को नियमित अन्तराल पर साबुन अथवा राफ़ पानी से धोते रहें, हाथों को बिना धाएँ आखें, नाक, मुँह को न छुएँ।

उपरोक्त सावधानियों को अपना कर इस बीमारी को फैलने से रोका व बचा जा सकता है।


13/3/20
(सी.एस. कोहान)
वरिष्ठ प्रबन्धक (प्रशासन)

समस्त डिपो प्रबन्धक/यूनिट अधिकारी

प्रतिलिपि: OSD to MD- for information.

DELHI TRANSPORT CORPORATION
(GOVT OF NCT OF DELHI)
OFFICE OF MANAGING DIRECTOR
I.P. ESTATE: NEW DELHI

No. MD DTC/2020/ 48

Dated:- 13-03-2020

ORDER

It is hereby ordered that all officers shall monitor the court matters pertaining to their departments on day-to-day basis. There should not be any delay in filing petition/appeal/reply/written statement etc wherever required. The officer concerned shall invariably be present before the court of law on the date of hearing. Wherever judgments have been pronounced, steps should be taken for further necessary action timely to avoid contempt proceedings. In the event of contempt proceedings, calling for appearance of the undersigned before any court of law, the officer concerned responsible for not taking timely action, shall be held responsible and liable for disciplinary action.

This be treated as Most Urgent.


(Gerima Gupta) 13/03/20
Managing Director

All Officers

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P.ESTATE: NEW DELHI**

No.AdmI/Misc./2020/284


Dated:- 14 /03/2020

In continuation to circular No. Admn/Misc./2020/277 dated 17.03.2020, it has been decided that the Thermal Scanner is to be installed on the entry gate of each unit/depot and Hand Sanitizer are also to be arranged by the Concerned Depot/Unit Officer after getting approval of the Competent Authority.

After installation of thermal scanner at entry point of the unit/depot, each and every employee who enter in the depot/unit premises must be scanned and if the temperature of the employee is shown high, he/she is to be treated/quarantined etc. as per norms.

It is reiterated to maintain a safe distance one to two meter from persons during interaction, especially with those having flu-like symptoms.

This has the approval of Competent Authority.


19/3/20
(B.S.Chauhan)
Sr.Manager(Admn.)

All Dy. CGMs/RMs

All Depot Managers/Unit Officers.

Copy to : OSD to MD

-For kind information please.

Copy to : PA to CGM(Tech.)

-do-

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI**

No. Admn/Misc /2020/286

Dated:-19/03/2020

Subject:- Preventive measures to contain the spread of COVID-19

I am sending herewith the copy of Office Memorandum issued by DOPT vide No. No.11013/9/2014-Estt.A.III dated 19/03.2020 for necessary action by all concerned.


19/3/20

(B.S. Chauhan)
Sr. Manager (Admn.) DTC

All Depot Managers/Unit Officers.
All RMs.

Copy to : CGM(Tech.) - For kind information please.
 : OSD to MD - ----- do-----

No. 11013/9/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001

Dated the 19th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may Issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT

DELHI TRANSPORT CORPORATION
(Govt. of NCT of Delhi)
I.P.ESTATE: NEW DELHI-110002

No. Admn-1-27/2020/290

Dated - 23.03.2020

In continuation to the Office Circular No. Admn.I-7(17)/2020/020 Dated-06.01.2020 & Circular No. Admn.I-7(27)/2020/87 Dated-27.01.2020, it is further notified for information to all Officers/Officials of the Corporation that the competent authority has approved the extension of time period of the following Hospitals indicated against each.

S.No.	Hospital Name	Accreditation	Services	Period
1	Action Cancer Hospital, H-2/FC-34, A-4, Paschim Vihar, New Delhi-110063	NABH	Cancer treatment (Chemotherapy Cancer Surgery & Radiotherapy).	01.04.2020 to 31.03.2021
2	Artemis Health Institute, Sector-51, Gurgaon, Haryana	Non NABH	Interventional Cardiology, Endoscopic /Laparoscopic procedures Gynaecology & Obstetrics, Orthopaedic surgery with Joint replacement, General Medicine, General Surgery, Eye, ENT, Neurology, Pulmonology, Neurosurgery, Urology, Nephrology (Including Dialysis), Gastroenterology, Pediatrics, Cancer treatment (Surgery Chemotherapy), Radiotherapy and Diagnostics.	01.04.2020 to 31.03.2021
3	Ayushman Hospital & Health Services, Sector-10, Dwarka, New Delhi-110075	Non NABH	Cardiology, Endocrinology, Urology, Gastroenterology, Gynecology & Obstetrics, Orthopaedic surgery with Joint replacement, General Medicine, General Surgery, Neurology, Neurosurgery (except burns), Nephrology Eye, Dental, Otorhinolaryngology, Gastroenterology, Pediatrics, Psychiatry, Respiratory Medicine.	01.04.2020 to 31.03.2021
4	Bajaj Eye Care Centre, 101,Vikas Surya Plaza, Plot No.7, DDA Community Centre, Pitam Pura Delhi-110034	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021

5	Bansal Hospital, A-1, New Friends Colony, New Delhi- 110025	NABH	General Medicine, General Surgery, Endoscopic/Laparoscopic procedures, Gynae & Obs., Paediatrics, ENT, GI surgery, Eye, Neurosurgery, Orthopaedics Surgery including Joint Replacement, Nephrology, Dental Urology and Diagnostics.	01.04.2020 to 31.03.2021
6	Batra Hospital, Tuglaqabad Institutional Area, M.B.Road, New Delhi-110044	NABH	Interventional cardiology & cardiothoracic surgery Endoscopic/ Laparoscopic procedures Gynaecology & Obstetrics, Orthopaedic surgery with Joint replacement, General Medicine, General Surgery Neurology, Pulmonology, Neurosurgery, Urology, Nephrology (Including Dialysis), Gastroenterology & G I Surgery, Vascular & Plastic Surgery, Paediatrics, Eye & ENT, Cancer treatment (Surgery Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
7	Bharti Eye Foundation, 1/3, East Patel Nagar, New Delhi-110008	NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
8	Bhatia Global Hospital, 305-307& 308, Ambica Vihar, New Delhi- 110087	NABH	General Medicine, General Surgery, Cardiology, Gynaecology & Obst. Gastroenterology, Laparoscopic Surgery, Nephrology, Neurosurgery, Respiratory Medicine, Urology and diagnostics.	01.04.2020 to 31.03.2021
9	Bhgwati Hospital, SC/OCF-6, Sector -13, Rohini-110085	NABH	Cardiology and cardiothoracic surgery Endoscopic/ Laparoscopic procedures Gynaecology & Obstetrics, Orthopaedic surgery with Joint replacement, General Medicine, General Surgery, Eye, ENT, Neurology, Pulmonology, Neurosurgery, Urology, Nephrology (Including Dialysis), Gastroenterology, Dental, Paediatrics, Cancer treatment (Surgery Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
10	Brahm Shakti Hospital & Research Centre, U-1/78, Budh Vihar, New Delhi-110086	Non NABH	General Medicine, General Surgery, OBS & Gynae, Paediatrics, Eye, ENT, Endoscopic/ laparoscopic procedures, Orthopaedics, Dental, Cardiology, Urology, Nephrology including Dialysis, Neurology, Neuro Surgery, Gastroenterology and Diagnostics.	01.04.2020 to 31.03.2021

11	Centre for Sight, B-5/24 Safderjung Enclave, Near Deer Park, New Delhi- 110029	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
12	Centre for Sight/ New Delhi Centre for Sight, F-19, Preet Vihar, Vikas Marg Delhi-110092.	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
13	Centre for Sight/ New Delhi Centre for Sight, SCO Complex- 317, Sector-29, Gurgaon, Haryana	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
14	Centre for Sight 304-309, 3rd Floor Ring road Mall, Sector-3, Rohini Delhi-110085	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
15	Chandr Laxmi Hospital, Sector-4/337, Vaishali, Ghaziabad (U.P.)	Non NABH	General Medicine, General surgery, Endoscopic/ Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic surgery, Neurology, Nephrology (Including Dialysis), Gastroenterology, Neurosurgery, Pediatrics, Urology, Dental, Eye & ENT and Diagnostics.	01.04.2020 to 31.03.2021
16	Chaudhary Eye Centre & Laser Vision, 4802, Bharat Ram Road, Daryaganj, Delhi- 110002	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
17	Chopra Eye Hospital, H.No.3, Pocket-8, Sector-7, Rohini, New Delhi-110085	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
18	Delhi Heart & Lung Institute, 3MM-II Pachkuiyan Road, New Delhi- 110001	NABH	Cardiology, Cardiothoracic Surgery, General Medicine, Pulmonology, General Surgery, Orthopaedic Surgery including joint replacement, Urology, Nephrology (including dialysis), Cancer Treatment added w.e.f. 19.10.2015 (surgery and Chemotherapy only) and Diagnostic	01.04.2020 to 31.03.2021
19	Dharamshila Narayana Superspecialty Hospital, Dharamshila Marg, Vasundhara Enclave, Delhi-110096	NABH	General Medicine, General Surgery, Nephrology including Dialysis, Neuro Surgery, Neurology, Urology, Gastroenterology, Orthopaedic Surgery, Cardiology, Endocrinology, Otorhinolaryngology, paediatrics,	01.04.2020 to 31.03.2021

			Psychiatry, Respiratory Medicine, Transplant Services (Blood and Bone Marrow Stem Cell), Dental and Diagnostic, Cancer Treatment (Chemotherapy Cancer Surgery and Radiotherapy) and cardiothoracic and vascular Surgery.	
20	Divya Prastha Hospital, Main Road Opp. Bagh Wala School Palam Colony (Dwarka) New Delhi-110045	Non NABH	General Medicine, Gynae & Obs., Orthopedics, General Surgery, Endoscopic/ Laparoscopic procedures, Neurology & Neuro Surgery, Gastroenterology, Dental, Urology & Nephrology including Dialysis, Eye, ENT and Diagnostics.	01.04.2020 to 31.03.2021
21	Dr. Kapoor's the Healing Touch Eye Centre, D-8, Vikas Puri, New Delhi-110018	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
22	Dr. Lal Path Labs Pvt. Ltd. Shop No. 1, Regal Building, Connaught Place, New Delhi- 110001	Non NABH	Laboratory Investigations	01.04.2020 to 31.03.2021
23	Dr. Shroff's Cherity Eye Hospital, 5027, Kedar Nath Road, Darya Ganj, New Delhi- 110002	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
24	FIMS Hospital, (Frank Institute of Medical Sciences), Bahalgarh, Sonapat Road, Haryana-131307	Non NABH	Interventional Medicine, Gynecology & Obstetrics, Orthopedic surgery with Joint replacement, Dermatology, General Surgery, ENT, Radio diagnostic and Interventional Radiology, Neurology, Neurosurgery, Urology, Nephrology, Cardiology, Dental & specialized purpose, Pediatrics,	01.04.2020 to 31.03.2021
25	Fortis Escorts Heart Institute, 1. Okhla Road, New Delhi- 110025 2. Neelam Bata Road, Faridabad (Haryana)	NABH	General Medicine, General Surgery, Cardiology, Cardio thoracic Surgery, Gynecology & Obstetrics Gastroenterology & GI Surgery, Liver Transplantation, Nephrology, Neurology, Neurosurgery, ENT, Eye, Dental, Orthopedic Surgery including joint replacement, Respiratory Medicine, Urology, and Diagnostics.	01.04.2020 to 31.03.2021

26	Garg Hospital, 8-9, AGCR Enclave, Opp. Karkardooma Court, Delhi-110092	NABH	General Medicine, General Surgery, Obstetrics and Gynecology, Pediatrics, Eye, ENT, Endoscopic/ Laparoscopic procedures, Orthopedic surgery, Urology, and Diagnostics	01.04.2020 to 31.03.2021
27	Goyal Eye Hospital, 1/10, East Patel Nagar, New Delhi-110008	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
28	Haryana Multispecialty Hospital, Vivekanand Chowk, Sonapat, Haryana, Pin-13001	NABH	Secondary and tertiary care services like General Medicine, General Surgery, Obstetrics and Gynecology, Ophthalmology, Orthopedic surgery Cardiology Neurosurgery, Urology, etc.	01.04.2020 to 31.03.2021
29	I Care Eye Hospital & PG Institute Research Centre E-3 A Sector -26 NOIDA, Pin-201301	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
30	Indian Spinal Injury Center, Sector-C, Vasant Kunj, New Delhi-110057	NABH	Endoscopic/ Laparoscopic procedures, Orthopaedic Surgery including Joint Replacement, Pulmonology, General Medicine, General Surgery, Neurology & Neurosurgery, Plastic surgery, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Dental, Eye & ENT, Cancer treatment (Surgery, Chemotherapy) and Diagnostics. Interventional Cardiology added w.e.f. 14.07.2017	01.04.2020 to 31.03.2021
31	Indraprastha Apollo Hospital, Sarita Vihar, New Delhi- 110076	NABH	Radiological Investigations & Nuclear Medicines, Laparoscopic Surgery, Dialysis, Urology, Organ Transplant (Renal, Liver), Lithotripsy, Joint Replacement, Radiation Therapy, Cardiology, Cardiac Surgery, Cardio Thoracic, Vascular Surgery	01.04.2020 to 31.03.2021
32	Jain Hospital, 177-178, Jagriti Enclave, Delhi-110092	Non NABH	General Medicine, Gynae & Obs., Orthopedics, General Surgery, Orthopedic, Endoscopic/Laparoscopic procedures, Gastroenterology, Neurology & Neurosurgery, Urology, Nephrology and Diagnostics.	01.04.2020 to 31.03.2021
33	Jaipur Golden Hospital, 2 -Institutional Area, Sec.-3 Rohini, Delhi- 110085	NABH	All General and Specialized purposes.	01.04.2020 to 31.03.2021
34	Jeevan Anmol Hospital, Mayur Vihar Phase-I	NABH	General Medicine, General Surgery, Gynecology and Obst, Orthopedic,	01.04.2020 to 31.03.2021

	Delhi-110091		Eye, ENT, Endoscopic/Laparoscopic Surgery, Gastroenterology, Neurology, Urology, Nephrology, Dental and Diagnostics.	
35	Jeevan Nursing Home & Hospital Pusa Road, New Delhi-110008	Non NABH	Endoscopy/Laparoscopy Procedure, Gynecology and Obst, Orthopaedic Surgery including Joint Replacement, General Medicine, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology, Pulmonology, Pediatrics and Diagnostics.	01.04.2020 to 31.03.2021
36	Jeewan Mala Hospital, 67/1 & 66-A, New Rohtak Road, New Delhi-110005	Non NABH	Endoscopy/Laparoscopy Procedure, Gynecology and Obst, Orthopaedic Surgery including Joint Replacement, General Medicine, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Pediatrics, Eye & ENT, Dental and Diagnostics.	01.04.2020 to 31.03.2021
37	Kailash Hospital & Research Centre Ltd., H-33, Sector-27, Noida, UP Pin-201301	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/ Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic Surgery including Joint Replacement, General Medicine, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Pediatrics, plastic surgery, Eye & ENT, Dental, Cancer treatment (Surgery, Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
38	Kailash Hospitals Ltd. 23 KP-1, Greater Noida- 201310	NABH	Cardiology and cardiothoracic surgery Endoscopic/ Laparoscopic procedures Gynecology & Obstetrics, Orthopedic surgery with Joint replacement, General Medicine, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology & GI Surgery, Pediatrics, Eye & ENT, Dental, Cancer treatment (Surgery, Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
39	Kalra Hospital SRCNC Pvt. Ltd., Tulsi Dass Kalra Marg, Kirti Nagar, New Delhi-	Non NABH	Interventional Cardiology and cardiothoracic surgery Endoscopic/ Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic surgery with	01.04.2020 to 31.03.2021

	110015		Joint replacement, General Medicine, General Surgery, Eye, ENT, Dental, Neurology, Pulmonology, Pediatrics, Neurosurgery, Urology, Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Cancer treatment (Surgery Chemotherapy) and Diagnostics.	
40	Kalyani Hospital Pvt. Ltd., 354/2, Mehrauli Road Gurgaon (Haryana) Pin-122001	Non NABH	Interventional Cardiology, Endoscopic/Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic surgery with Joint replacement, General Medicine, Pulmonology, General Surgery, Neurology, Neurosurgery, Urology, Nephrology (Including Dialysis), Eye, ENT Gastroenterology, Pediatrics, Cancer treatment (Surgery, Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
41	Kamal Hospital, KA Block, Near Telephone Exchange, Kaushambi Ghaziabad, UP Pin-201010	Non NABH	General Medicine, General Surgery, Gynecology and Obst, Orthopedic, Eye, ENT, Endoscopic/Laparoscopic Surgery, Pediatrics, Gastroenterology, Neurology, Urology, nephrology, Dental and Diagnostics.	01.04.2020 to 31.03.2021
42	Khandelwal Hospital & Urology Centre, E-16 Swarn Cinema Road, East Krishna Nagar, Delhi-110051	NABH	Endoscopic/Laparoscopic procedures, Gynecology & Obstetrics, General Medicine, General Surgery, Neurology, Nephrology, Gastroenterology, Neurosurgery, Urology and Diagnostics.	01.04.2020 to 31.03.2021
43	Khanna Eye centre, A-2/2, Model Town-1, Delhi-110009	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
44	Mahajan Eye Centre, AD-21A, Pitampura, Outer Ring Road, New Delhi-110034	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
45	Maharaja Agrasen Hospital Punjabi Bagh, New Delhi-110026	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/ Laparoscopic procedures, Gynaecology & Obstetrics, Orthopaedic Surgery including Joint Replacement, General Medicine, Pulmonology, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Vascular & Plastic Surgery, Pediatrics,	01.04.2020 to 31.03.2021

			Eye & ENT, Dental, Cancer Treatment (Surgery, Chemotherapy & Radiotherapy) and Diagnostics.	
46	Manglam Medical & Surgical Centre, Pooth Khurd, Delhi-110039	Non NABH	General Medicine, General Surgery, Gynecology and Obst, Orthopedic, Eye, ENT, Endoscopic/Laparoscopic Surgery, Gastroenterology, Neurology, Urology, nephrology Dental and Diagnostics.	01.04.2020 to 31.03.2021
47	Medeor Hospital, B-33, 34 Qutab Industrial Area, New Delhi-110016	Non NABH	Cardiology and cardiothoracic surgery Endoscopic/ Laparoscopic procedures Gynecology & Obstetrics, Orthopedic surgery with Joint replacement, General Medicine, General Surgery, Eye, ENT, Dental, Neurology, Pulmonology, Neurosurgery, Urology, Nephrology (Including Dialysis), Gastroenterology, Pediatrics, Cancer treatment (Surgery Chemotherapy) and Diagnostics. Kidney Transplantation w.e.f. 01.01.2016.	01.04.2020 to 31.03.2021
48	Metro Hospital & Cancer Institute, 21, Community Center, Preet Vihar, Delhi-110092	NABH	Cardiology & Cardiothoracic Surgery, General Medicine, General Surgery, Obstetrics and Gynecology, Pediatrics, ENT, Eye, Endoscopic/ Laparoscopic procedures, Pulmonologist, Gastrointestinal Surgery, Orthopedic surgery with Joint replacement, Urology, Nephrology (including Dialysis), Neurology and neurosurgery, Cancer treatment (Surgery, Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
49	Metro Heart Institute, Sector-16 A Faridabad, Haryana, Pin-121002	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/ Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic Surgery including joint replacement, General Medicine, General Surgery, Neurology & Neurosurgery, Pulmonologist, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Pediatrics, Eye & ENT, Cancer treatment (Surgery, Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
50	Metro Hospital & heart institute, 14, Ring Road, Lajpat Nagar, New Delhi-110024	NABH	General Medicine, Cardiology & Cardiothoracic Surgery & Diagnostics	01.04.2020 to 31.03.2021

51	MGS Hospital, Rohatak Road, West Punjabi Bagh, New Delhi-110026	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/ Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic Surgery including Joint Replacement, General Medicine, Pulmonology, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Pediatrics, Eye & ENT, and Diagnostics	01.04.2020 to 31.03.2021
52	Mohan Eye Institute, 11-B, Ganga Ram Hospital Marg, Rajinder Nagar, New Delhi- 110060	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
53	Narinder Mohan Hospital & Heart Centre, Mohan Nagar, Ghaziabad Pin-201007	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic Surgery including Joint Replacement, General Medicine, Pulmonology, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Pediatrics, Eye & ENT, Dental, Cancer treatment (Surgery, Chemotherapy & Radiotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
54	National heart Institute, 49, Community Centre, East of Kailash, New Delhi-110065	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/ Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic Surgery including Joint Replacement, General Medicine, General Surgery, Neurology & Neurosurgery, Pulmonology, Urology & Nephrology (Including Dialysis), Gastroenterology, Eye, Cancer treatment (Surgery, Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
55	Naveen Hospitals, Sector 3, Vaishali, Ghaziabad, Pin-201010	NABH	General Medicine, General Surgery, Cardiology, Obstetrics and Gynecology & Obstetrics surgery with Joint replacement, ENT Respiratory Medicine, Rheumatology, Gastroenterology Endocrinology (Medical & Surgical) Nephrology (Including Dialysis), Neurology & Neurosurgery, Oncology (Medical, Surgical), Urology, Dental and Diagnostics.	01.04.2020 to 31.03.2021
56	Orthoplus Hospital, RZ-B 28, Gopal Nagar, Nazafgarh, New Delhi- 110043	Non NABH	General Medicine, General Surgery, Gynecology and Obst, Orthopedics and joint replacement, Eye, ENT, Endoscopic/Laparoscopic Surgery.	01.04.2020 to 31.03.2021

			Gastroenterology, Neurology & Neurosurgery, Urology, Nephrology and Diagnostics.	
57	Panchsheel Hospital Pvt. Ltd. C-3/64-A, Yamuna Vihar, Opp. Gokal Puri Police Station, Delhi-110053	NABH	General Medicine, Gynae & Obs., Orthopedics and Joint replacements, General Surgery, Endoscopic/Laparoscopic procedures, Gastroenterology, Dental, Urology & Nephrology, Eye, ENT and Diagnostics.	01.04.2020 to 31.03.2021
58	Paras Hospital, 130, Sector-IV Vaishali (Gaziabad) UP Pin-201010	Non NABH	General Medicine, General Surgery, Gynecology and Obst, Orthopedic, Eye, ENT, Endoscopic/Laparoscopic Surgery, Gastroenterology, Neurology, Pulmonology, Urology, nephrology, Dental and Diagnostics.	01.04.2020 to 31.03.2021
59	PARK Hospital, 12, Chowkhandi, Outer Ring Road, New Delhi-110018	NABH	Interventional Cardiology & Cardiothoracic Surgery, Endoscopic/Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic Surgery including Joint Replacement, General Medicine, Pulmonologist, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Pediatrics, Eye & ENT, Cancer treatment (Surgery, Chemotherapy & Radiotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
60	Park Hospital Sector-10 HBC, Faridabad (Haryana) Pin-121006	Non NABH	General Medicine, General Surgery, Gynecology and Obst, Orthopedics, Cardiology, Pulmonology, Eye, ENT, Endoscopic/Laparoscopic Surgery, Gastroenterology, Neurology & Neurosurgery, Urology, Nephrology including Dialysis, Cancer Treatment, (Surgery and Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
61	Park Hospital Sohna Road, Sector-47, Gurgaon (Haryana) Pin-122001	Non NABH	General Medicine, General Surgery, Gynecology and Obst, Orthopedics, Cardiology, Endoscopic/ Laparoscopic Surgery, Gastroenterology, Neurology & Neurosurgery, Urology, Nephrology including Dialysis.	01.04.2020 to 31.03.2021
62	Prakash Hospital, D-12, 12A, 12B, Sector 33 Noida. (UP) Pin-201301	NABH	Endoscopic/ Laparoscopic procedures, General Medicine, General Surgery, Obstetrics and Gynecology, Pediatrics, Eye, ENT, Gastroenterology, Orthopedic surgery with Joint replacement, Nephrology & Urology and Diagnostics.	01.04.2020 to 31.03.2021

63	Precision Dental Care, C-159, Sarita Vihar, New Delhi-110076	Non NABH	All Available Dental Care Facilities	01.04.2020 to 31.03.2021
64	Primus Superspecialty Hospital, Chandra Gupta Marg, Chanakya Park New Delhi-110021	NABH	Interventional Cardiology & Cardiothoracic & Endovascular Surgery & (CTVS), Endoscopic/ Laparoscopic procedures, Gynecology, ENT, Eye, Dental, Orthopedic Surgery including Joint Replacement, General Medicine, General Surgery, Pulmonology, Urology, Neurology, Nephrology (including dialysis), Gastroenterology & GI Surgery, Pediatrics, Cancer Treatment (surgery and Chemotherapy) and Diagnostic.	01.04.2020 to 31.03.2021
65	QRQ Central Hospital & Research Centre, 69, Sector 20A, Near Neelam Flyover, Ajrona Chowk, Faridabad, Haryana-121001	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic Surgery including Joint Replacement, General Medicine, General Surgery, Neurology & Neurosurgery, Pulmonology, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Paediatrics, Dental, Eye & ENT, Cancer treatment (Surgery, Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
66	R J Super Specialty Hospital, Delhi Rohtak Road, Metro Pillar-808, Bahadurgarh, Haryana- 124507	NABH	General Medicine, General Surgery, Gynecology & Obstetrics, Orthopedic, Otorhinolaryngology, Respiratory Medicine, Cardiology, Cardiothoracic Surgery, Nephrology, Neurology & Neurosurgery, Urology (Including Dialysis and lithotripsy) Eye, Dental, and Diagnostics.	01.04.2020 to 31.03.2021
67	R.V.S. Eye Centre, BFH-09, West Shalimar Bagh, New Delhi-88	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
68	RLKC Hospital Metro Heart Institute, Naraina Road, Near Shadi Pur Metro Station, Pandey Nagar, New Delhi-110008	Non NABH	Interventional Cardiology & Cardiothoracic & Endovascular Surgery & (CTVS), Endoscopic/ Laparoscopic procedures, Gynaecology, ENT, Eye, Dental, Orthopaedic Surgery including Joint Replacement, General Medicine, General Surgery, Pulmonology, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Pediatrics, Cancer treatment (Surgery, Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021

69	Rosewood Hospital, 5J-L Block, Roshan garden, Nazafgarh, New Delhi-110043	Non NABH	General Medicine, General Surgery, Gynecology and Obst, Orthopedics and Joint Replacement, Eye, ENT, Gastroenterology, Dental, Dermatology, Physiotherapy, Diagnostics.	01.04.2020 to 31.03.2021
70	Shivam R R Hospital, Nehra Nehri Road, Line Par, Bahadurgarh, Haryana, Pin-124507	NABH	General Medicine, General Surgery, Obstetrics and Gynecology, Pediatrics, Orthopedic, GI & Laparoscopic surgery, Urology, Eye, Dental and Diagnostics.	01.04.2020 to 31.03.2021
71	Sai Mobident Dental & Implant Centre, D14/231 Sector-7, Rohini Delhi- 110085	Non NABH	All Available Dental Care Facilities	01.04.2020 to 31.03.2021
72	Santom Hospital, D-5-6, Prashant Vihar, Outer Ring Road, New Delhi-110085	Non NABH	Endoscopic/ Laparoscopic procedures Gynecology & Obstetrics, Orthopedic surgery with Joint replacement, General Medicine, General Surgery, Eye, ENT, Neurology, Urology, Nephrology (Including Dialysis), Gastroenterology and Diagnostics.	01.04.2020 to 31.03.2021
73	Sarvodya Hospital & Research Centre Sector-8, Faridabad (Haryana) Pin-121006	NABH	General Medicine, General Surgery, Endoscopic/ Laparoscopic procedures, Gynae & Obst, Eye, ENT, Pediatrics, Orthopedic surgery with Joint replacement, Urology, Neurology, Neuro Surgery, Gastroenterology, Pulmonology, Nephrology (including dialysis), Dental, Cardiology & Cardiothoracic Surgery, Cancer treatment (Surgery, Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
74	Save Sight Centre, A-14, G. T. Karnal Road, Adarsh Nagar, Delhi- 110033	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
75	Sharp Sight Centre, A-15, Swasthya Vihar, Vikas Marg, Metro Pillar No.82, Delhi-110092	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
76	Sri Balaji Action Medical Institute, A-4, Paschim Vihar, New Delhi-110063	Non NABH	Cardiology and cardiothoracic surgery Endoscopic/ Laparoscopic procedures Gynecology & Obstetrics, Orthopedic surgery with Joint replacement, General Medicine, General Surgery, Eye, ENT, GI Surgery, Neurology, Neurosurgery, Urology, Nephrology (Including Dialysis), Dental and Diagnostics.	01.04.2020 to 31.03.2021

77	Sumitra Hospital, A-119 A, Sector-35 Noida, UP Pin-201301	NABH	General Medicine, General Surgery, Endoscopic/ Laparoscopic procedures, Gynae & Obst, Eye, ENT, Orthopedic surgery, Urology, Nephrology, Neurology, Neuro Surgery, GI Surgery, Dental and Diagnostics.	01.04.2020 to 31.03.2021
78	Sunil Hospital, 15/199, Panchsheel Shivalik Road, Malviya Nagar, New Delhi-110017	Non NABH	Endoscopy /Laparoscopic procedures, Gynaecology & Obstetrics ENT & Urology, General Medicine & Orthopaedics.	01.04.2020 to 31.03.2021
79	Surya Kiran Hospital, 31, Roshan Mandi, Nazafgarh, New Delhi- 110043	Non NABH	Cardiology and cardiothoracic surgery Endoscopic/ Gynecology & Obstetrics, Orthopedic surgery with Joint replacement, General Medicine, General Surgery, ENT, Urology, Gastroenterology, Paediatrics, Diagnostics and Laboratory Services.	01.04.2020 to 31.03.2021
80	Thirath Ram Shah Hospital, 2-A, RBL, Rajpur Road Delhi-110054	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/ Laparoscopic procedures, Gynecology & Obstetrics, Orthopaedic Surgery including Joint Replacement, General Medicine, Pulmonology, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Pediatrics, Eye & ENT and Diagnostics.	01.04.2020 to 31.03.2021
81	Venkateshwar Hospital, Sector 18A, Dwarka, New Delhi-110075	Non NABH	Gynecology & Obstetrics, Orthopedic surgery with Joint replacement, General Medicine, General Surgery, Eye, ENT, Pulmonology, Neurosurgery, Urology, Nephrology (Including Dialysis), Gastroenterology, Oncology, Dental, Endocrinology, Dermatology, Pediatrics, Nuclear Medicine, Rheumatology.	01.04.2020 to 31.03.2021
82	Venu Eye Institute, 1/31, Saikh Sarai, Institutional Area phase- II, New Delhi-110017	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
83	Vision care Centre, E-16/389, 392, Sec-8, Rohini, Delhi-110085	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021
84	Visitech Eye Centre, Plot No. 2, Pocket-I, Jasola Vihar, New Delhi- 110025	Non NABH	Exclusive Eye Care Centre	01.04.2020 to 31.03.2021

85	Yashoda Super Specialty Hospital, Hird M. Nehru Nagar, Ghaziabad, UP Pin-201001	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/ Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic Surgery including Joint Replacement, General Medicine, Pulmonology, General Surgery, Neurology & Neurosurgery, Urology & Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Pediatrics, Dental, Eye & ENT, Cancer treatment (Surgery & Chemotherapy) and Diagnostics.	01.04.2020 to 31.03.2021
86	Yashoda Super Specialty Hospital H-I. Kaushambi, Dabur Chowk, Ghaziabad, UP Pin-201010	NABH	Cardiology & Cardiothoracic Surgery, Endoscopic/ Laparoscopic procedures, Gynecology & Obstetrics, Orthopedic Surgery including Joint Replacement, General Medicine, General Surgery, Neurology & Neurosurgery, Urology & Nephrology	01.04.2020 to 31.03.2021

Regular Empanelled Hospital:-

1	Dr. B.L. Kapoor Memorial Hospital, Pusa Road, New Delhi-110005	Interventional Cardiology and Cardiothoracic surgery, General Medicine, General Surgery, Gynecology and Obst. Orthopedics surgery including joint replacement, Endoscopic/Laparoscopic Procedure, Pulmonology, Eye, ENT, Gastroenterology and GI Surgery, Pediatrics, Neurology and Neuro surgery, Urology and Nephrology including Dialysis, Vascular and plastic surgery, Cancer Treatment, (Surgery and Chemotherapy and Radiotherapy) and Diagnostics.
2	Holy Family Hospital, Okhla Road, New Delhi-110025	General Purposes
3	MCKL Hospital, Lajpat Nagar-III, New Delhi-110024	Cardiology, Nephrology and renal transplant, Medical Oncology, Ophthalmology & Joint Replacement.
4	Metro Hospital & Heart Institute, L- 94, Sector-II, Noida, UP Pin-201301	General Medicine, General Surgery, Gynecology and Obst, Orthopedics, Cardiology and Cardiothoracic, Endoscopic/Laparoscopic Procedure, Pulmonology, Eye, ENT, Dental, Gastroenterology and GI Surgery, Pediatrics, Neurology, Nephrology including Dialysis, Cancer Treatment, (Surgery and Chemotherapy) and Diagnostics Kidney Transplantation.

5	R.G. Stones & Clinic Urological Institute.. East of Kailash, New Delhi-110065	General Surgery, Gynecology and Obst., Endoscopic/Laparoscopic Procedure, Urology and Nephrology including Dialysis,.
6	Rajiv Gandhi Cancer Institute & Research Centre, Rohini, Delhi-85	Specialized purpose – Cancer diagnosis, Cancer Chemotherapy and Radiotherapy.
7	Saroj Hospital, Madhuban Chowk, Rohini, Delhi-110085	General Medicine, General Surgery, Gynecology and Obst, Orthopedics including Joint Replacement, Cardiology and Cardio-thoracic surgery, Endoscopic/Laparoscopic Procedure, Pulmonology, Eye, ENT, Dental, Gastroenterology and GI Surgery, Urology, Neurology, Nephrology including Dialysis, Cancer Treatment, (Surgery and Chemotherapy) and Diagnostics, Liver Transplantation and Kidney Transplantation.
8	Sir Ganga Ram Hospital, Rajinder Nagar, New Delhi-110060	General Purposes
9	St. Stephens Hospital, Tis Hazari, Delhi-110054	General Purposes

The following hospitals are hereby de-empanelled from DTC empanelment w.e.f. 01.04.2020:-

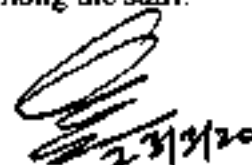
1	Alchemist Hospital, Sector-53, Saraswati Kunj, DLF Golf Course Road, Gurgaon (Haryana)
2	Bhardwaj Hospital, NH-1, Sector-29, Noida, UP
3	Brij Medical Centre, KK-54, Kavi Nagar, Ghaziabad (UP)
4	Dr. Pattnaik's Laser Eye Institute, C-2, Ground Floor, Lajpat Nagar-III, New Delhi-110024
5	Family Health Care Hospital 15 HC-1, Vasundhara, Ghaziabad (U.P.)
6	Goyal Hospital & Urology Centre, E-4/8, Krishana Nagar, Delhi-110051
7	N.K.S.Hospital, 219-220 Gulabi Bagh, Delhi-110007
8	Satya Medical Centre- Hospital, A-98-A, Sector-34, NOIDA, UP
9	Sehgal Dental Clinic, CA-115/1, Opposite Shopping Centre, Tegore Garden, New Delhi-110027
10	SHM- Curie Cancer Centre, Shanti Mukand Hospital, 2 Inst. Area, Vikas Marg Extn. Delhi-110092
11	Shyama Super specialty Eye Hospital, B-139A, West Vinod Nagar, Patparganj, Delhi-110092
12	Sunder Lal Jain Cheritable Hospital Ashok Vihar, Phase-III, Delhi-110052

It is however made clear that the hospitals- St. Stephen's, Sir Ganga Ram, Holy Family and Rajeev Gandhi Cancer Institute and Research Centre are charging their own rates, the gap between hospitals rates and CGHS rates will be met out by the employee at his own, if desires to take treatment from these particular hospitals.

Further, the employee/dependent of employee already admitted /getting treatment from above hospitals prior to the issue of this order shall continue to be provided treatment at CGHS rates till their discharge within a period of seven days. Bill(s) of patient discharged /treatment up to the date will be considered only.

All unit officers are therefore requested to make wide publicity among the staff.

This has the approval of the Competent Authority.


2/11/20
(B.S. Chauhan)
Sr. Manager (Admn.)

All Unit Officers: (with two copies) one for pasting the Circular on Unit Notice Board and second for members of Depot council for wide publicity among employees of the unit concern.

Cc to: 1. All HODs for kind information
2. CMO I/C Medical Board for kind information and necessary action.
3. Manager (IT) with the request to upload the circular on DTC website.

SPEED POST

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
L.P. ESTATE NEW DELHI-110002**

No. Adm.I-7(17)/2020/291

Dated-23.03.2020

To,

Sir,

In continuation to previous references, it is to inform you that the period of empanelment of your Hospital has been extended for the period from 01.04.2020 to 31.03.2021 by the competent authority on the following terms and conditions.

1. Your Hospital should be continued on the panel of CGHS/DGEHS. As and when the CGHS/DGEHS discontinued the empanelment of your hospital, the same must be informed by you to DTC so that further course of action, as deemed fit could be taken by DTC.
2. The rates charge from the DTC employees should not exceed to CGHS rates. In case the rates are not defined in the CGHS rate list, AIIMS rate should be charged. The CGHS code number should also be mentioned in the final bill/advance estimate bill.
3. Hospital should have its own pharmacy for arranging medicines to DTC beneficiaries against cash payment. In case the prescribed medicine(s) are not available in Hospital pharmacy, N.A. (Not Available Certificate) must be given to the DTC beneficiaries so that the appropriate arrangements of the medicine could be made from open market by the employees concerned.

Kindly acknowledge the receipt.

Yours faithfully,


23/3/20

(B.S. Chauhan)

Sr. Manager (Admn) HQ

दिल्ली परिवहन निगम
(राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार)
प्रशासन विभाग, इन्द्रप्रस्थ मुख्यालय
नई दिल्ली-110001

पत्र सं०.प्रशा०/ईडीएलआई/2020/247

दिनांक:-31/03/2020

परिपत्र

वर्तमान में HDFC Life Insurance Company Ltd. द्वारा ई.डी.एल.आई. पालिसी चलाई जा रही थी जिसका कार्यकाल 31 मार्च 2020 को समाप्त हो गया है। ई.डी.एल.आई. पालिसी का नवीनीकरण प्रतिवर्ष 31 मार्च तक किया जाता है। इस वर्ष ई.डी.एल.आई. पालिसी सक्षम प्राधिकारी द्वारा Aviva Life Insurance Company India Ltd. को दी गई है जो दिनांक 01.04.2020 से प्रभावी होगी। Aviva Life Insurance Company India Ltd. का परफोरमा (क्लेम फार्म) अलग से भेजा जायेगा। 01.04.2020 से 31.03.2021 तक कर्मचारियों के सभी ई.डी.एल.आई क्लेम Aviva Life Insurance Company India Ltd. को उनके द्वारा जारी किये गये परफोरमा (क्लेम फार्म) को भरकर प्रशासन विभाग(मु०) को भेजा जाएं।

अतः सभी यूनिट/डिपो अधिकारी यह सुनिश्चित करें कि दिनांक 31.03.2020 तक की अवधि का किसी दिवंगत कर्मचारी का ई.डी.एल.आई. क्लेम लम्बित पड़ा है तो उक्त ई.डी.एल.आई क्लेम को HDFC Life Insurance Company Ltd द्वारा जारी किये गये क्लेम फार्म में भरकर प्रशासन विभाग को दिनांक 15.04.2020 तक अवश्य भिजवा दें, इसके पश्चात यदि कोई ई.डी.एल.आई. क्लेम दिनांक 31.03.2020 तक का डिपो/यूनिट में लम्बित रहता है तो उसकी सम्पूर्ण जिम्मेदारी यूनिट/डिपो प्रभारी की होगी।


31/3/20
वरिष्ठ प्रबन्धक (प्रशासन)

समस्त डिपो प्रबन्धक/यूनिट अधिकारी

DELHI TRANSPORT CORPORATION
I.P. ESTATE: NEW DELHI

Nx PLD-V/T.A./2020/1614

Dated: 29/05/2020

Sub: Implementation of Travelling Allowance to the Regular employees of DTC w.e.f. 01.06.2020

In view of the Transport Department conveying the approval of the Govt. of GNCTD for grant of Transport Allowance to all the existing Regular Employees of this Corporation, the Travelling Allowance will be adopted w.e.f. 01/06/2020 as per CCS (Revised pay) rules 2016 along with the following terms & Conditions -

- 1) The destination free bus pass facility being extended to such regular employees is hereby withdrawn and they be issued a fresh Identity Card without the existing provisions of free travelling bus facility between residence to office & back. Further all such employees should give an undertaking for not using the free bus facility for commuting between office to residence & back.
- 2) The benefit of Transport Allowance be extended to DTC officers subject to condition they are not availing the staff car facility.
- 3) All the Unit Officers should ensure all such regular employees having destination bus free pass facility on their Identity Card be issued a fresh Identity card without the existing provisions of free travelling facility between residence to office & back. The Performa of undertaking for Transport Allowance is also enclosed.

Beside above the other terms and conditions for payment of Transport Allowance shall be made strictly in accordance with OM dated 7th July 2017 issued vide No. 21/5/2017-E II(B) GOI Ministry of Finance Department Expenditure (copy enclosed) and endorsement by GNCTD vide No. F.(21)/Fin.(ESTT III)/07CPC/2016/dsv/725 dated 11.07.2017.

Salary of the month of June 2020 to include transport allowance for regular employees to be payable in July 2020.

Compliance of all the instructions/guideline be ensured.

Encl: As above.


(Ankur Garg)
Manager (Pers.)

CC: Mr. R. K. Mehta

CC: Mr. J. K. Chatterjee (SBU) for kind information pl.

CC: Mr. J. K. Chatterjee (SBU) for kind information of M.O. pl.

CC: Mr. J. K. Chatterjee (SBU) for kind information of M.O. pl.

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CC: Mr. J. K. Chatterjee (SBU) for kind information of M.O. pl.

CC: Mr. J. K. Chatterjee (SBU) for kind information of M.O. pl.

Primary action for the

-74-

4/C

DELHI TRANSPORT CORPORATION
IT Dept., I.P. ESTATE
NEW DELHI - 110002

(524F)
No : DCGM(IT)/GPS/279F/2020/14/ dy.Cgm/it/74

Dated:- 29.05.2020

C I R C U L A R

Sub:- Integration of GPS feed of DTC Buses on "One Delhi" Mobile App
and Open Transit Data (OTD) for DTC Buses.

It is informed that the team of IIT Delhi has developed a system for integration of GPS feed of DTC Buses on "One Delhi" App and Open Transit Data platform of Transport Department. In this regard, all Depot Managers are directed to send an email to IIT Delhi at (praveshb@iitd.ac.in) at 8 AM & after final out-shedding in the Morning shift and at 5 PM & after final out-shedding in the evening shifts, in excel sheet w.e.f. 30.05.2020 on daily basis. The requisite information be sent in the following format for the purpose of specific mapping of the bus route numbers with bus registration number:-


Depot Name :- Date:- Time:- Shift:-

S. No.	Bus Registration No.	Route / Duty No. on which bus out-shedded	Time of Actual out-shedding
1.			
2.			

2. Further, in due course of time IIT-Delhi team is working on a web-based software that will be given to all Depot Managers, where all the above information can be updated on a real-time basis. They will develop this software on the cloud and deploy it in a few weeks. Depot Managers shall ensure the software is used to update the out-shedding information on real-time basis without any lag

3. Hon'ble MoT, GNCTD desires full compliance with the required information / support be facilitated without any delay.

This Issues with the approval of Competent Authority


(R.K. Jain)
Dy. Chief General Manager (IT)

All Depot Managers

Copy to:

1. Sh. Jasmine Shah, VC DDC
2. Secy. To Hon'ble Minister
3. Sh. Pravash Biyani, IIT-Delhi
4. CGM(IT)
5. DCGM(O):- for taking necessary action pl.
6. All RMs - for taking necessary action pl.
7. DCGM(Tr.)
8. OSD to MD
9. Addl.CAO

दिल्ली परिवहन निगम
(रा0रा0क्षेत्र, दिल्ली सरकार)
इन्द्रप्रस्थ एस्टेट: नई दिल्ली-110002

पत्रसं/प्रशा.वि./कोविड-19/2020/405

दिनांक: 03/06/2020

अवगत कराया जाता है कि कोविड-19 महामारी के कंस दिन प्रतिदिन बढ़ते जा रहे हैं, जिसके उपाय करने के लिये अभी तक कोई भी कारगर दवाई उपलब्ध नहीं हो पाई है और इसके बचाव के लिये सोशल डिस्टेंसिंग, मास्क पहनना और हाथों को दिन में कई बार साबुन से धोना या हैंड सैनिटाइजर का प्रयोग अनिवार्य किया गया है।

डी.टी.सी. मुख्यालय में उच्च अधिकारियों में कई बार देखा है कि कई कर्मचारी बिना जरूरत के इधर उधर घूमते रहते हैं और कई बार सोशल डिस्टेंसिंग की परवाह भी नहीं करते हैं।

इसलिये पुनः आदेश दिये जाते हैं कि मुख्यालय के सभी कर्मचारी सोशल डिस्टेंसिंग को बनाये रखें तथा अनावश्यक रूप से इधर उधर न घूमें, अगर कोई बात दूसरे अनुभाग में करनी है तो फोन के माध्यम से ही करें। उच्च अधिकारियों के कमरों में फाइल अनुभागों के सम्बन्धित अधिकारी स्वयं ही लेकर जाने की कोशिश करें। आदेशों का सख्ती से पालन हो।

यह परिपत्र सक्षम अधिकारी द्वारा स्वीकृत है।



(वी एस. चौहान)
वरिष्ठ प्रबन्धक (प्रशासन)

नोटिस बोर्ड डी.टी.सी. (मु0)
समस्त कार्यालय अधीक्षक
समस्त अधिकारियों के निजी सहायक डी टी सी. (मु0)

दिल्ली परिवहन निगम
(राजधानी क्षेत्र, दिल्ली सरकार)
इन्द्रप्रस्थ एस्टेट: नई दिल्ली-110002

पत्रसं/प्रशा.वि./कोविड-19/2020/407

दिनांक 03/06/2020

प्रायः यह देखा गया है कि कई कर्मचारी कोविड-19 महामारी के बचाव का ध्यान न रखते हुए सोशल डिस्टेंसिंग की परवाह नहीं करते हैं तथा कई बार अफसरों के कमरे के सामने भी भीड़ बना लेते हैं। कोविड-19 महामारी के बढ़ते हुये फैसों को देखते हुए सोशल डिस्टेंसिंग का ध्यान रखना बहुत जरूरी है, उपरोक्त तथ्यों को ध्यान में रखते हुए निम्न निर्देश जारी किये जाते हैं -

1. सभी डिपो/यूनिट से आने वाले पत्रवाहक निम्न समयानुसार आने का कष्ट करें
पूर्व क्षेत्र : 11:00 बजे
पश्चिम क्षेत्र : 11:30 बजे
उत्तर क्षेत्र : 12:00 बजे
दक्षिण क्षेत्र : 12:30 बजे

कोई भी डोंक 01:00 बजे के बाद नहीं ली जायेगी।

2. मुख्यालय के सभी कर्मचारी निम्न समयानुसार लंच करने का कष्ट करें।

भूतल : 12:30 से 01:00 बजे तक
प्रथम तल : 01:00 से 01:30 बजे तक
द्वितीय तल : 01:30 से 02:00 बजे तक

3. सिविलोरेटि डिभाग को निर्देश दिये जाते हैं कि बाहरीय व्यक्तियों को बिना अनुमति के मुख्यालय में न आने दिया जाये, जब तक उनके पास सम्बन्धित अधिकारी/अनुभाग की अनुमति न हो, अनुमति लेने के लिये गेट से इन्टरकॉम फोन का प्रयोग कर सकते हैं तथा आने वाले व्यक्ति की थर्मल स्क्रीनिंग से जाँच और हैंड सैनिटाइजर के प्रयोग का सुनिश्चित करें।

यह परिपत्र सक्षम अधिकारी द्वारा स्वीकृत है।



(बी.एस. चौहान)

वरिष्ठ प्रबन्धक(प्रशासन)

समस्त यूनिट/डिपो अधिकारी
समस्त उपमुख्य महाप्रबंधक/क्षेत्रीय प्रबंधक
उपमुख्य महाप्रबंधक (सुरक्षा)
निजी सहायक(मुख्यमहा प्रबंधक)
ओ.एस.डी. द.एम.डी.

दिल्ली परिवहन निगम
(राज्यक्षेत्र, दिल्ली सरकार)
इन्द्रप्रस्थ एस्टेट नई दिल्ली-110002

पत्रा सं/प्रशा वि/कोविड-19/2020/480

दिनांक 08/06/2020

प्राप्त यह देखा गया है कि कई कर्मचारी कोविड-19 महामारी के बचाव का ध्यान न रखते हुए डीटीसी की कैंटीन में सोशल डिस्टेंसिंग की परवाह नहीं करते हैं तथा कैंटीन में भीड़ कर देते हैं। कोविड-19 महामारी के बढ़ते हुये कस जो देखता हूँ, सोशल डिस्टेंसिंग का ध्यान रखना बहुत जरूरी है, उपरोक्त तथ्या का ध्यान में रखते हुए कैंटीन संचालनकर्ता को निम्न निर्देश जारी किये जाते हैं:-

1. संचालनकर्ता कैंटीन में सोशल डिस्टेंसिंग का पालन करते हुए भीड़ न होने दें।
2. एक टेबल पर बैठने वाले कर्मचारियों को उचित दूरी पर बैठने का प्रबन्ध करें।
3. कैंटीन में काम करने वाले सभी कर्मचारियों का मास्क पहनना अनिवार्य करें।
4. सफाई का विशेष ख्याल रखें।
5. सभी कर्मचारी आंटी-ओडी देर बाइ हाथ धोत रहें।

यह परिपत्र स्थान अधिकारी द्वारा स्वीकृत है।



08/06/20
(वि.एस. प्रहारा)

वरिष्ठ प्रबन्धक(प्रशासन)/मॉडल ऑफिसर

कैंटीन संचालनकर्ता
उपप्रबंधक(आई. एण्ड आर)-सूचनार्थ हेतु
उपमुख्य महाप्रबंधक (प्रशासन)-सूचनार्थ हेतु
ओ.एस.डी. डू.एम.डी - सूचनार्थ हेतु

DELHI TRANSPORT CORPORATION
(Govt. of N.C.T. of Delhi)
I.P. ESTATE : NEW DELHI

No: Admn-7(27)/2020/ 512

Dated – 12.06.2020

CIRCULAR

The Competent Authority has approved to issue medical Card to Spouse / Dependents of Deceased Employees of DTC, completely on humanitarian ground and it is made clear that the expenditure incurred for treatment will be borne by the spouse / dependents of deceased employee of DTC and no claim will be admissible or entertained by DTC, at any cost. This is only a facility at CGHS rates payable by spouse / dependents of deceased employee them self.

Further, those spouse / dependents of deceased employee who desire to have issue medical card, will have to submit an undertaking to DTC clearly mentioning therein that he/she will not claim any medical reimbursement after taking treatment from empanelled hospitals on CGHS rates.

All Unit Officers/Depot Managers are advised to obtain an undertaking (as per performa attached overleaf) before issuing the medical card to applicant spouse / dependents of deceased employee desiring treatment as per CGHS rates from DTC empanelled 44 hospitals (List attached) who have given their consent to give treatment to DTC retired employees/dependents of deceased employees.

It is further decided that Medical Card is to be issued to spouse / dependents of deceased employee only by his/her last unit. Similar procedure will be followed in preparing Plastic Medical Card to spouse / dependents of deceased employee as followed in making Plastic Medical Card to Retired Employees.

This issues with the approval of Competent Authority.

Encl: As above


(B.S. Chauhan)
Sr. Manager (Admn.)

All Depot Managers/All Unit Officers

All Regional Managers

All Dy. CGMs

C.c. to: OSD to MD: for kind information please.

: All HODs : -do-

: Manager (IT). With the request to upload the above Circular on DTC website.

**LIST OF HOSPITALS WHO AGREED TO GIVE TREATMENT TO
RETIRED EMPLOYEES AND THEIR DEPENDENTS**

S.NO	HOSPITAL	PLACE	AREA	TRT.
1	Action Cancer Hospital	PASCHIM VIHAR	WEST	
2	Bajaj Eye Care Centre	PEETAMPURA	WEST	EYE
3	Bansal Hospital	NEW FRIENDS COLONY	SOUTH	
4	Bhardwaj Hospital	NOIDA	UP	
5	Bhgwati Hospital	ROHINI	NORTH	
6	Brahm Shakti Hospital	BUDH VIHAR	NORTH	
7	Centre for Sight	GURGAON	HARYANA	EYE
8	Chandre Laxmi Hospital	VAISHALI	UP	
9	Chaudhary Eye Centre	DARYA GANJ	CENTRAL	EYE
10	Delhi Heart & Lungs Institute	PACHKUIYAN ROAD	WEST	
11	Dharamshila Narayana	VASUNDHARA ENC	EAST	
12	Divya Prastha Hospital	DWARKA	WEST	
13	Dr. Lal Path Labs Pvt. Ltd.			
14	Dr. Pathniak's Laser Eye Institute	LAJPAT NAGAR	SOUTH	EYE
15	Garg Hospital	AGCR ENCLAVE	EAST	
16	Goyal Eye Hospital	PATEL NAGAR	WEST	EYE
17	I Care Eye Hospital Noida S-63	NOIDA S-26	UP	EYE
18	I Care Eye Hospital Noida S-26	NOIDA S-63	UP	EYE
19	Indian Spinal Injury Center	VASANT KUNJ	SOUTH	
20	Jain Hospital	JAGTRI ENCLAVE	EAST	
21	Jaipur Golden Hospital	ROHINI	NORTH	
22	Jeevan Nursing Home & Hospital	PUSA ROAD	WEST	
23	Jeevan Mala Hospital	NEW ROHTAK ROAD	NORTH	
24	Kalyani Hospital Pvt. Ltd.	GURGAON	HARYANA	
25	Kamal Hospital	KAUSHAMBI	UP	
26	Manglam Medical & Surgical Centre	POOTH KHURD	NORTH	
27	Metro Hospital & Cancer Institute	PREET VIHAR	EAST	
28	Metro Hospital & heart institute	LAJPAT NAGAR	SOUTH	
29	MOS Hospital	PUNJABI BAGH	WEST	
30	Orthoplus Hospital	NAZAFGARH	WEST	
31	Panchsheel Hospital Pvt. Ltd.	YAMUNA VIHAR	EAST	
32	Paras Hospital	VAISHALI	UP	
33	Prakash Hospital	NOIDA	UP	
34	Precision Dental Care	SARITA VIHAR	SOUTH	DENTAL
35	R.V.S. Eye Centre	SHALIMAR BAGH	WEST	EYE
36	Rosewood Hospital	NAZAFGARH	WEST	
37	Sai Mobident Dental & Implant Centre	ROHINI	NORTH	DENTAL
38	Saroj Hospital	MADHUBAN CHOWK	WEST	
39	Sarvodaya Hospital	PARIDABAD	HARYANA	
40	Sunitra Hospital	NOIDA	UP	
41	Sunder Lal Jain Cheritable Hospital	ASHOK VIHAR	NORTH	
42	Sunil Hospital	MALVIYA NAGAR	SOUTH	
43	Venu Eye Institute	SHEKH SARAI	SOUTH	EYE
44	Yashoda Super Specialty Hospital	Nehru Nagar & Kaushambi	UP	

120
(-1-1-1-1)

UNDERTAKING

I..... Wife/Husband/Son/Daughter of late
Sh..... Ex....., P.T.No.....
R/o.....

..... hereby solemnly affirm
that I may be issued Medical Card for availing treatment on CGHS rates from DTC
empanelled Hospital(s) at my own expense and the amount so spent on the treatment
will be borne by me or my family members. In any circumstances, I will not
insist/claim from DTC for any medical reimbursement.

Signature of the applicant

Relation with deceased employee.....

Approved by

Mob. No.

(Unit Officer/Depot Manager)

0119

DRAFT

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
Medical Card for Retired Employee**

NOT VALID FOR MEDICAL CLAIM FROM DTC

Medical card No.....

Photo duly attested
by unit officer

Name of Deceased Employee

Designation

Pay Token No.

Unit/Depot

Details of Dependents of deceased Employee

Name	Age	Relationship
------	-----	--------------

1

2

3

Address.....

.....

Date of issue

Name & stamp of issuing officer

SECRET
DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI

No. Adm I/A/c. /2020/522

Dated:- 15/06/2020

On account of financial constraints in DTC, the extra monetary benefits being paid to the regular DTC employees on Gazetted /Restricted Holidays be stopped immediately.

- The salary as per rules shall be paid without any incentive.
- These directions will be reviewed after three months.

This has the approval of Competent Authority



(B.S. Chauhan)
Sr. Manager (Admin.)

All Unit Officers/DM

All RMS/Dy CGMs

Adtl. CAO: in reference to letter No.A/c/Pay/2020/247 dated 10.05.2020.

PS to CGM(I ?) for kind information of CGM(M)

OSD to MD for information of MD please.

DELHI TRANSPORT CORPORATION
(A GOVT. OF N.C.T. OF DELHI)
L.P.ESTATE: NEW DELHI

No.Adm/COVID-19/2020/533

Dated 17/06/2020

CIRCULAR

NCT of Delhi is threatened with the spread of Covid-19 epidemic, which has already been declared as a pandemic by the World Health Organisation, and has considered it necessary to take effective measure to prevent its spread in NCT of Delhi.

Various orders/instructions from time to time to all authorities concerned has already been issued to take all required measures to appropriately deal with the situation.

I have been informed that the cases of COVID-19 are increasing in Delhi Transport Corporation. So following guideline must be followed by all employee/officers of DTC:-

1. If any employee has fever or cough or any other symptoms, he/she should inform his controlling officer immediately and controlling officer will inform the Nodal Officer, Sh.B.S.Chauhan, immediately.
2. Affected employee will be asked to go for self isolation for the period of seven days and perform his duty from home also he should get himself/herself tested for COVID-19 and inform the place/lab/hospital where such test has been given.
3. Unit officers will ensure that the office premises are sanitized on daily basis.
4. Guidelines of wearing the mask, use of hand sanitizers and maintaining social distancing should be properly adhered.
5. All directions/instructions of GNCTD, DDMA/ Hon'ble Chief Secretary in this regard issued from time to time be strictly complied with.


(Garima Gupta)
Managing Director

All Concerned.

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI**

No. Adm-I/Misc./2020/ S39

Dated: 18/06/2020

In continuation to circular No. Adm-I/ COVID-19 / 2020/436 dated 05/06/2020, all Depot/Unit officers are requested that all health related information of employees who are suffering from COVID-19 must be provided to the Nodal Officer, DTC, through email Id dtcadmn@gmail.com in the following revised format on daily basis.

S.No.	Unit	Name of employee	Contacted Unit officer employeehrs.	by to at	Information given by employee regarding his health condition or any help required by him.	Current status of employee, who has completed period of quarantine as advised by doctors.

This information must be sent on daily basis upto 11:00 AM, till the affected employee join his duties. If any information is not received upto 11:00 AM, the Unit Officer will be responsible for the same.

This issue with the approval of Competent Authority.



(B.S. Chauhan)
Sr. Manager (Admn.)

All Dy. CGMs/RMs

All Depot Managers/Unit Officers.

Copy to : OSD to MD

-For kind information please.

Copy to : PA to CGM(Tech.)

-do-

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI**

No. AdmI/Misc./2020/ 540

Dated:-18/06/2020

All the Unit officers/DMs/RMs/ are hereby informed for necessary action that if any employee of unit falling under their control found COVID-19 positive, his period of quarantine must be sanctioned by the controlling officer.



18/6/20
(B.S. Chauhan)
Nodal Officer

All Dy. CGMs/RMs

All Depot Managers/Unit Officers.

Copy to : OSD to MD -For kind information please.
Copy to : PA to CGM(Tech.) -do-

DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI

No. Admn/Misc/2020/624

Dated:- 01/07/2020

SUBJECT:- Educational/Training program on COVID-19

COVID-19 pandemic cases are increasing day by day. So the Competent Authority has desired that Educational/Training program regarding how to remain safe during Pandemic COVID-19 will be under taken by Ms. Vinod Kumari, CMO, DTC through PPT in all units of DTC, schedule is given below:-

Sr. No.	Name of Units	Date	Time
01.	RJD 1 & 2	02.07.2020	01:00PM
02.	HPD	02.07.2020	02:30PM
03.	SNPD	03.07.2020	01:00PM
04.	SVD	03.07.2020	02:30PM
05.	ND	04.07.2020	01:00PM
06.	SPD	04.07.2020	02:30PM
07.	SBPLD	06.07.2020	01:00PM
08.	WPD	06.07.2020	02:30PM
09.	GPD	07.07.2020	01:00PM
10.	HND	07.07.2020	02:30PM
11.	KID	08.07.2020	01:00PM
12.	TKD	08.07.2020	02:30PM
13.	HND-1	09.07.2020	01:00PM
14.	HND-2	09.07.2020	02:30PM
15.	GTK	10.07.2020	01:00PM
16.	BBMD	10.07.2020	02:30PM
17.	VVD	11.07.2020	01:00PM
18.	AND	11.07.2020	02:30PM
19.	KPD	13.07.2020	01:00PM
20.	PGD	13.07.2020	02:30PM
21.	RHN-3	14.07.2020	01:00PM
22.	RHN-1	14.07.2020	02:30PM
23.	EVND	15.07.2020	01:00PM
24.	NOD	15.07.2020	02:30PM
25.	MPD	16.07.2020	01:00PM
26.	SND	16.07.2020	02:30PM
27.	RHN-2	17.07.2020	01:00PM
28.	RHN-4	17.07.2020	02:30PM
29.	BD-1(Cluster)	18.07.2020	01:00PM
30.	DWS-22(Cluster)	18.07.2020	02:30PM
31.	NRLD	20.07.2020	01:00PM
32.	MS-1	20.07.2020	02:30PM
33.	DWS-2	21.07.2020	01:00PM
34.	Sc. House	21.07.2020	02:30PM
35.	Hqtr	22.07.2020	01:00PM

All unit officers are requested to make adequate arrangement for training to staff members. After the training program, compliance report by unit officers should be sent to Nodal Officer, DTC at email id dtcadmn@gmail.com for onward transmission to MD please.


(B.S. Chauhan)

Sr. Manager (Admn)/Nodal Officer

All Unit Manager/RMs

Ms. Vinod Kumari, CMO, DTC:- for necessary action please.

OSD to MD:- for kind information please.

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI**

No. Adm-I/Misc./2020/640

Dated: 04/07/2020

Further to this office letter No. Adm-I/Misc./2020/383 dated 29.05.2020, the committee of following officers was constituted to review the suspension cases of officers of DTC. Now it has been decided that the suspension cases of officials of DTC will also be reviewed by the said committee with immediate effect.

- | | |
|---|-------------|
| 1. Sh. V.K. Gupta, CGM(Tech.) | Chairperson |
| 2. Sh. Rajiv Vadehra, Secy.DTC Board/DC | Member |
| 3. Sh. Chandraprakash, Dy.CGM(PLD) | Member |
| 4. Sh. Mukesh Balani, Manager(Vig.) | Convener |

This has the approval of the Competent Authority.



(B.S. Chauhan)
Sr. Manager (Admn.)

All officer concerned
All DY.CGMs/RMs

Copy to : OSD to MD for kind information please.

1963

CIRCUIT

RECEIVED
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE
WASHINGTON, D.C.

DELHI TRANSPORT CORPORATION
(Govt. of NCT of Delhi)
I.P. ESTATE: NEW DELHI-110002

No. IRO-3(81)/2020/ 68

Dated: - 9/7/2020

CIRCULAR

Sub: Group Personal Accident Insurance policy for the year 2020-2021

The Group Personal Accident Insurance Scheme has been renewed for the employees of the Corporation for the period from 10.07.2020 to 09.07.2021 through New India Assurance Company Ltd. insured for a sum of Rs.2 lakh at the yearly premium of Rs.78.69 (including GST). The said policy will cover under Death, Partial & Permanent total disablement occurred on account of accident. The 50% of the premium as mentioned above will be paid by DTC & remaining 50% will be deducted from the salary of the employees every month.

Since, the premium at revised rate is required to be deposited in advance with the New India Assurance Company Ltd. every month, monthly deduction at the revised rate of Rs. 03.28 will be made from the salary of member/employees covered under this policy from 10 July, 2020 onwards.

All Depot Managers/Unit Officers are requested to file the claim arising out of this policy and any addition/deletion with the Sr. Divisional Manager, New India Assurance Company Ltd. within one month at the following address under intimation to this office.

Address	Telephone Nos.
Sr. Divisional Manager M/S New India Assurance Company Ltd., Divisional Office, 323200, 2/2A, 3 rd Floor, Laxmi Insurance Building, Asaf Ali Road, New Delhi-110002.	011- 23231673, 23238059, 23239952 Mob.- 9312241987, 9891349849

Dy. Manager (Pay) HQrs. may take up the matter with Manager (Computer Cell) BBM Complex to ensure the deduction of monthly premium at the rate of Rs.3.28 P. from the salary of the Member/ Employees from 10 July, 2020 onwards.

It is also requested to release monthly premium through ECS before the due date of the next premium i.e. 09th of every month to M/S New India Assurance Company Ltd. as per terms of the policy.


Dy. Manager (PLD/IR)

All DMs/Unit Officers;
Manager (Computer)
Dy. Manager (Pay) H.Q.

Copy to: CGM(Tech) :- for information please.

All RMs/Dy. CGM/Addl. CAO . for information please.

OSD to MD - for information please.

Sr. Divisional Manager.

The New India Assurance Company Ltd.,
Divisional Office, 323200, 2/2A, 3rd Floor,
Laxmi Insurance Building, Asaf Ali Road,
New Delhi-110002

for information & n.a. please

DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
IP ESTATE: NEW DELHI

No. PLD-III/2020/1962

Dated: 09.07.2020

It has come to notice that a large number of transfer requests are being received by PLD in hard copy whereas, as per the Fresh Guidelines for transfer of employees through Transfer Module circulated vide letter No PLD-III/Tr. Policy/2016/2533 dated 22.06.2016 (Copy Enclosed), the applications are to be submitted by the employees through Transfer Module system only.

Therefore, it is decided that henceforth the transfer request must be submitted as per the Transfer Policy only. It is further informed that all applications regarding transfer received by now earlier will not be entertained. All of them, if so desire, may submit fresh applications on-line on Transfer Module. It is also made clear that no manual request/ application will be entertained in PLD henceforth. However, besides accepting of transfer requests applied online, in case of mutual transfer only, hard copy will be accepted with the following process:

"The transfer request of the employees on mutual basis can be considered by both of the methods i.e. through on-line process as well as on manual basis after getting approval of the competent authority for early redressal of the grievance(s). However, the transfer orders (in both situations) will only be issued through HRM System. Apart from the existing provisions, while manually considering the mutual transfer requests, the applicants are required to appear in person before the concerned officer of PLD and put their signature(s) in the presence of the officer concerned in order to verify the genuineness of the applicant/employee seeking transfer on mutual basis. Such transfer request on mutual basis will be considered after a span of each 15 days after having 'No objection' from both the respective Unit Officer(s). The period of stay, in respect of the concerned employees, in the particular Unit from where he/she wants his/her transfer, should be minimum one year. The Unit Officer(s) concerned will certify the period of such applicant worked in that particular Unit (in year & month)."

This has the approval of Managing Director

Encl. As Above.

All DMS/ Unit Officers

All DMS of FCMS Depots

Copy to: CGM (Tr/Tech) for kind information please

Copy to: All DMS/ All Dy CGMs for kind information and necessary action please

Copy to: In-Charge (FCMS), PGD for kind information and necessary action please


Dy. Manager (Per)

DELHI DEVELOPMENT CORPORATION
(A COY. OF NCT OF DELHI)
HEADQUARTERS : NEW DELHI

No. PLD-III/Tr. Policy/2016/2533

Dated: 22.06.2016

Subject: Fresh guidelines to be followed for transfer of employees to be done through Transfer Module.

Further to this office circular memo Nos. PLD-III/(Transfer Module)/2014/1806 dated 28.04.2014, PLD-III/(Transfer Module)/2014/2576 dated 16.06.2014, PLD-III/(Transfer Module)/2015/2186 dated 26.05.2015 and PLD-III/(Transfer Module)/2015/4284 dated 01.10.2015 respectively, it is notified for information and necessary action by all concerned that the DTC Board vide Resolution No. 38/2016 (Item 36/2016) in its meeting held on 05.05.2016 has accorded approval to the following revised fresh proposed guidelines for transfer of employees to be done through transfer module.

1. The applicants may submit their application(s) at any time throughout the year but the request(s) of such employees will be considered during the months of Jan, April, July & Oct only.
2. Unit Officer/POB will check the position of transfer of the concerned employee on administrative grounds only during (< three working days of January, April, July & October & forward the hardcopy to PLD within 05 working days of the said month in consolidated form in one go.
3. The Medical Board may examine the individual concerned (either employee or his dependent members) and specifically recommend the case for transfer needed to be done on medical grounds.
4. The transfer request of the employees on mutual basis can be considered by both the methods i.e. through official process as well as on mutual basis after getting approval of the competent authority concerned (redressal of the grievance(s)). However, the transfer orders (in both situations) will only be issued through HRM System. Apart from the existing provisions while mutually considering the mutual transfer requests, the applicants are required to appear in person before the concerned officer(s) of PLD and put their signature(s) in the presence of the officer concerned in order to verify the genuineness of the applicant/employee seeking transfer on mutual basis. Such transfer request on mutual basis will be considered after a span of each 15 days after having no objection from both the respective Unit Officer(s). The period of stay, in respect of the concerned employees, in the particular Unit from where he/she wants his/her transfer, should be minimum one year. The Unit Officer(s) concerned will certify the period of such applicant/employee in that particular Unit (in year & month).
5. The preference(s) in the transfer will be given in the following order:
 - A. Persons with Disability supported with disability certificate of 40% or more.
 - B. Employee(s) or his/her dependent(s) suffering from chronic disease(s) duly supported with the certificate from DTC Medical Board.
 - C. Female employees (operation of Buses/Driver/Conductor).
 - D. In cases other than (a), (b), (c) above, the duration of stay in the Unit will be considered. It means that the person having longer stay in a particular Unit will be given preference. In case of equal duration of stay in a Unit, the person senior in age will be given preference.
6. There appears no justification to prefer regular over contractual staff. In other words, no preference is to be considered.

...it was felt appropriate to remove the ... and the matter was considered by the ... agenda form 77/2015, accorded ex-post ... on 1.10.2015, including removal of ... No. 89/2015 dated 20.10.2015.

8. The employees who have rendered minimum 1 year service at a particular depot/unit will not be eligible to consider the transfer.
9. The request for transfer of employees who are working at Corporate offices/HQ/Regional Offices/HODs shall be considered by the concerned Regional Office/HQ from the list of employees who are eligible for which a link/check is to be maintained in the HRIS/HRMS system.
10. The employees who are working in the state of one year with ordinary be transferred. Unless he/she submits a written request for transfer to any particular Unit. In the event of transfer of an employee from one to another unit as an act of balancing of staff by DTC the request of such employee will not be considered by DTC in one his/her period of stay in the unit is more than 5 years.
11. In case of grievance of any of such employee with regard to the transfer/posting, the same will be reviewed on merits by the competent authority only when he reports for duty in new place of posting. The review for such transfer shall be at the sole discretion of the competent authority. It will not be treated as a matter of right.
12. The request for transfer of officers of departmental head/isolated posts shall be considered by the concerned Regional Office/HQ and transfers & postings of the officers of DTC shall be subject to the decision of the Chairman-cum-Managing Director of the Corporation. The decision shall be final and binding upon all concerned.
13. The order of transfer and/or posting in different Units shall be issued only by the Personnel Department and not by any other regional or departmental head, except in the case of officers and staff of Civil Engineering Department as C.E. Deptt. has its own setup.
14. The Personnel Department shall maintain staff in different Units/Depots in each category as per norms. The Personnel Department shall also maintain up-to-date computerized records of an employee of the Corporation in their respective Groups.
15. The management will have full right to consider the request of any employee for transfer without assigning any reasons whatsoever. Simultaneously Management will have right to reject the request of any employee for transfer in the interest of the Corporation.
16. If an employee is found to be working in the unit of his/her posting and his/her presence in that unit affects the smooth working of the Unit or a disciplinary case against him/her by the Unit Officer is likely to be vitiated by retaining that employee in that unit, a written report shall be submitted by the concerned Unit Officer to Personnel Department through concerned Regional Manager/HOD with details of the employee, residential address details of the instances of his/her nuisance activities supported with evidences including statements of the supervisors. For transfer on Administrative Ground it is necessary that Disciplinary proceedings have been initiated against the employee. Further the same shall be examined by the Personnel Department in consultation with the Regional Manager/HOD concerned and the transfer orders will be issued, if found justified with the approval of the Competent Authority. Such transfers will be termed as Transfer on Administrative Ground (TAG).
17. To make the policy more liberal, the restriction of transferring the employee back to that particular Unit may be specified for certain period. Accordingly, such period may be specified for minimum 3 years.
18. The employees of doubtful integrity as identified by the CVO would not be posted on the sensitive posts so identified by Corporation.
19. In the event of an employee who is serving DTC in a particular Region say, his native Region for several years together leading to criticism amongst the staff of that Region, it is hereby permitted in future, an employee will have to put in at least 5 years of service in other Region(s) than his native Region to meet the requirement of staff in the Region where he/she would be considered for such posting.

20. It is further observed that most of our staff has been working in a particular Region/Depot for a long time. Thus, it is decided that as and when an employee completes his 5 years of his service in a particular Region/Depot he/she will be considered for transfer in other Region(s)/Depot(s) for a minimum period of one year.

21. Notwithstanding the above guidelines, it is prerogative of the management to transfer and post any employee in any depot/Unit depending the needs of the Corporation and these guidelines do not confer any right of an employee to get himself transferred in any Unit/Depot.

In view of the above fresh guidelines, all the concerned Unit Officer will generate the transfer order from their HRMS module for relieving of staff and no hard copy of transfer orders will be sent from H.Q. However, computer generated hard copy without signature, will be sent for information and necessary action at unit level.

It is further informed that all applications regarding transfer received by now earlier will not be entertained. All of them, if so desire, may submit fresh applications on line on HRMS module. It is also made clear that no manual request/application will be entertained in PLD henceforth.

(P. K. Singhal)
Dy. Manager (PLD)

All DMs

Cc to : All CGMs

Cc to : Secretary DTC Board w.r.t. memo No. SB/CGM(P)/36/2016 dated 20.03.2016

Cc to : All Dy. CGMs

Cc to : All R.Ms

Cc to : Addl. CAO I & 2

Cc to : Sr. Mgr (IT)

**OFFICE OF THE CHIEF SECRETARY
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
5TH LEVEL, A-WING, DELHI SECRETARIAT, NEW DELHI - 110002**

No. CS/2020/10362-10363

Dated: 09.07.2020

CIRCULAR

Manual of Office Procedure stipulates that communications received from VIPs should be attended to promptly. It has been brought to my notice that the instructions are not being followed scrupulously.

It is hereby directed that each communication received from a MP/MLA/VIP, shall be acknowledged forthwith, followed by a reply which shall be sent within 15 days of acknowledgement sent. Appropriate record shall be maintained in respect of such communications and shall be monitored by the concerned HoD.


(Vijay Kumar Dev)
Chief Secretary

**DELHI TRANSPORT CORPORATION
I.P. ESTATE: NEW DELHI**

No. Admt/Misc/2020/709

Dated: -13/07/2020

Forwarded for information and necessary action please.


13/7/20
(B.S. Chauhan)
Sr. Manager (Admn.)

All Unit Officers/ DMs/ RMs
All HODs.

CC to: OSD to MD. - For kind information please

Delhi Transport Corporation
(Govt. of NCT of Delhi)
I.P. Estate: New Delhi

No. PLD-V/2020/780

Dated: - 13/07/2020

Sub: Payment of wages to outsourced persons of Ministries/ Departments and other Organizations of GOI during lockdown period due to COVID-19.

Please find attached herewith an endorsement of GOI instructions dated 20/05/2020, regarding above said subject issued by Finance Department, GNCTD vide No. F.NO.31/Fin.(Estb-III)/2017/65 dated 01.07.2020 for further necessary action.

This issues with the approval of Competent Authority.

Encl - As above (2 Pages)


Dy. Manager (Pers.)

All Unit Officers/Depot Managers

Copy to : All HODs

Copy to : All RMs/Dy. CGMs

Copy to : All Addl. CAO

Copy to : Manager (Pay Roll)

G. No. 11/Fin. (P&A) 2017
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
1st LEVEL, 1st WING, DELHI SECRETARIAT
1st FLOOR, NEW DELHI 110002

DTC PLD (H.O.)
C-2004
Date 07/07/2020

CD No. 012433422

Dated

ENDORSEMENT

The copy of under mentioned paper is forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt. of NCT of Delhi
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi
3. All Heads of Autonomous Bodies, Govt. of NCT of Delhi
4. Commissioner MCD, (North East & South), Lower Half, Chandni Chowk, Delhi
5. Chairperson, NCTD - Public Kendra, New Delhi
6. Chief Executive Officer, Delhi Commonwealth Board, Delhi
7. CEO, Delhi Urban Shelter Improvement Board, 1st Floor, New Delhi.
8. Joint Secy
9. By Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department. No hardcopy of enclosures will be dispatched to any Organisation Deptt.

(MANOJ KUMAR)
DY. SECRETARY (FINANCE)

List of paper forwarded

S. No.	Name of the Ministry/Deptt	G.O. No. and Date	Subject
1	Department of Expenditure, Ministry of Finance, GOI	G.O. No. 23 P&A (ssd) 2020 dated 26.06.2020	Payment of Wages to Outsourced Persons of Ministries/Departments and other organizations of Govt. of India during lockdown period due to COVID-19

F.No. 23(4)/E.Coord/2020/1
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated 20th May, 2020

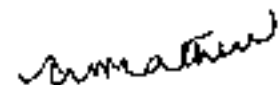
OFFICE MEMORANDUM

Subject: Payment of Wages to Outsourced Persons of Ministries/Departments and other organizations of Government of India during lockdown period due to COVID-19.

As a measure to avoid undue hardship during lockdown period to the contractual, casual and outsource staff of Ministries/ Departments and other organizations of Government of India, instructions were issued by Department of Expenditure [DoE] vide OM of even no. dated 23/03/2020 that any contractual, casual and outsource staff, who are required to stay at home in view of the lockdown order regarding COVID-19 prevention, shall be treated as "on duty" during such period of absence and necessary pay/wages would be paid accordingly

2. These instructions also applies to all the Attached/Subordinate Office, Autonomous/ Statutory Bodies of Government of India and was valid upto 30th April, 2020.

3. The lockdown period has since been extended from time to time and as per MHA's order dated 17/05/2020 the lockdown measures to contain the spread of COVID-19 have been extended upto 31.05.2020. Accordingly, the validity of DoE's instructions issued vide OM dated 23/03/2020 is hereby extended till 31st May, 2020.

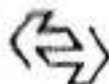


(Annie G. Mathew)
Additional Secretary to Government of India

To:

All the Ministries and Departments of Government of India

20/c



Delhi Transport Corporation
(GOVT. OF NCT OF DELHI)
I.P. Estate: New Delhi-110002
Phone: 011-23370236

No: Dy.CGM (M)/HQ/2020/96

Dated: 22-07-2020

**Sub.: Action Plan to Minimize Breakdown and to avoid traffic
Congestion on Road – Reiterated.**

With the onset of the rainy season there is sudden increase in the number of breakdown resulting into traffic jams on the roads, causing inconvenience to the commuters, revenue loss to the Corporation and tarnishing the image of the Corporation. Recently some new Depot Managers have been posted which may not be aware of 'Action Plan to Minimize Breakdowns' and to avoid traffic congestion on roads which was circulated vide Circular No. Sr.Mgr.(M)/HQ/2017/422 dated 20-09-2017 and Dy. CGM (M)/HQ/2020/39 dated 12-02-2020. Moreover strict instructions be passed to the drivers to not be drive the bus through heavy water logging areas as the case happened in Minto Road & the case of Khanjawla Depot bus.

In view of the above, the Action Plan (being sent through email) along with the above mentioned covering letter is reiterated for strict compliance by all concerned.

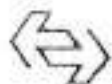
Encl.: As above.


(M.K. Sharma)
Dy. CGM (M) HQ
Link Officer

All Depot Managers
All Regional Managers

Copy to:

CGM (Tech/Op.)	:	For kind information please.
OSD to MD	:	For kind information to MD please.



19/5

Delhi Transport Corporation
(GOVT. OF NCT OF DELHI)
L.P. Estate: New Delhi-110002
Phone: 011-23370236

No: Dy.CGM (M)/HQ/2020/39

Dated:12-02-2020

**Sub.: Action Plan to Minimize Breakdown and to avoid traffic
Congestion on Road – Reiterated.**

During a review meeting chaired by MD, DTC in the matter of controlling number of breakdown on 11-02-2020, it emerged that some recently posted Field Officers are not aware of 'Action Plan to Minimize Breakdowns' and to avoid traffic congestion on roads which was circulated vide Circular No. Sr.Mgr.(M)/HQ/2017/422 dated 20-09-2017.

In view of the above, the Action Plan along with the above mentioned covering letter is reiterated for information and necessary action by all concerned.

Encl.: As above.

(A.K. Kakkar)
Dy. CGM (M) HQ

All Depot Managers
All Regional Managers

Copy to:

Dy. CGM (O)

CGM (Tech)

OSD to MD :

For kind information to MD please.

19/c
6/0/c

DELHI TRANSPORT CORPORATION
OFFICE OF THE SR MGR (M) HQ
I.P. DEPT NEW DELHI-110002

No. Sr Mgr (M) HQ/2017/422

Dated 20-9-17.

Sub - Action Plan to minimize break down and to avoid traffic
congestion on road.

Please find enclosed herewith the Action Plan to minimize break down
of buses and to avoid traffic congestion on road and to provide efficient &
reliable service to the commuters.

All concerned officers are requested to take necessary action and
strictly follow the guidelines given in the Action plan.

This has the approval of the Competent Authority.

Encls.: As above


(Virender Kumar)
Senior Manager (M) HQ

All Depot Managers
All Regional Managers
Dy.CGM (IT-II)
Dy.CGM (Training)
Dy.CGM (SBU)
Dy.CGM (Op.)
Dy.CGM (Tr.)

Cc to :

CGM (Tech)	:	For kind information please.
OSD to CMD	:	For kind information please.
CGM (Op.)	:	For kind information please.

Action Plan to minimise Breakdown of Buses and to Avoid Traffic Congestion on Road

Preventive Maintenance of the fleet is the backbone of any State Transport Undertaking to provide efficient and reliable service to the commuters. Lot of inconvenience is caused to the commuters whenever any bus breaks down on-line, besides causing revenue loss and traffic congestions.

2. This Action Plan is therefore prepared, reiterating the existing instructions, and issuing new instructions, to minimise breakdowns, and to provide for the protocol to be followed in case of breakdown of buses on-line, as also to provide an institutional mechanism for monitoring of breakdowns. The Action Plan prescribes a set of 12 measures, as follows.

(a) Strengthening of Preventive Maintenance

Instructions have been issued from time to time for strengthening of Preventive Maintenance to be strictly followed by the Depot Workshop and Service Providers. The previous instructions issued on Preventive Maintenance are reiterated hereunder to be strictly followed by all.

(i) Maintenance Schedule for Tata : CNG Low Floor Non AC/AC buses was circulated vide letter No OSD/Maintenance/2010/131 dated 11-3-2010 to all concerned (Annexure-I). The Maintenance Schedule provides for:

- Daily Vehicle Roadworthiness Check
- Ten Days Maintenance Check
- 9000/ 18000/ 36000/ 54000/ 72000/ 117000/ 144000 kms Maintenance Check

18/c
408/c

- Maintenance check for AC Buses

(ii) Maintenance Schedule for Ashok Leyland : CNG Low Floor Non AC/AC buses was circulated vide letter No. CGM(Tech)/2011/317 dated 23-11-2011 to all concerned (Annexure-II). The Maintenance Schedule provides for:

- Daily Vehicle Roadworthiness Check
- Ten Days Maintenance Check
- 6000/ 8000/ 10000/ 12000/ 20000/ 38000/ 40000/ 50000/ 70000/ 77000/ 100000/ 150000/ 160000/ 200000/ 300000 kms Maintenance Check
- Maintenance check for AC Buses

(iii) Seasonal Checking : In addition to the checks prescribed above, there are certain seasonal checks to be carried out. A list of such seasonal checks is at Annexure-III).

All Depot Managers (DMs) need to ensure that these Maintenance Schedules are implemented by the VMs, and each Maintenance Sheet is jointly signed by the Technical Supervisors/ Technicians of VMs and DTC posted in the Depot.

The concerned Regional Managers (RMs) will carry out routine inspection of maintenance work being done at the Depots.

(b) Reporting of Defects in the Evening/Night Shift

Instructions have already been issued by CGM (O&T) vide Circular No. CGM(O)/2013/175 dated 28.11.2013 (Annexure-IV)) for lodging Defect Report with the workshop staff deployed in the Depot Control Room before depositing Driver Memo in the Control Room.

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407/c

The Defect Register must have invariably the details such as Bus Number, Nature of Defect, Time of reporting of the defect, Name and Badge Number of the Driver.

DMS are once again requested to ensure that Defect Reports if any, are invariably lodged by the drivers at the time of inshedding of the bus. In case no defect report is lodged by driver at the time of inshedding, and the bus is subsequently outshedded late on account of existing defect, disciplinary action will be initiated against the driver who failed to lodge the defect report at the time of inshedding of the bus.

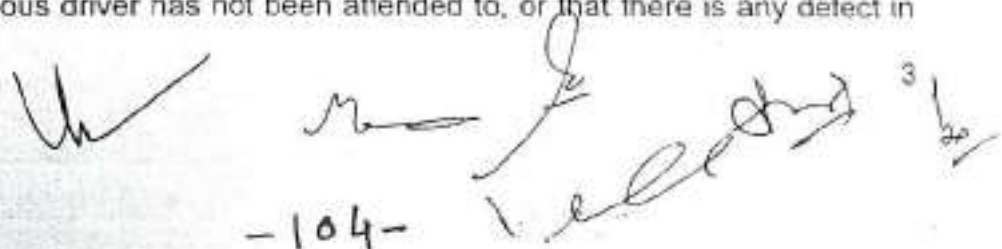
The existing instructions on the stamping on the memo regarding defect report under signature of the driver must be followed scrupulously, and regularly monitored by senior officers at the time of depot inspection.

(c) Checks by Drivers before Outshedding:

A Driver, after reporting in the Depot Control Room for attendance and taking Driver Memo from the Duty Officer, must first of all check the status of any complaint/defect lodged by the driver at the time of inshedding of the last performed duty on the bus.

In addition, the Driver must check the status of the Coolant of Radiator, Engine Oil, CNG, Tyre Pressure, Brakes/Brakes Pressure, Lights, Charging System, Fire Extinguisher, Horn, Cleanliness of the bus, including of the seats, Wipers, Destination Board etc.

In case the Driver observes that the defect reported by the previous driver has not been attended to, or that there is any defect in

The block contains several handwritten signatures and initials. On the left, there is a large, stylized signature. In the center, there are smaller initials. To the right, there is a signature that appears to be 'V. S. S. S.' followed by a small '3' and a checkmark. Below these, the number '-104-' is written.

any of the other parameters mentioned above, he must lodge a report in the Depot Workshop.

(d) Categorization of Breakdowns

It is possible that inspite of the Preventive Maintenance having been properly carried out, and the Defect Reporting/Checking having been properly carried, a bus may breakdown on-line.

The reasons for the breakdowns could be categorised as follows:

Category – A Breakdowns:

These are the cases of breakdowns in which it is difficult to move the breakdown bus to another location. Such breakdowns could consequently lead to traffic congestion:

- i) Starting Trouble.
- ii) Gear Defect.
- iii) Front Tyre Puncture.

Category –B Breakdowns:

These are the cases of breakdowns in which the bus can be moved to a safer location (for example to a nearby Service Lane till the Breakdown Recovery Team arrives and attends to the breakdown) /nearest Terminal/nearest Breakdown Recovery Team location/ nearest Depot:

- i) Load Not Pulling
- ii) Air Bellow Defect
- iii) AC defect

- iv) Coolant Leakage
v) Engine defect
vi) Rear Tyre Puncture
vii) Brake Defect
viii) Lights Defect
ix) Passenger Gate defect
x) Red Cell Glow defect
xi) Any Other Defect

e) Deployment of Recovery Teams:

For timely response and attendance to breakdowns on-line, the VMs have positioned Recovery Teams at Depots and Terminals. Mobile Teams have recently been also deployed at some other heavy traffic points. The number of such teams have been recently increased by the VMs, and the current status is as follows:

No. of Recovery Teams deployed by the Vehicle Manufacturers to attend to the Breakdowns

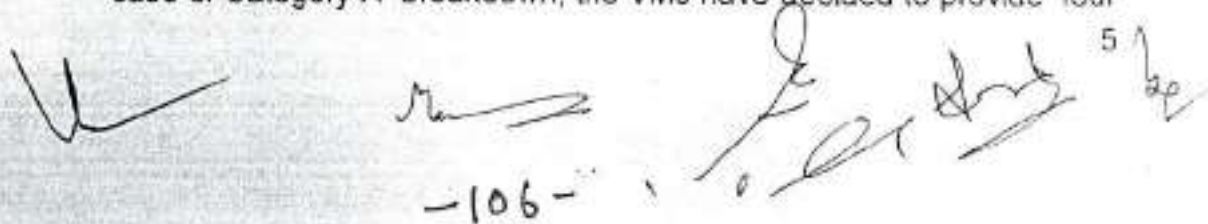
Vehicle Manufacturer	Depots	Terminals	Heavy Traffic Points
Tata Motors Ltd.	24	19	5
Ashok Leyland Ltd.	10	16	5

The Recovery Teams at the depots and heavy traffic points are mobile, while those at the terminals are static.

The location of these Recovery Teams is at Annexure-V.

(f) Deployment of Cranes by VMs

For timely removal of buses from breakdown site, particularly in case of Category A breakdown, the VMs have decided to provide four

 -106- 5

16/c 404/c
cranes each (one in each region), with technical staff and tools, at the disposal of RMs of all the four regions.

The RMs will deploy these Cranes at the strategic locations in each region. Out of the total eight cranes deployed, four cranes will be made available from 7 AM to 7 PM and four cranes from 9.30 AM to 9.30 PM.

(g) Wireless Sets for effective Communication

Wireless sets to all Depot Control Rooms, Regional Control Rooms and the Central Control Room, as also for the Central Control of both the VMs, shall be provided by DTC, for easier and quicker communication of breakdown buses on line.

(h) Protocol to be followed in case of breakdown on-line

It is essential to lay down the protocol and the responsibilities of various functionaries of DTC and the Vehicle Manufacturers, as also their Service Providers, to ensure that the breakdown gets attended to in the shortest possible time, without causing any public inconvenience.

In case of any breakdown of bus on-line:

(i) **Parking of Bus:** The Driver should first try to park the bus on extreme left side of the road/to nearby safe location/service lane/nearest Terminal/nearest Depot to avoid any traffic congestion. This should always be done in case of Category B breakdowns. Even in the case of Category A breakdown, efforts should be made to shift the bus to the extreme left side of the road, with the help of passengers or nearby people or police personnel.

407/C

(ii) **Hazard Sign:** Proper indications such as lights or triangular hazard sign of caution must be displayed so that vehicles coming from behind get warning.

(iii) **Display on Destination Board:** The driver/conductor will ensure that 'Breakdown' is displayed in the destination display board.

(iv) **Intimation to the Depot:** The Conductor will immediately inform the Depot Control Room regarding the breakdown in the bus, and also whether the bus has been moved to a safer location or not. In case the Depot Control Room cannot be contacted, the report will be lodged in Regional Control Room/Central Control Room, which should then immediately inform the Depot Control Room.

(v) **Intimation to the Service Provider, RCR and CCR:** The Duty Officer in the Depot Control Room will in turn immediately inform the Service Provider regarding breakdown of bus. Under no circumstance, the Duty Officer will delay the information of breakdown report to the Service Provider.

The Depot Control will also inform about the breakdown to the Regional Control, and Regional Control will in turn inform the CCR, so that information in respect of all breakdowns is available with the CCR.

(vi) **Deputing of Recovery Team:** The Shift Incharge of the Service Provider will send a Recovery Team, either from its Depot or from the depot nearest to the breakdown site or a Mobile Recovery Team, depending upon the location and the

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nature of breakdown. Efforts should be made to ensure that the Response Time is not more than 30 minutes in case of Category A breakdowns, and 45 minutes in case of Category B breakdowns.

(vii) **Category A Breakdowns:** In case of Category A breakdowns, it must also be ensured that:

- The DCR informs the DM about the breakdown
- The DM immediately coordinates with the Service Provider to ensure that a Recovery Team reaches the breakdown site within maximum 30 minutes.
- The DM must also inform the RM concerned, who in consultation with the Service Provider should then assess whether a Crane needs to be sent to the breakdown site to shift the bus.
- The Recovery Team sent to the breakdown site must take all measures to ensure that the bus is shifted to a safer location. In case there is a need to call for a crane to shift the bus, the same must be called for in consultation with the RM, Service Provider and the DM.
- It needs to be ensured that there should not be any traffic congestion caused due to a breakdown of buses.

(viii) **Driver to be at the site:** The driver must be present at the breakdown site only, to assist the recovery team, as also as he would be required to take the bus on-line in case it gets repaired, or to take it to the depot in case the bus cannot be made fully roadworthy at the breakdown site.

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-109-

(ix) **Safety precautions for technical staff:** The Service Providers must ensure all the safety precautions for technical staff working on the breakdown bus.

(x) **Compilation of Breakdown information:** The Duty Officer in the Depot Control Room will compile the details of the breakdown in a register, with the following particulars:

- Bus No.
- Driver Badge No.
- Place of breakdown
- Category and Cause of breakdown.
- Time of :
 - Breakdown Report
 - handing over the breakdown report to the Service Provider (under signature)
 - reaching of the Recovery Team to the breakdown site (as informed by the driver and technical staff)
 - attending the breakdown bus as recorded on driver memo or time of sending the bus to shed (as informed by the driver and technical staff)

(i) **Repeated Breakdowns**

Special attention needs to be paid to the buses which meet breakdowns on-line repeatedly. For the purpose, a bus could be considered in the category of Repeated Breakdown if the bus breakdown on-line is due to the:

- i) Same defect on two or more occasions on the same day




- 110 -



- 14/c
400/c
- ii) Same defect on consecutive days
 - iii) Same defect on three or more occasions in a week
 - iv) Different defects on three or more occasions in a week.

All the cases of Repeated Breakdowns will be discussed in detail by the concerned DM with the Service Provider, to ensure that same should not be repeated in future. The DTC HQ will also take up the cases of repeated breakdowns with the Vehicle Manufacturers on a weekly basis.

(j) **Monitoring of Breakdowns at Depot level**

- (i) DMs will personally ensure that all the preventive maintenance/dockings are carried out quantitatively and qualitatively as per the proforma already circulated for all dockings. All the docking proformae must be signed by DTC technical staff only after checking the tasks carried out. Instructions already issued in this regard (Annexure-I & II) are to be strictly followed.
- (ii) DMs will personally supervise the breakdowns on-line, especially the Category A breakdowns. DMs will ensure that response is quick in case of Category A breakdowns, and in any case must not exceed 30 minutes.
- (iii) The buses which have broken down on line on any given day shall be thoroughly got attended during the night shift and be sent on line only when it is jointly inspected by DTC Supervisor and Supervisor of the Service Provider. Such record must be maintained by the Depot Workshop

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799/c

and be made available whenever asked by the inspection teams as well as senior officers inspecting the depots.

- (iv) All the breakdowns of previous day will be analysed on the following day jointly by Depot Manager and the Manager of the Service Provider. The analysis report along with the corrective action taken shall also be available on record in workshop office for inspection at a later stage by any of the inspection teams of the Regional level or HQ level.
- (v) DMs must ensure that in case of a bus facing repeated breakdowns, the bus must not be outshedded till all the required work is carried out qualitatively. DMs will personally ensure that such buses are attended under their personal supervision in consultation with the Service Provider.

(k) Monitoring of Breakdowns at Regional and HQ level

It is necessary that there is regular and constructive communication between the officials of DTC and the Vehicle Manufacturers to discuss all issues pertaining to the operation of buses, including those relating to maintenance and breakdowns. It is therefore decided to have following periodic meetings between the officials of DTC and Vehicle Manufacturers:

- (i) **At Regional Level:** by the RMs on 2nd and 4th Wednesday of every month with VMs and DMs
- (ii) **At HQ Level:** by the Chief General Manager (Operations) on the 1st Wednesday of every month with the VMs and RMs. Representative of

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398/c

Delhi Traffic Police will also be invited in such meetings.

(I) Miscellaneous

- (i) **Training of Drivers and Conductors:** A special module on breakdown shall be developed by the DTC Training School, Nand Nagari, for drivers and conductors, to be imparted at the time of induction as well as during the refresher courses. The module should specifically focus upon attending of minor breakdown, as well as stressing upon safe/proper lane driving.
- (ii) **Daily Breakdown Reports by DMs:** All DMs will send consolidated daily reports of breakdown to the Mechanical Department at HQ in the proforma. (Annexure-VI).
- (iii) **Driverwise Breakdown Analysis:** DMs shall also conduct periodic analysis of breakdown data, to ascertain if there are drivers in whose case breakdowns take place frequently. The issue should be discussed with the concerned drivers, and they be counselled, or disciplinary action be taken in case considered appropriate.
- (iv) **Analysis of Breakdown based on Routes and Location:** DMs shall also conduct periodic analysis of breakdown data, to ascertain if there are any specific routes or location where breakdown takes place frequently. If so, the reason for the same should be identified in

consultation with the drivers and corrective action taken/proposed.

- (v) **Analysis of Daily Breakdown Data by Mechanical Department, DTC HQ:** The daily report on breakdowns received from the DMs will be analysed by the Mechanical department at the HQ, to assess reasons for breakdown, average/maximum time to respond and to attend to the breakdown (for Category A and Category B separately).

The result of the analysis shall be shared with the RMs and the CGM (Operations) for discussion during the periodic meeting with the VMs.



NANESH KUMAR IAS
Person in-charge Managing Director



Delhi Transport Corporation
(Government of National Capital Territory)
Indraprastha Estate, New Delhi - 110002
Phone : 23379075 Gram : Delhi
Fax : 91-11-23370877
E-mail : omd_dtc@yahoo.com

Annexure - 1
12/c 396/c

No. OSD/Maintenance/2010/131

Dated: 11.3.2010

Sub: Maintenance Schedules for Tata CNG Low Floor
Non AC / AC Vehicles.

Dear Shri S.P. Joshi,

Enclosed are photocopy of the maintenance schedules of Tata CNG Low Floor Non AC / AC vehicles prepared by the Joint Committee consisting of Officers of M/s. Tata Motors Limited and DTC.

1. Daily Vehicle Roadworthy check-sheet (Annexure-1) (Page 1)
2. Ten days Maintenance Check-sheet (Pit Inspection) (Annexure-2) (Page 2-3)
3. 9000 KMs. Maintenance Check-sheet (Pit Inspection) (Annexure-3) (Page 4-5)
4. 18000 KMs. Maintenance Check-sheet (Pit Inspection) (Annexure-4) (Page 6)
5. 36000 KMs. Maintenance Check-sheet (Pit Inspection) (Annexure-5) (Page 7)
6. 54000 KMs. Maintenance Check-sheet (Pit Inspection) (Annexure-6) (Page 8)
7. 72000 KMs. Maintenance Check-sheet (Pit Inspection) (Annexure-7) (Page 9)
8. 117000 KMs. Maintenance Check-sheet (Pit Inspection) (Annexure-8) (Page 10)
9. 144000 KMs. Maintenance Check-sheet (Pit Inspection) (Annexure-9) (Page 11)
10. Maintenance Check-sheet for AC Buses (Annexure-10) (Page 12)
11. Maintenance Schedule Matrix (Annexure-11) (Page 13)

Contd., Page 2

These Maintenance Schedules are being implemented by M/s. Tata Motors Limited in the Depots which are operating Tata CNG Low Floor Buses with immediate effect.

All the Depot Managers will ensure that these Maintenance Schedules are implemented and each Maintenance Check Sheet is jointly signed by Technical Supervisors / Technicians of M/s. Tata Motors Limited and DTC posted in these Depots. The concerned Regional Managers will carry out routine inspections of maintenance work being done in Tata Low Floor Bus Depots under their control.

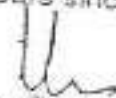
OSD (Maintenance) will also overall supervise the Maintenance Schedules being carried out in these depots by deputing his Technical teams on regular basis.

These Maintenance Schedules will be reviewed at the HQ. every quarter.

With regards,

Encls.: As above.

Yours sincerely,



(Naresh Kumar)

Chairman-cum-Managing Director.

11/3/10

Shri S.P. Joshi,
Head (Customer Care),
Commercial Vehicle Business Unit,
M/s. Tata Motors Limited,
26th Floor, World Trade Centre-1,
Cuffe Parade, MUMBAI - 400 005,
Fax No. 022 - 66360400

All Depot Managers (Tata CNG L.F. Buses)
All Dy.CGMs (Regions)
OSD (Maintenance)

cc:

1. CGM (O)
2. CGM (Tech.)

11/c

DAILY VEHICLES ROADWORTHY CHECK SHEET MISATA

to	Vehicle Regn. Numbers									
Inspection Points										
Check engine oil and coolant level in cold condition and topup if necessary. Ensure Radiator cap & oil filler cap condition.										
Start the engine and check for air, coolant, air leakages and Petrol, Check steering free condition and leakages.										
Door coupling and door functioning. Sealing of door cabinet, speed governor, fuse box.										
Check functioning of all lights, judder, indicators in instrument panel. Parking brake, buzzer and low pressure indicator. Service valve functioning.										
Engine compartment on/off switch and lamp.										
If cable condition and if proper ment.										
NG receptacle valve & its 30 Check the availability and ensure of the Gas.										
Condition of CNG Hoses and CNG stage.										
Check Daily 1/3 fleet tyre Air ensure. Maintain 125 PSI ensure and keep cord remaining vehicles Tyre ntion to be checked daily by remaining										

392/c

self conditions, and not on switch and service indicator for rel., and and rectify if necessary.

Check availability of fire extinguisher, hammer and

Emergency door handle cover
Daily 31% buses to be

Daily 31% buses to be

body and glass cleaning to be done. All buses in side bloom season. Vacuum cleaning and washing to be done.

TAMIL

Service Provider

OF

-118-

TEN DAYS MAINTENANCE CHECK SHEET (Pit Inspection) (TML)

Date

Veh. Regn. no.

Page

792/C
10/C

Sr. No.	Inspection Points	Remarks
1	Check and correct the levels of - Engine Oil - Steering oil - Transmission oil - Rear axle oil - Coolant - Ensure proper fitment of radiator and oil filter caps - Start the engine and check oil, coolant leakages and rectify, if required	
2	HT lead condition and proper routing. Replace if found damaged	
3	Check for proper alternator connection condition & routing of wire (No looseness)	
4	Check the proper Self Starter connections condition & routing of wire (No Looseness)	
5	Check proper all Earthing connections at - Engine - Self Starter	
6	Check proper tightness & yellow mark on Rear Suspension all (B)-V-Rod Bolts (Torque 350 Nm.)	
7	Check and replace if found defective - Check all belt conditions - Engine on/off switch and lamp - Service indicator for red band and rectify, if necessary	
8	Check for - Air pressure leakage - Parking brake low pressure buzzer - Low pressure indicator	
9	Build air pressure to 8 bar in all 3 pressure gauges - Nose down pressure build up time. Should not be more than 3 mn - Check for cut out pressure	
10	Drain water and sediments from all 5 air tanks and replace if drain valve found defective/damage.	
11	Check for any leakage in air system components like relay valve, ORV, Brake actuators, system protection valve and Dual brake valve and functioning of air drier & concept unit	
12	Check brake actuator, slack adjuster and "S" cam operation and check the liner gap Readjust the brake if required	
13	Check front brake pad thickness Check condition of brake disc. Check the brake pad wear indicator.	
14	Check for tyre condition and inflate to 125 PSI	
15	Check wheel nut for its tightness with torque wrench	
16	Check for - Condition of CNG hoses - Receptacle valve and cap - Vant cap	
17	Check the door operation for - Proper opening and closing Sensitivity, Emergency buttons and interlocking	
18	Check door cabinet, fuse box, speed governor sealing	
19	Check air bellows condition	
20	Check driver door hinges and lock	

391/C

Check throttle and speed limiter connections

Check engine idling RPM and high speed RPM

Greasing of following points

- Drag link ball joints
- Tie rod
- Propeller shaft sliding joints and "U" Joint Grease
- "S" Cam and slack adjuster bush
- Fan idler Pulley & front axle king pin

25 Under chassis cleaning by brush and cloth *wherever required*

26 Remove loose stones from tyres

27 Check the condition of exhaust pipe, cat con, silencer and tail pipe for any gas leakages and its proper mounting

28 Inspect for any loose or hanging wires and correct if required

29 Check all fuses and relays for proper fitment and its correct ratings. Check for extra load tapping from unauthorised point

30 Check the condition and tightness of earthing points

31 Check condition of safety and instruction stickers

32 Check floor out cuts fasteners for its tightness

33 Check fire extinguisher proper fitment and its expiry date
Check gas pressure

34 Check battery cable, steering pipe and transmission pipes condition and routing. Presence of Battery cable terminal caps at starter and battery end. Ensure Battery cable lug at starter motor should be vertical to avoid fouling.

35 Clean battery with air. Check battery electrolyte level and top up if necessary. Check battery clamping and tray free movement and locking.

36 Check battery cut off switch both manual and electrical functioning and replace if required.

37 Condition and working of horn

38 Check working of switches, gauges, warning lamps, all lights, alternator voltage, buzzer (including CNG leak detection buzzer near dash board), CNG leak detection LED and all electrical and pneumatic controls for the driver. Check working of destination board and sensors.

39 Check for retarder condition and its proper connections

40 Check for gear box mounting bolts & propeller shaft bolts
Check for shock absorber fitment and leakage rectify if required.

41 Checks for smooth sliding of windows ensure windows locks and catcher in good condition.

42 a) Check for wind shield washer a water level
b) Check knitting function

43 For AC Buses

- Clean air filter mats at return air intake. Replace damaged filter mats.
- Put on AC Check saloon temperature after 15 min and record
- Check saloon fans operation.

Checked by

TML

Service Provider
(workshop)

DTC Foreman

SCHEDULED KMS MAINTENANCE CHECK SHEET (Pit Inspection)

9 x 1000 kms

Date:-

Veh Regn no:

Sr no	Inspection Points	Remarks
1	Check and correct for any leakages and levels of - Engine oil - Steering oil - Transmission oil - Front axle oil - Coolant-resistor cleaning thoroughly including fins - Ensure proper fitment of radiator and oil filter caps	
2	- Change engine or axle oil filter - Clean engine breather	
3	Check spark plug gap	
4	HT lead condition and proper routing	
5	Drain engine fuel filter (LP filter) in gas circuit and HP fuel filter	
6	Check functioning of viscous fan	
7	Check proper sealing of air intake system by checking hose & pipe condition / proper tightness of clamps	
8	Check for any CNG leakage with gas leakage detector / snoop solution and correct if found	
9	Calibrate CNG leakage detector system	
10	Check	
11	Check for	
12	Check for tyre condition and inflate to 125 PSI & rotate the tyres	
13	Check for - Condition of CNG hoses	
14	Check for any leakage in air system components like relay valve, ORV, Brake actuators, system protection valve and Dual brake	
15	Check brake actuator, slack adjuster and 'S' cam operation and check the liner gap. Readjust the brake if required. Check the	
16	Check air bellows condition, static height and leveling valve function	
17	Check accelerator and speed limiter connections	
18	Check engine low and high idle speed	
19	Check front brake pad thickness. Check condition of brake disc. Rotate the tyres and check the caliper rubber boot condition and wear adjuster cap condition	
20	Cleaning of under chassis by brush and wet cloth	
21	Check anti roll bar bushes and replace if required	
22	Check and adjust brake pedal free play and parking brake operation	

25	Check the condition of exhaust pipe, cat can, silencer and tail pipe for any gas leakages and its proper mounting. Drain water from silencer, muffler and catalytic converter when so applicable.	
26	Clean rear axle and transmission breather.	
27	Check crown wheel thrust pad and adjust, if necessary.	
28	Check tyres condition. If abnormal wear noticed, check wheel alignment and adjust as required.	
29	Check the air filter for door system. Check the oil level and top up if required.	
30	Check the condition of exhaust pipe, cat can, silencer and tail pipe for any gas leakages and its proper mounting. Check Catalyst Housing Exterior for burn marks/damage.	
31	Check driver door hinges and lock and passenger doors guide rollers. Check the door operation for - Proper opening and closing, Sensitivity, Emergency buttons and interlocking.	
32	Check proper ladder position and its condition.	
33	Carry out roof inspection and correct if any defects.	
34	Check and attend safety bells replace if damage.	
35	Check tightness of fasteners of: Gas circuit: 3 way valve / CNG pressure transducer / receptacle / HP filter / LP filter / HP regulator / HP solenoid valve / Gas cylinder mountings. Engine compartment: engine mounting & accessories mountings, clamps. Driveline: Gearbox mounting / propeller shaft coupling flange / rear axle carrier housing mounting. Steering: Steering box, Bevel gear box mounting / drag link / piston arm / tie rod. Suspension: Anti roll bar mounting / air bellows mounting / shock absorber. Wheels & tyres: wheel mounting nuts (also after 100 kms of any wheel replacement). Brakes: Torque plate mounting, disc brake caliper mounting, brake chambers mounting, all brake valves mounting. Bus Body: Seats / Stanchions / grab rails / floor cutouts / pneumatic door rollers. General: Apart from above pl check visually any other fasteners for loosening.	
36	Check battery cable, steering pipe and transmission pipes condition and routing. Presence of Battery cable terminal caps at starter and battery end. Ensure Battery cable lug at starter motor should be vertical to avoid fouling.	
37	Check for self starting of engine and alternator charging voltage.	
38	Check battery cut off switch both manual and electrical functioning and replace if required.	
39	Check working of switches, gauges, warning lamps, all lights, buzzers including CNG leak detection buzzer near dash board, CNG leak detection LED and all electrical and pneumatic controls for the driver. Check working of destination board and horn.	

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20 Check head lamp focusing. Adjust if necessary. Additionally to be done after every bulb change.

40 Check tightness of Electricals - Starter motor / wiper motor / alternator / switches & fuses / tail lamp / head lamp / blinker

45 Check battery maintainers. Clean battery posts and terminals. Tighten terminals & apply petroleum jelly. Check battery condition like voltage / specific gravity / electrolyte level. Check with indicator on battery replace wherever necessary.

18 x 1000 kms MAINTENANCE CHECK SHEET (PI Inspection)

Overhaul rear both wheel hubs, check the condition of bearing, brake liners, cam bushes replace wherever necessary. Check

Check presentability of vehicles for following and rectify / replace

36 x 1000 kms MAINTENANCE CHECK SHEET (PI Inspection)

1 Check following for free rotation/damage (a) Water pump, (b)

2 Check cylinder head valve clearance and adjust, if necessary. After valve setting, check HT lead condition and fit properly

3 Replace engine LP fuel filter (Fleet Guard) in gas circuit and drain oil from HP filter

4 Calibrate CNG leakage detector system

5 Replace spark plug

54 x 1000 kms MAINTENANCE CHECK SHEET (PI Inspection)

Veh Regn no:

1 Replace HP fuel Filter Element

2 Clean HP solenoid valve inlet filter

3 Check driver door hinges and lock and passenger doors guide rollers. Check the door operation for - Proper opening and closing, Sensitivity, Emergency buttons and interlocking
Masat: Change oil from the pneumatic door filter (add oil up to half of filter bowl). Check sealing of Air cylinder, solenoids Valve, emergency switch valves, sensors
Humint: Clean/Replace Filter cartridge, Check sealing of Air cylinder, solenoids Valve, emergency switch valves, sensors

72 x 1000 kms MAINTENANCE CHECK SHEET (PI Inspection)

1 Change HT lead and fit properly

2 Check vibration damper and replace, if necessary.

3 Replace rubber hoses of engine lubrication / coolant Change air filter

4 Check end play of turbocharger shaft and radial clearance between turbine wheel & housing.

5 Replace HP solenoid valve inlet filter

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- | | | |
|----|--|--|
| | Change oil in rear axle, drain while hot, clean drain plug and breather | |
| | Replace steering oil and filter cartridge. Purge out air from the system | |
| 8 | Check air suspension bushes. Replace if required | |
| 9 | Overhaul control unit and air drier unit | |
| 10 | Replace CNG hose | |
| 11 | Overhaul air compressor and clean air pipes | |
| 12 | Clean radiator by flushing and change radiator rubber hoses | |
| 13 | Change air filter | |

17 x 1000 Kms MAINTENANCE CHECK SHEET (Pit Inspection)

- | | | |
|---|---|--|
| 1 | Change transmission oil and auxiliary filters | |
|---|---|--|

14 x 1000 Kms MAINTENANCE CHECK SHEET (Pit Inspection)

- | | | |
|----|--|--|
| 1 | Replace rubber hoses of engine lubrication / coolant | |
| 2 | Change Air drier desiccant cartridge | |
| 3 | Replace CNG leakage detection system sensors | |
| 4 | Drain cooling system - reverse flush. Check thermostat for proper operation. Refill system with fresh coolant with recommended ratio. | |
| 5 | Replace CNG low pressure hoses | |
| 6 | Replace receptacle valve 'O' ring | |
| 7 | Carry out Front hub overhaul | |
| 8 | 1st time after 2 years (144000 Kms vehicles to be prepared for MVI. Complete painting of bus body work to be done. Overhauling of passenger seats suspension, Electricals items. Free CNG certificate to be preserved and 4th certificate during MVI put certificate to be obtain) | |
| 9 | Further hereafter 72000Kms (one year) MVI passing required | |
| 10 | Radiator core to be change. Battery to be replace | |
| 11 | Change transmission oil and both main and auxiliary filters | |

MAINTENANCE CHECK SHEET FOR A/C BUSES

Veh Regn no:

- | | | |
|---|---|--|
| 1 | For A/C Buses:
<u>Weekly</u>
- Clean air filter mats at return air intake. Replace damaged filter mats
- Put on A/C. Check saloon temperature after 15 min and record
- Check saloon fans operation
<u>36000 Kms</u>
- Check evaporator drain tubes for dirt or restriction
- Check for proper functioning of evaporator & blower fans
- Check refrigerant level sight glass for sufficient quantity of refrigerant
<u>216000 Kms / 3 Years whichever earlier</u>
- Replace AC compressor oil | |
|---|---|--|

Checked by:

786/C
Annexure-2
A/C

DELHI TRANSPORT CORPORATION
(A GOVERNMENT OF NCT OF DELHI)
1 P ESTATE NEW DELHI

No. CQM(Tech)/2011/ 317

Dated the 15th November, 2011

23

Subject: Maintenance schedules for Ashok Leyland CNG Low Floor
Non-AC/AC vehicles.

Enclosed are photocopies of the maintenance schedules of Ashok Leyland CNG Low Floor Non-AC/AC vehicles prepared by M/s. Ashok Leyland Limited in consultation with the Technical Wing of DTC.

1. Daily vehicle road worthy check sheet (Annexure-1).
2. Ten days maintenance check sheet (Pit Inspection) (Annexure-2).
3. 06,000 KMs + 02,000 KMs maintenance check sheet (Pit Inspection) (Annexure-3).
4. 10,000 KMs + 02,000 KMs maintenance check sheet (Pit Inspection) (Annexure-4).
5. 20,000 KMs. maintenance check sheet (Pit Inspection) (Annexure-5).
6. 38,000 KMs. maintenance check sheet (Pit Inspection) (Annexure-6).
7. 40,000 KMs. maintenance check sheet (Pit Inspection) (Annexure-7).
8. 50,000 KMs. maintenance check sheet (Pit Inspection) (Annexure-8).
9. 70,000 KMs. maintenance check sheet (Pit Inspection) (Annexure-9).
10. 77,000 KMs. maintenance check sheet (Pit Inspection) (Annexure-10).
11. 1,00,000 KMs. maintenance check sheet (Pit Inspection) (Annexure-11).
12. 1,50,000 KMs. maintenance check sheet (Pit Inspection) (Annexure-12).
13. 1,60,000 KMs. maintenance check sheet (Pit Inspection) (Annexure-13).
14. 2,00,000 KMs. maintenance check sheet (Pit Inspection) (Annexure-14).
15. 3,00,000 KMs. maintenance check sheet (Pit Inspection) (Annexure-15).

Note: Pollution and CNG leakage. Checking is compulsory after every three months period. MVI initially will be after every two years from the date put on road and thereafter every year.

These maintenance schedules are being implemented by M/s. Ashoka Leyland in the Depots which are operating Ashok Leyland CNG Low Floor Buses.

Contd... 2/-

2 /

All the Depot Managers will ensure that these Maintenance Schedules are implemented and each Maintenance Check Sheet is jointly signed by Technical Supervisors/Technicians of M/s. Ashok Leyland and DTC posted in these Depots. The concerned Regional Managers will carry out routine inspections of maintenance work being done in Ashok Leyland Low Floor Depots under their control.

Chief G.M. (Tech.) will also supervise the overall Maintenance Schedules being carried out in these depots by deputing his Technical teams on regular basis.

With regards,

Enclt as above

Yours sincerely,


(P.K. Gupta)

Chairman-cum-Mg. Director

Mr. A.K. Chatterjee,
Head - AMC,
Ashok Leyland Limited,
Plot No. 76, Institutional Area,
4th floor, Sector 32,
Gurgaon

All CGM (Regions)
All Dy. CGM (Regions)
All Depot Managers (Ashok Leyland CNG LF Buses)
Cc to - CGM (O&T).

Daily Check list		
Regn. No.	Mech/Elect	Done (Y/N)
St. No.	Activity description	
1	Check and top up engine oil and coolant as and when required	
2	Check and if required tighten HFD belt / A.C. Belt	
3	Check HT cable condition & its proper tension	
4	Check Manometer indicator	
5	Check pneumatic hand brakes for proper functioning	
6	Check service brake for proper functioning & for air leakage and rectify if any	
7	Check operation of pneumatic doors. Check P.T. single door opening, controls and emergency buttons	
8	Check kneeling function of ECAS system	
9	Check tire pressure. Should be 125 Psi, 33% of the first day	
10	Check proper working of body electricals (including pass cabin side light, door light, door stop light & driver cabin lamp, L.P. Distribution system).	
11	Check functioning of head lamp, fog lamp, tail lamp, brake light and side indicator	
12	Check horn, reverse light & buzzer	
13	Check for error codes - indication lamp flashing on the dash board	
14	Check for external leakages of coolant, engine oil / P.S. oil / B oil	
15	Check for engine full acceleration	
16	Check compressed air buildup on gauge (B 25 kg/cm ²)	
17	Check transmission, engine temp & engine oil pressure gauges for functioning	
18	33% of buses to be washed, remaining buses wiping of body & glass cleaning	
19	All buses side broom cleaning, vacuum cleaning & wiping to be done	

2,000 kms Checklist + Daily Check list (Ten days maintenance check/ pit inspection)

Date	Regn. No.	Mech/Elect	Done (Y/N)
St. No.	Activity description		
1	Clean air intake dust evacuator		
2	Drain air tanks, if excess water collection is noticed, replace air drier desiccant cartridge		
3	Check and tighten wheel mounting nuts		
4	Check for gas leaks, dust cap availability		
5	Check for CNG hoses condition in low pressure line		
6	Check & top up distilled water for batteries if required and battery cable tightness		
7	Lubricating all greasing points		
8	Check electrical wires / air hoses for damages under the pit		
9	Air suspension linkages for looseness and linkage rubber condition, replace if required		
10	Check & tighten all the link rods nuts & bolts, prep shaft bolts, etc under the body		
11	Check oil level & top up if necessary		
12	Check Windshield Washer water level. Top-up if required		
13	Check for availability of fire extinguisher, emergency door handle cover, hammer, etc.		
14	Check floor height & ECAS kneeling function		
15	Check brake actuator, slack adjuster & S-cam operation & free rotation of wheels		
16	Exhaust system integrity & leakages		

6,000 kms Checklist + 2,000 kms Checklist + Daily Check list

Date	Regn. No.	Mech/Elect	Done (Y/N)
St. No.	Activity description		
1	Tyre rotation as per chart		
2	Check Brake lining wear		
3	Check and tighten brake carrier mounting bolts, disc brake caliper mounting bolts for correct torque values (every 2nd 6000 kms check)		

10,000 kms Check list + 2,000 kms Checklist + Daily Check list

Date	Regn. No.	Mech/Elect	Done (Y/N)
St. No.	Activity description		
1	Replace Engine oil and filter		
2	Check spark plug gap		
3	Check sealing integrity of air intake system		
4	Clean CAC fins with air - 2.5 kg/cm ²		
5	Drain High and low pressure gas filters and check for oil		
6	Check HT cables for damages		
7	Check the CNG hoses from HPR to engine for leak / damages		

382/c

- 10 Check and adjust or pressure transducer and hose
- 11 Check and tighten exhaust manifold
- 12 Check and tighten radiator hose clips / mounting
- 13 Check and tighten engine mounting
- 14 Check and tighten cylinder head cover bolts
- 15 Check and tighten CNG high pressure pipework
- 16 Check and tighten ECU mounting / connections
- 17 Check and tighten ECM mounting / connections
- 18 Check power wire clamping on engine and sensors
- 19 Check fan pulley bearing
- 20 Check catalyst housing for exhaust leaks and severe discoloration
- 21 Clean breather of gearbox
- 22 Check and tighten GB heat exchanger hoses
- 23 Check for air leaks in the brake system - valves, actuators, lines & ports and repair
- 24 Check and tighten air tank mounting, pipe clamps if necessary
- 25 Check for abrasion, damage to air lines and replace if required
- 26 Check and tighten steering box mounting / drop arm
- 27 Check and tighten body mountings
- 28 Check and tighten front and rear bumper mountings
- 29 Check wiper blades
- 30 Check and tighten CNG cylinder mountings on the roof

CNG passing & PUC - Every 3 months

20000 kms check (10200 kms X2)

	Regn. No.	Mech/Doc.	Done (Y/N)
1	Check and tighten GB mounting bolts		
2	Check GB wiring connections and clamping		
3	Check hub play / king pin play and adjust if required		
4	Check and tighten draglink / ball joints		
5	Check brake lining and replace if required		
6	Check S cam bush play and replace bush if required. (clearance should not exceed 0.5mm)		
7	Check tightness of slack adjuster anchor brackets and rebolten to specification if necessary		
8	Check and tighten peg bolt of slack adjuster		
9	Apply and release brake and check for free exhaust of relay valve and replace if necessary		
10	Check and tighten axle shaft bolts		
11	Check and tighten brake chamber mountings		
12	Check wheel alignment		
13	Check for proper functioning of the ECAS system		
14	Check and tighten all suspension fasteners		
15	Check and tighten bump stop		
16	Check and tighten seat mounting, posts, grab handles		
17	Check condition of tyre / tread depth		

30000 kms check

- 1 Replace spark plugs

40000 kms check

- 1 Replace high and low pressure gas filters
- 2 Adjust tappet setting
- 3 Check and replace air filter primary element if required
- 4 Check for free rotation of the water pump
- 5 Inspect catalytic converter visually
- 6 Check and tighten disc brake caliper mounting
- 7 Check and replace shock absorber if required
- 8 Check and replace front and rear end roll bar bushes if required

50000 kms check

- 1 Replace hub grease on all wheels
- 2 Change RA oil
- 3 Check drain valve of air tank and replace if required
- 4 Check and tighten clamping bolt and mounting bolt of brake chamber for correct torque value
- 5 Check for proper function, remove & clean filter of inlet valve

70000 kms check

- 1 Change power steering oil and filter
- 2 Check and replace secondary air filter element
- 3 Replace coolant hoses
- 4 Replace lub of hoses

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7	Check and replace CNG low pressure hoses	
8	Replace engine, R/T D and A/C drive belts	
9	Inspect and clean fan clutch	
10	Replace engine mountings if required	
11	Replace injection pump/pumps if required	
12	Check and replace hub bearings if required	
13	Check and replace brake drums if required	
14	Check air bellows for damages and replace if required	
15	Inspect for carbon deposit in air compressor outlet pipe and overhaul if required	
	Inspect turbocharger for shaft play and waste gate deterioration	
72000 kms check		
1	Replace air cables (spark plug wires)	Done (Y/N)
100000 kms check		
1	Check and replace parallel link, radius rod and anti roll bar end bushes	Done (Y/N)
150,000 Kms Check		
1	Check and replace front disc pads if required	Done (Y/N)
160,000 Kms / 2 years Check		
1	Overhaul the air dryer unit using recommended repair kit and replace the desiccant cartridge.	Done (Y/N)
2	Overhaul the GHSV assembly.	
3	Overhaul the dual brake valve assembly.	
4	Dismantle and clean, change the diaphragm and seal assembly on all chambers	
5	Overhaul the spring brake actuator assy with the recommended repair kit	
6	Overhaul the relay valve unit	
	MVI - 2 years (1st time & then Every year)	
200,000 Kms Check		
1	Change radiator coolant	Done (Y/N)
2	Change gear box oil and filters	
3	Check and replace air bellows if required	
200,000 Kms Check		
1	Replace thermostat and reverse flushing	Done (Y/N)
2	Check filling nozzle receptacle for leaks	

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ANNEXURE-III

Seasonal Check

Summer Season:

S.No	AC Buses	Non AC Buses
a	Clearing of air filter mats regularly	Not applicable
b	Regular checking of coolant level top-up if required	Regular checking of coolant level top-up if required
c	AC gas pressure be maintained	Not applicable
d	Correct operation of fans	Not applicable
e	Air vents blockage be rectified/ cleaned regularly	Not applicable
f	Fire detector sensors to be fitted/to function properly	Fire detector sensors to be fitted/to function properly
g	Operation of air curtains be in good condition	Not applicable

Rainy Season:

S.No	AC Buses	Non AC Buses
a	Proper illumination of fog lamps	Proper illumination of fog lamps
b	Proper functioning of wiper machine	Proper functioning of wiper machine
c	Battery posts & terminals be cleaned time to time, tighten terminals & apply peteroleum jelly to avoid excessive sulphation	Battery posts & terminals be cleaned time to time, tighten terminals & apply peteroleum jelly to avoid excessive sulphation

Winter Season:

S.No	AC Buses	Non AC Buses
a	Proper illumination of fog lamps	Proper illumination of fog lamps
b	Proper functioning of wiper machine	Proper functioning of wiper machine
c	Battery posts & terminals be cleaned time to time, tighten terminals & apply peteroleum jelly to avoid excessive sulphation	Battery posts & terminals be cleaned time to time, tighten terminals & apply peteroleum jelly to avoid excessive sulphation
d	Proper fitment of door rubbers/sensors	Proper fitment of door rubbers/sensors
e	Proper operation of blower fans	Not applicable

380/c
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DELHI TRANSPORT CORPORATION
GOVERNMENT OF NCT OF DELHI
1, PULSTAR, NEW DELHI

NO. CUMD/2014/PP5

Dated: 28.11.2014

It has been observed that Morning out-shedding of buses is delayed and sometimes buses are missed as the drivers of the Evening shift on previous day do not lodge defect report of the buses in the Depot workshop and consequently in the morning when the defects if any, in the buses are noticed by the workshop staff before out-shedding and reports lodged, considerable time is lost to attend these defects resulting into late out-shedding.

The Corporation has laid down Executive Instructions for drivers. Each driver is bound to follow these instructions with sincerity without fail otherwise he will be liable to disciplinary action. These instructions inter alia stipulate that as a part of his duty he shall while in-shedding the bus not only get air inflation checked but also the bus shall be checked and then he shall if the bus has any defect, report to the in-charge concerned in the Depot Workshop in the Defect Register, so that the same is attended by the workshop staff at night or in the Morning shift and out-shedding of this bus is not delayed on the morrow. Such negligence on the part of the driver is causing missing of trip and consequently huge loss of revenue to the Corporation.

In view of this, all Regional Managers/Depot Managers are requested to follow the following instructions:

1. A workshop staff be deployed in the Depot Control Room to lodge the defect reports of the drivers at the time of deposit of driver's memo after completion of duty. The Defect Report Register must have requisite details like bus number, nature of defect, time of reporting of the defect, driver's name and badge number.
2. All the drivers be instructed to lodge defect report, if any, with workshop staff deployed in the Depot Control Room at the time of deposit of the driver's memo. In case there is no defect in the bus, they must endorse "No Defect" with signature at the back of the driver's memo.

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Work staff deployed in the Depot Control Room be instructed to at the time of receiving back the driver's memo from the driver, whether he has lodged the defect report, if any, with the workshop staff. He must also check whether the driver has endorsed with signature "No Defect" at the back of the driver's memo in case the driver confirms that the bus has no defect.

4. All the drivers be also instructed that in the event no defect reported, help-d by them and defects are reported by the next shift drivers, disciplinary action will be taken against the driver concerned for not lodging the report. Similarly disciplinary action shall also be taken in case the workshop staff and traffic staff deployed in the Depot Control Room with the assignments as stated above fail to carry out their duties in proper manner.

All the Depot Managers and Regional Managers shall ensure that the above instructions are complied strictly both in letter and spirit. Non-compliance of the above will make them liable them for disciplinary action.

This issues with the approval of competent authority.


(P. S. K. K. K.)
Chief General Manager (D. T.)

~~All Regional Managers~~
~~All Depot Managers~~

RTM / F / M / KSM
Do Register 29/11/13

CC to: Sr. Mgr. (Tr.) / I/C CMD's Sectt.

NND / 4296
28/11/13

Fm Secy
PL report
12/12

32/c
3/c

ANNEXURE-V

LOCATION OF RECOVERY TEAMS DEPLOYED BY VEHICLE MANUFACTURERS

M/s Tata Motors Limited:

(A) Depots :

S.N.	Location	S.N.	Location
1	Sarojini Nagar	13	Narela
2	Sri Niwaspuri	14	Rohini-I
3	Sukhdev Vihar	15	Rohini-II
4	Tehkhand	16	Rohini-II
5	Vasant Vihar	17	Dwarka-B
6	Ambedkar Nagar	18	Hari Nagar-I
7	Kalkaji	19	Hari Nagar-II
8	Banda Bahadur Marg	20	Keshopur
9	Subhash Place	21	Mayapuri
10	Wazirpur	22	Naraina
11	GTK	23	Gazipur
12	Kanjhawala	24	Hasanpur

(B) Terminals :

S.N.	Location	S.N.	Location
1	Anand Vihar	11	Badarpur Border
2	Uttam Nagar	12	Kapashera Border
3	Mori Gate	13	R.K.Puram
4	Mehrauli	14	Kamla Market
5	Narela	15	Qutabgarh
6	Azadpur	16	Bawana
7	Nehru Place	17	Alipur
8	Old Delhi Rly. Stn.	18	Nizamuddin Rly. Stn.
9	Najafgarh	19	J.L.Nehru Stadium
10	NDRS		

Heavy Traffic Points :

377/c

S.N.	Location
1	Dhola Kuan
2	ISBT/Kashmere Gate
3	Teen Muthi
4	Ashram
5	Khanpur T Point

M/s Ashok Leyland Limited :

(A) Depots :

S.N.	Location	S.N.	Location
1	Rohini-III	6	Dwarka-2
2	Rohini-IV	7	East Vinod Nagar
3	Nangloi	8	Noida
4	Peeragarhi	9	Rajghat-I
5	Shadipur	10	Rajghat-II

(A) Terminals :

S.N.	Location	S.N.	Location
1	Punjabi Bagh	9	Jahangir Puri
2	Sultanpuri	10	Hamdard Nagar
3	Mangol Puri	11	Indira Puri
4	Safdarjang	12	Dwarka More
5	Mayur Vihar Phase-III	13	Kamruddin Nagar
6	Karampura	14	Bahadurgarh
7	Nehru Place	15	Seemapuri
8	Shahbad Dairy	16	Bhajanpura

S.N.	Location
1	Dhaura Kuan
2	ISBT/Kashmere Gate
3	Teen Murti
4	Ashram
5	Khanpur T Point

REGION :

DATE:

[illegible]

1. Starting Trouble, 2. Gear Defect; 3. Front Tyre Puncture

1. Load Not Pulling, 2. Air Bellow Defect, 3. AC Defect, 4. Coolant Leakage, 5. Engine Defect, 6. Rear Tyre Puncture, 7. Brake Defect, 8. Light Defect, 9. Passenger Gate Defect, 10. Red Cell Glow Defect, 11. Any other Defect

DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
OFFICE OF CHIEF GENERAL MANAGER (LAW)
I.P ESTATE: NEW DELHI

IMPORTANT ✓
Law Department DTC.
I.P Estate. New Delhi.

No Leg.Sec./Circular/2020/833

Dated:-27-07-2020

CIRCULAR

It has been brought to the notice of undersigned that in spite of issuing the Advocate Entrustment memos and providing all relevant details timely by legal department, unit concerned are not following up the matters with concern advocates properly and thus delaying the filing of Appeals/ Reviews in the concern subject matters. This may leads to institution of Contempt by the other party after lapse of limitation period and court may also take an adverse view and may not condone the delay, which ultimately be detrimental to the interest of the corporation.

In view of the above, it is once again impressed upon the unit officers/authorities to follow up the matter with concerned advocates regarding filing of Review/ Appeal in court of law after receiving information from law department without any delay.

This must be noted for strict compliance by all concerned, in order to avoid any contempt/ undesirable proceedings from any court of law.

[Signature]
CGM (Law)

All RMs/DMs/Unit Officers

Copy to: All HoDs

Copy to: OSD to MD-For Information pl.

दिल्ली वरिष्ठ निगम
(राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार)
प्रशासन विभाग, इन्दिरा स्थ. मुख्यालय
नई दिल्ली-110001

पत्र सं०.प्रशा०/2020/853

दिनांक-31/07/2020

अवगत कराया जाता है कि बरसात का मौसम होने के कारण दिल्ली में डेंगू, चिकनगुनिया एवं मलेरिया जैसी बीमारीयां होने का खतरा बढ़ रहा है। अतः इन बीमारियों की रोकथाम हेतु कुछ ध्यान रखने योग्य जरूरी बातें निम्नलिखित हैं:-

1. कुलों को साप्ताह में एक बार सुआकर दोबास पानी भरे। यदि पानी निकालना सम्भव न हो तो एक बड़ा सम्भव टैम्पेस ग्रेन्यूल्स/पेट्रोल डाले।
2. पानी रखने वाले बर्तनों/बाल्टियों को ढक कर रखें।
3. पानी की टंकी व हौदी पर ढक्कन ठीक प्रकार से लगाएँ।
4. टूटे-फूटे बर्तनों व टायर इत्यादि खुले में न रखें इनमें बरसात का पानी इकट्ठा हो सकता है।
5. खाली बर्तनों, डिब्बों आदि को उल्टा करके रखें।
6. ऐसे कपड़े पहनें जो कि शरीर को पूरा ढक कर रखें ताकि मच्छर काट न पाये।
7. थिड़ियों के पानी पीने के बर्तन, फिज की डी-फोस्ट ट्रे, मनीप्लांट, फेंग शुई पीछी इत्यादि का पानी प्रतिदिन बदलें।
8. प्रातःकाल एवं सायंकाल के समय विशेष ध्यान रखें क्योंकि डेंगू और चिकनगुनिया का मच्छर इस वक़्त ज्यादा सक्रिय होते हैं।

उपरोक्त के संदर्भ में मुख्यालय के समस्त अधिकारियों से अनुरोध है कि वह अपने अर्न्तगत आने वाले सभी सैक्शन इंचार्ज को सख्त निर्देश दें कि वे उपरोक्त बातों का विशेष ध्यान रखें। यदि किसी भी सैक्शन में जांच के दौरान मच्छर का लार्वा पाया जाता है तो सम्बन्धित सैक्शन इंचार्ज उसके लिए पूर्णतः जिम्मेवार होंगे।



वरिष्ठ प्रबन्धक (प्रशासन)

वरिष्ठ प्रबन्धक(पेंशन), वरिष्ठ प्रबन्धक(अनुशासनिक सेल), प्रबंधक(कार्मिक),
प्रबंधक(पीएफ), प्रबंधक(सुरक्षा), प्रबंधक(आईटी), प्रबंधक(विद्युत)
प्रबंधक(सिविल), प्रबंधक(वित्त), प्रबंधक(मिथि), प्रबंधक(जनसंपर्क)
प्रबंधक(संचार)

प्रतिलिपि:- प्रशिक्षक (हिन्दी)
प्रतिलिपि:- कार्यालय अधीक्षक(प्रशासन)
प्रतिलिपि:- कार्यालय अधीक्षक(कार्मिक-4)
प्रतिलिपि:- प्रभारी (आर०एण्डआई०)
प्रतिलिपि:- प्रभारी (खेल अनुभाग)

प्रतिलिपि:- उप मुख्य महाप्रबंधक (प्रशासन) कृपया सूचनाार्थ।

DELHI TRANSPORT CORPORATION
(Govt. of N.C.T. of DELHI)
I.P. ESTATE: NEW DELHI
E-mail ID-dtcadmn@gmail.com

No. Admn/Misc./2020/854

Dated: 31/7/2020

Dr. Vinod Kumari, CMO, DTC has been nominated as Nodal Officer for the following programs to comply the guidelines (enclosed) issued by Department of Health, GNCTD from time to time for taking necessary steps in this regard:

1. Dengue, Chikungunya and Malaria (Vector Borne Diseases) program.
2. Pulse Polio Program.
3. Vector Borne Diseases program related activities in residential premises of DTC.

This has the approval of the Competent Authority.

Encl: As above.



(B.S. Chauhan)
Sr. Manager (Admn.)

✓ Dr. Vinod Kumari,
Chief Medical Officer

Copy to : All HODs
: All Dy. CGMs/RMs
: All DMs/Unit Officers

" " : OSD to MD- for kind information pl.

GOVERNMENT OF NCT OF DELHI
DIRECTORATE GENERAL OF HEALTH SERVICES
PUBLIC HEALTH WING-IV

3rd floor, DGD Building, School Block, Shakti Park, Delhi-110092
Ph: 011-22482016, email: nycb@dcgheh2016@gmail.com

F.O.No./DGHS/PH-IV/2019/Part-I/ 3167-71

Dated: 29.05.2020

To

Chairman cum Managing Director
Delhi Transport Corporation HQ (DTC)
L.P. Estate, New Delhi-110002

Sir,

Sub: Activities related to prevention and control of Vector Borne Diseases in National Capital Territory of Delhi

As we all are aware that vector borne disease like Dengue and Chikungunya cases increases during this part of the year when temperature rises. Few spell of intermittent rain also make the conditions favorable for vector breeding. As per the reports received from the States/UTs, Dengue cases are rising during 2020. Intensive transmission is ongoing in the southern and western part of the country. This year, from the trend of these early months, it can be assumed that there will be upsurge in number of cases in many States.

Community participation is also key factor for prevention and control of vector borne diseases. People should make aware about the fact that controlling vector borne disease is everyone's responsibility (Team work). Therefore, an emphasis should be laid in active participation of all stake holders and meaningful inter sectoral coordination.

In view of above, early preparedness for vector borne diseases may be initiated as follows:

1. Designate a Nodal Officer to ensure, no mosquitogenic conditions in their respective Bus depots /Office buildings and its premises. He will be responsible for all the activities related to vector control.
2. Aggressive campaign for information, Education and Communication (IEC) for informing and educating the people on need of prevention of mosquito breeding and measures required to take for prevention and control of Vector borne diseases.
3. Special attention to be given to scrap buses at depot as during rainy season they may be major source of mosquito breeding. it should be covered so that no rain water may be collected on the roof of the buses.
4. Overhead tanks/Cemented tanks should have well fitted lid and lid should be kept locked. Water outlet/air bent pipe of OHT should be covered with a metallic/plastic net of sufficient size to prevent entry of mosquito or covered with cloth.

5. The water contained in money plant/bamboo plant kept as show piece in the offices should be changed at least once a week after scrub cleaning and check for Aedes breeding.
6. Condemned items lying in open and solid waste must be disposed off regularly and properly so that no breeding takes place. Do not let broken earthen wares, plastic container, bucket, gallons, disposal cups, bottles, coconut shells, pots etc. in open.
7. It is advised to wear full sleeves cloths and trousers that cover arm legs. Use of mosquito repellent creams/oils to prevent mosquito bite on exposed body parts during epidemic season.
8. Short and crisp messages for the prevention and control of vector borne diseases may be displayed at prominent places in office premises.
9. For all antilarval activities if needed, please engage with the Municipal Corporation for joint activities for COVID-19

I would therefore request you to kindly issue necessary directions to all the departments to ensure that the above mentioned measures shall be in place well before time. You are also requested to send Action taken report in this regard within 15 days of receiving this letter at nvbdcpdelhi2016@gmail.com

I would be grateful for your personal attention and cooperation.



Dr. Z.S.K. Marak
Addl. Dir. (PHW-IV)
DGHS, GNCTD

F.O.No.6/DGHS/PH-IV/2019/ Part-I/3167-71

Dated: 29.05.2020

Copy to:

1. OSD to Hon'ble Health Minister, GNCTD
2. PS to Principal Secretary (H&FW), GNCTD
3. PS to DGHS, GNCTD
4. Office Copy


Dr. Z.S.K. Marak
Addl. Dir. (PHW-IV)
DGHS, GNCTD

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI**

No. Adm-/Susp./2020/ 597

Dated: 10.8.2020

Sub: Dealing with Suspension cases.

It has been decided that the suspension cases of the employees (officers/officials) will be dealt with as under:

1. An order of suspension shall not be valid after 90 days unless it is extended after review by a committee constituted for the purpose for a further period before the expiry of 90 days. Further the extension of suspension shall not be for a period exceeding 180 days at a time. The following committees are constituted to review the suspension cases of officers/officials (including criminal cases). Such Committee(s) may take a view regarding revocation/continuation of suspension keeping in view of the facts and circumstances.

A) Review committee for officers:

- | | | |
|--|---|-------------|
| a) MD, DTC | : | Chairperson |
| b) CGM (of a particular stream/discipline whose officer is under suspension) | : | Member |
| c) CGM (Admn.) or any other CGM as the case may be | : | Member |
| d) Officer Incharge of Disciplinary Cell (HQ) | : | Convener |

B) Review committee for employees at corporate level (for HO, Sc. House, MS-I&II, P. Press, SBU, CED and Training school)

- | | | |
|---|---|-------------|
| a) CGM (Admn.) | : | Chairperson |
| b) Dy. CGM (PLD) of the concerned branch of PLD | : | Member |
| c) Concerned Officer/Disc. Authority | : | Member |
| d) Sr. Manager (Admn.) | : | Convener |

C) Review Committee for employees at Regional level (for depots)

- | | | |
|---|---|-------------|
| a) Regional Manager concerned | : | Chairperson |
| b) Depot Manager concerned | : | Member |
| c) Sr. Manager/Manager equivalent to DM of the unit of the same region as nominated by the RM | : | Member |

2. The following provision is being added/modified in the existing provisions of circular No. Admn./Misc./98 dated 24.12.1998:


"The employee(s) against whom proceeding have been initiated on a criminal charges under Sec. 304-B of IPC for involvement in a case of dowry death, but who is not actually detained in custody (i.e., a person released on bail) may be placed under suspension and

such suspension case(s) will be reviewed by the committee(s) constituted for the purpose "

3. The following provision is being added/modified in the existing provisions of circular No AdmnI-3(8)/73 dated 11.11.1973:

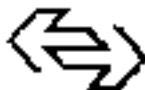
"Any employee who is placed under suspension pending enquiries should be served with charge sheet within three months from the date of suspension and if the charge sheet could not be served within the stipulated period, the matter should be brought to the notice of the next higher authority explaining the reason of thereof."

This issues with the approval of the Competent Authority.


6-18/20
(B.S. Chauhan)
Sr. Manager (Admn.)

All Concerned.

Copy to: OSD to MD – for kind information please.



DELHI TRANSPORT CORPORATION
(A GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE: NEW DELHI



No. Actt./Manager (PF)/Trust/ 2020/777

Dated: 10.08.2020

**Sub: Issuance of Releasing Memo after Retirement/Resignation/Death/Removal/
Termination from service for claim settlement against CPF.**

It has been observed that Releasing Memo of the ex-employees, after their Retirement/Resignation/Death/Removal/Termination from the service of Delhi Transport Corporation are not being processed on time for the final settlement against CPF dues (Employee/Employer) to PF Deptt.(HQ) by various Units.

Few of the cases from various units have not been sent to PF Department/HQ even after the approval from CPF claim settlement committee. In some other cases, Claims of certain ex-employees who had been terminated/ retired from the services of DTC 2-3 years ago and even more than 03 years ago have not been processed by the concerned Depot till date. In a result, DTC has to pay to a huge amount in the form of interest to ex-employees. This interest can be saved if all the cases of PF settlement are processed on time.

In view of the above and as per directives of the Competent Authority, it is requested to send releasing memo of all the ex-employees, after their Retirement/Death /Resignation/Termination/Removal from the service of DTC within 30 days along with all pending cases of PF claims till date. The cases of past years may please be sent with justification as to why these cases were not processed for so long.

This may be treated as most urgent please.

Dy. Manager(PF)

All RMs

All DMs/ Unit Officers

Sub: Rates of eatable items in DTC canteen & enhancement of subsidy

In supersession of all the previous circulars issued by this office on the subject cited above, the revised schedule of rates of the eatable items to be supplied by the canteen contractors/cooperative canteen societies in the canteen of Depots/Units of this corporation is appended below :-

S.No.	Name of items	Quantity	Qty. Serving Plate	Present rate(Rs.)	Revised rates (Rs.)
1.	Tea	• One cup	100 ml	5/-	6/-
2.	Samosa(with chatni/sauce)	• One No.	50 gms	7/-	8/-
3.	Bread Pakora(with chatni/sauce)	• One No.	75 gms	7/-	8/-
4.	Lunch Thali (One vegetable, Dal, Rice and 4 Chappati, Special Thali	• Per Thali	100 gms vegetable, 100 gms Dal, 50 gms Rice, 50 gms per Chappati(4 No.) Dal fried & sweets added.	Rs 30/- Rs 40/-	Rs 40/- Rs 50/-
5.	Dal	• One Plate	150 gms	15/-	20/-
6.	Veg Sabzi with gravy)	• one Plate	150 gms	10/-	15/-
7.	Tava Rotl	• One	50 gms per Rotl	3/-	4/-
8.	Plain Rice	• One Plate	100 gms	10/-	15/-
• Other eatable items which has been added in rate list.					
9.	Coffee	• One cup	200 ml	10/-	15/-
10.	Cold drink	•			As per market rates
11.	Matthi	• One Pc	25 grams	5/-	5/-
12.	Kachori with sabzi	• One pc • Two Pcs	75 gms 150 gms	10/- 15/-	10/- 15/-
13.	Thick Raita	• One Plate	100 gms	10/-	10/-
14.	Khoya Sweets	• One pc	50 gms	15/-	15/-
15.	Basn/Maida Sweets	• One pc	50 gms	10/-	10/-
16.	Babushahi	• One pc	50 gms	10/-	15/-
17.	Butter Slice	• Two	Slice	10/-	15/-
18.	Biscuits	• One Pkt.		As per market rate	As per market rate
19.	Curd/Dahi (Amul/Mother Dairy)	• One cup	Small		As per Market rate

20.	Mashed Dosa One plate	•		Rs.35/-	Rs.35/-
21.	Sambhar Bada One plate	•	Two pcs	Rs.30/-	Rs.30/-
22.	Kali One plate	•	Two pcs	Rs.20/-	Rs.20/-
23.	Chicken Bhature One plate	•	Two pcs	Rs.30/-	Rs.30/-

Further it is added that the canteen has been segregated in two categories naming as A & B based on the facilities maintained by the canteens.

The canteen which have facility of seating of 20 or more than 20 employees at a time and provides/serves eatable items from S.No.1 to 19 will be kept in (A) category and the amount of subsidy for such canteens is enhanced from Rs. 8/- to /Rs. 14/-.

The canteen which have facility of seating less than 20 employees at a time and provide/serves less than S.No.1 to 19 eatable items will be kept in (B) category and the amount of subsidy from Rs. 8/- is enhanced to Rs. 11/-.

The concerned RMs/Dy CGM of Region/Unit will decide applicability of category wise subsidy for their Depot/Unit in accordance to the facility provided by the canteens under their administrative control.

The revised rates will come into force with immediate effect and Depot Managers/Unit Officers will ensure that the revised rate list is displayed in the canteens of their respective Depots/Units.

All RMs/Dy CGM will ensure that canteens in their Regions/Units should be hygienic and provide good quality of food items by the canteen contractor/cooperative society. Any complaint in this regard should be dealt strictly.

This has the approval of the competent authority:


Dy. Manager (P/O/IR) 10/07/2020

All Depot Managers/Unit Officers

Copy to:-

- i) CGM(Tech)/Tr.: For information please.
- ii) CGM (SBU): For information please.
- iii) CGM(IR): For information please.
- iv) OSD to MD Sectt. for kind information of MD.
- v) Addl. C.A.O.- II: For information please.
- vi) All RMs/Dy CGMs: For information & necessary action please.
- vii) All Notice Board of the Depot/Units.

Delhi Transport Corporation
Law Department, HQ.
New Delhi- 110002

IMPORTANT
Law Department: DTC.
I.P Estate, New Delhi.

Leg.Sec/Misc./2020/ 873


Dated:- 11/08/20

CIRCULAR

Instances have Come to notice that units are submitting wrong financial implication matrixes to legal section for preparation of Legal Finance Committee minutes. This may cause release of over/under Payment to other parties involved in court cases with corporation and court can also take adverse view for any such lapse related to financial transaction

In view of above, All unit officers must ensure correctness of financial implications while submitting to law Deptt. for further processing. In Case of any wrong payment made the officer/official of the concern unit shall be sole responsible for the lapse & other consequence emerged there after.

This must be noted for strict compliance by all concerned, in order to avoid any financial loss to the corporation & undesirable proceeding from any court of law.


(Archana Puri)
Dy. CGM (Law)

All RMs

DMs/ Unit officers

Copy to:- OSD to MD- For information of MD please.

Copy to:- CGM (Law)- For kind information please.

Delhi Transport Corporation
(Govt. of NCT of Delhi)
I.P. Estate, New Delhi

No.CGM (Admin.)/Misc./2020/66

Dated: 18.08.2020

Ms. Promila Mitra,
Dy. Secretary (GAD),
2nd Level 'A' Wing, Delhi Secretariat,
I.P. Estate, New Delhi-110002.

Sub: Nomination of Nodal Officer to deal with reference from MLAs
and providing of contact details of HODs./O.L. 10000

Please refer to your office letter No.F.No.18/72/2016/Misc./GAD/1765
dated 14.08.2020 on the above cited subject. In this context the requisite information is
given hereunder:

1. Sh. T.K. Verma, Dy CGM (M)/PLD-IV&V has been nominated as
Nodal Officer to attend to the references received from MLAs.
2. Requisite details with reference to point no.1 are as below.

S.No.	Name	Designation	office address	Mobile No.	E-mail ID
1	Sh. V.K.Gupta	CGM (Tech)/Tr./Op.	I.P. Estate, New Delhi-2	8744073066	cgmttech@dtc.nic.in
2	Dr. Aradhana	CGM (O&P)/Admin	I.P. Estate, New Delhi-2	8744073021	cgma@dtc.nic.in
3	Sh. B.P. Nigam	CGM (S&U)	I.P. Estate, New Delhi-2	8744073024	cgm-sbhq@dtc.nic.in
4	Sh. R.K. Jain	Dy. CGM IT Department	I.P. Estate, New Delhi-2	8744073046	dcgmir@dtc.nic.in
5	Sh. Anuj Kumar	Dy. CGM Tr. Department	Sandya House, New Delhi	8744073030	dcgmtr@dtc.nic.in
6	Sh. T.K. Verma	Dy. CGM (PLD-II)/Personnel Deptt./ Nodal Officer	I.P. Estate, New Delhi-2	8744073060	dcgmpld@dtc.nic.in
7	Sh. Chander Prakash	Dy. CGM (PLD-I)/Personnel Deptt.	I.P. Estate, New Delhi-2	8744073026	dcgmpld2@dtc.nic.in
8	Sh. Rajiv Vadehra	Secy, DTC Board/ PLD-I	I.P. Estate, New Delhi-2	8744073041	secybd@dtc.nic.in
9	Sh. V.N. Pahi	Addl. CAO Account Deptt.	I.P. Estate, New Delhi-2	8744073067	addlcao@dtc.nic.in

This has the approval of Competent Authority.

(Signature)
CGM (O&P)/Admin.

C.C. to All HODs
C.C. to OSD to M.D. for information pl.
C.C. to All concerned Officers.



Delhi Transport Corporation
 (GOVT. OF NCT OF DELHI)
 I.P. Estate: New Delhi-110002
 Phone: 011-23370236

No: Dy. CGM(M)/HQ/2020/113

Date : 18-08-2020

**Sub.: Follow-up for Display of PUCC Boards Outside Depots & Terminals
 Gates**

Please refer to this office letter No. Dy. CGM (M)/HQ/2020/112 dated 14-08-2020 wherein it was requested to display a board containing **DTC Logo, PUCC Logo** and '**For Private Vehicles also**' (In red) outside such depots/ terminals wherein DTC has extended facility of PUCC.

CGM (Tech) has sought compliance of the same. Therefore you are requested to take necessary action and send your compliance within stipulated time of 7 days from the issue of letter dated 14-08-2020 with reference.



(A.K. Kakkar)
 Dy. CGM (M) HQ

Concerned RMs and DMs

Cc to:

CGM (Tech) : For kind information please.


Delhi Transport Corporation
(Government of NCT of Delhi)
IT Department, IP Estate, New Delhi

No.: ITD-HQ/NIC(385F)/2020/153


Dated: 21.08.2020

As per Govt. guidelines, NIC emails were procured for official use and login credentials for using official NIC email IDs were circulated to all concerned officers vide letter no. 211 dated 24.05.2018 and through Text messages.

Initially, email IDs were procured in the name of officers posted in units/offices on procurement date. With time, some officers have been transferred and postings have changed but officer's profile information, Mobile Numbers of new officer in respect of email account has not been updated in many cases. When a new incumbent joins any unit/ office he/ she must change the password of the email for security reasons and update profile information. Subsequently, present officer having password only is authorized to check/ send emails.

All officers are requested to update their Email account profile information, update Mobile Number as per enclosed procedure and to change their previous passwords. This practice may invariably be continued on every transfer & change of posting please. Besides all are requested to use this email id only for official use. List of all Email IDs is also enclosed herewith for ready reference of all users.

Encl.: a/a


(R.K. Jain)
Dy. Chief General Manager (IT)

ALL CONCERNED

M/F

DELHI TRANSPORT CORPORATION
IT DEPARTMENT, E-STATE
NEW DELHI 110 002.

Ref: COM/IT/IT-2/2020/2/Approved for

Date: 21.02.2020


CIRCULAR

Subject: Promotion of Payments through Cards and Digital Means at all Pass Sections

Promotion of digital payments has been accorded highest priority by the Government of India to encourage Digital Payment in all kind of transactions. In current scenario also the physical cash handling as a daily routine is being considered as a major cause of concern for risk of contamination.

Therefore, all the pass sections staff are to be instructed to encourage commuters for making digital payment through various channels such as UPI, Credit & Debit Card, Digital Wallet, etc. Commuters must also be guided that making of payments through digital modes can also be used as a precautionary measure against the corona virus outbreak.

All Concerned DMs/RMs are requested to take necessary steps in order to promote Digital Payment at all Pass Sections of DTC.


R.K. Jain
Dy. C.G.M. (IT-2)

All DMs/RMs

Sec:

1. COM/IT/O
2. Dy. C.G.M. (IT), Sec House
3. OSD to MD
4. Addl. CMO
5. Sr. Manager (IT)
6. All the Pass Sections

DELHI TRANSPORT CORPORATION
IT Dept., I.P. ESTATE
NEW DELHI - 110002

No.: ITD-HQ/600F/2020/161/110002/70

Dated:- 28.08.2020

C I R C U L A R

**Sub:- Integration of GPS feed of DTC Buses on "One Delhi" Mobile App
and Open Transit Data (OTD) for DTC Buses.**

This is in continuation to the Circular issued vide no. DCGM(IT)/GPS/279F/2020/14/dyogmit/74 dated 29.05.2020, further, it is informed that the team of IIIT Delhi has developed a web-based software for entry of out-shedding data on real time on daily basis shift wise. Which would enable them for integration of GPS feed of DTC Buses on "One Delhi" App and Open Transit Data platform of Transport Department.

2. In this regard, all Depot Managers are directed to enter buses outshedding data on URL: depot.chartr.in on daily basis. Login credentials for the same have been sent to the concerned Depot Manager through SMS on their mobile. Depot Managers shall ensure the software is used to update the out-shedding information on real-time basis without any lag. They will continue to send email to IIIT, Delhi till 31.08.2020 and from 01.09.2020 the real-time data on the said web-based software only be entered in a timely and perfect manner as the same will be viewed & monitored at the senior management level.

3. In this regard, for any clarification/issue on web-application, Sh. Kshitij Srivastava, IIIT Delhi [9458706172] and Sh. Vikas Sachan, Manager (CCR), DTC [8744073166] may be contacted.

This issues with the approval of Competent Authority.


(R.K. Jain)
Dy. Chief General Manager (IT)

All Depot Managers

Copy to:

1. CGM(IT)
2. DCGM(Tr.)
3. All RMs – for taking necessary action pl.
4. OSD to MD
5. Sh. Vikas Sachan, Manager (CCR)
6. Manager (IT-3)
7. Sh. Praveesh Biyani, IIIT-Delhi

Delhi Transport Corporation
(Government of N.C.T Of Delhi)
Law Department: I.P Estate
New Delhi-110002

No. Law deptt./Circular/2020/1363

Dated: 02-09-2020

Sub: State of Punjab & Ors vs Rafiq Masih (White Washer), Supreme court of India, CIVIL APPEAL NO. 11527 OF 2014 decided on 18.12.2014 (Arising out of SLP(C) No.11684 of 2012).

In reference to the subject above cited a circular was issued by Law Department, DTC vide no Law Deptt./circular/2019/1363, Dated 30.04.2019 therein mentioning the Guidelines laid down by Hon'ble Supreme Court of India regarding the monetary recovery from the workman consequent upon a mistake committed by the concerned competent authority, in determining the emoluments payable to them. The mistake may occur on account of a variety of reasons; including the grant of a status, which the concerned employee was not entitled to; or payment of salary in a higher scale, than in consonance of the right of the concerned employee; or because of a wrongful fixation of salary of the employee, consequent upon the upward revision of pay scales; or for having been granted allowances, for which the concerned employee was not authorized. Further, the payment of higher dues was not on account of any misrepresentation made by workman, nor was it on account of any fraud committed by him and resulting to the workman paid excessively by the department wherein it had been held that :-

"12. It is not possible to postulate all situations of hardship, which would govern employees on the issue of recovery, where payments have mistakenly been made by the employer, in excess of their entitlement. Be that as it may, based on the decisions referred to herein above, we may, as a ready reference, summarise the following few situations, wherein recoveries by the employers, would be impermissible in law:

(i) Recovery from employees belonging to Class-III and Class-IV service (or Group 'C' and Group 'D' service).

(ii) Recovery from retired employees, or employees who are due to retire within one year, of the order of recovery.

(iii) Recovery from employees, when the excess payment has been made for a period in excess of five years, before the order of recovery is issued.

(iv) Recovery in cases where an employee has wrongfully been required to discharge duties of a higher post, and has been paid accordingly, even though he should have rightfully been required to work against an inferior post.

(v) In any other case, where the Court arrives at the conclusion, that recovery if made from the employee, would be iniquitous or harsh or arbitrary to such an extent, as would far outweigh the equitable balance of the employer's right to recover".

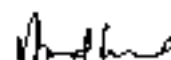
Thereafter, a meeting under chairmanship of MD, DTC was held on 25.06.2019 and same matter was also discussed during the meeting and also circulated in Minutes of Meeting vide letter no Dy. CGM (Op.)/2019/125 Dated 04.07.2019, relevant para is reiterated as below:-

"17. The MACP cases fixation of pay at unit level be done correctly. Any higher wages paid due to wrong fixation are not to be deducted from the salary of employee who is going to retire within one year or has retired. Such wages be recovered from the Official/Officers responsible for wrong fixation of pay".

(Action by all Rms/DNs/Unit Officers)

In spite of issuance of unequivocal detailed guidelines; it has been observed that legal department is in continuous receipt of litigations regarding financial recoveries from employees/ex-employees contradictory to the principles as set by Apex court in discussed matter. Courts are also issuing orders in favor of petitioners relying upon the orders of Apex court, this is not only causing unnecessary/ avoidable institution of litigations but also causing financial loss to corporation along with adverse observations from judiciary.

In view of the above, it is once again accentuated upon the unit officers/authorities to follow the guidelines set by Apex court in recovery matters in letter & spirit and also to ensure that in future none of the litigation on this subject should come up. Any non-compliance will be viewed seriously and responsibility will lie with the concerned unit officer.



(Dr. Aradhana)
CGM (Law)

All HoDs/ All Regional Managers

All Depot Managers/Unit Officers

Cc to: OSD to MD, DTC: - For kind information of MD please.



Delhi Transport Corporation
 (GOVT. OF NCT OF DELHI)
 I.P. Estate, New Delhi 110002
 Phone: 011-23370236

No: Dy. CGM (M)/HQ/2020/122

Date: 03-09-2020

As per the directions of MD a regular communication twice a month has to be sent to the Environment Department that buses of DTC are subjected to PUC Checking every 15 days and no bus with visible pollution is allowed to out-shed from the depots.

In this regard, all Regional Managers are requested to send a certificate on 1st and 16th of every month for preceding fortnight i.e. 1st to 15th and 16th to 30th /31st of every month mentioning that ***"No bus with visible pollution and without PUC checking has been allowed to out-shed from the depots"*** for sending the compliance to Environment Department.

(A.K. Kakkar)

Dy. CGM (M) HQ

All Regional Managers

Cc to:
 CGM (Tech)



Delhi Transport Corporation

(GOVT. OF NCT OF DELHI)

J.P. Estate: New Delhi-110002

Phone: 011-23370236

No: Dy. CGM (M)/HQ/2020/126

Date: 08-09-2020

The competent authority has desired that all RMs and DMs must check at least 5 numbers buses daily to cross check maintenance activities done by the service providers vis-a-vis docking Performa and share the discrepancies noticed with VMs and Dy. CGM (M) HQ on day to day basis. As per further instructions in the matter, a Format has been devised for facilitating the RMs & DMs and enclosed herewith. A list of important points to be checked is also annexed for ready reference by all concerned.

All the RMs and DMs are requested to comply with the instructions of the competent authority and send the desired information in the format enclosed on next working day of the date of checking done by 1100 hours.

Encls.: a/a

(A.K. Kakkar)
Dy. CGM (Mech.) HQs.

All RMs & DMs

Cc to:

1. CGM (Tech.)
2. OSD to MD

Important points to be Checked

I. 2000 KMs/ Servicing

1. Check for any type of leakage i.e. Oil, Air and Coolant etc.
2. Check for any wire hanging, loose connection. Any wiring harness should not be rubbing with any body part/ metallic part.
3. Check for all types of hoses, replaces if needed.
4. Check for break system properly.
5. Check operation of all doors.
6. Check presentability.
7. Check all the grease point/ grease nipple with proper greasing in all the joints.
8. Check tyre condition.
9. In case of AC buses check the functioning of AC & Air curtain
10. Check Engine Mounting pad.
11. Floor Covers/ Trap Cover
12. Window glasses

II. Other Major Docking

1. Check for Engine Oil & Oil filter change.
2. Check hub grease on all wheels.
3. Check change all the parts required as per docking performa.

Format for Daily checking of 5 buses by RMs/ DMs in order to cross check Preventive Maintenance activities carried out by Service Provider

Name of Officer: _____

Unit: _____

Date of Inspection: _____

S. No.	Bus Regn. No.	Name of Docking	Date of Docking done (dd-mm-yy)	Discrepancies Observed	Action Taken by RM/ DM concerned to remove the discrepancies and to check re-occurrence

1. No cell may be left blank. Nil/ NA may be mentioned, if not applicable.

2. Only such Reports duly filled in all respect and received through email (dcgmmhq@gmail.com) only by 1100 Hrs on next working day from date of Inspection would be compiled and put up to the Competent Authority.

Delhi Transport Corporation
(Government of NCT of Delhi)
IT Department, IP Estate
New Delhi - 110 002

No: ITD-HQ/597F/2020/172/11/18

Dated: 10.09.2020

ORDER

1. Hon'ble Minister (Transport) has constituted a Task Force for timely coordination and implementation of exploring the options of contactless mobile ticketing inside DTC and Cluster buses, so that no physical contact between Conductor and Commuter took place due to exchange of cash or ticket.
2. On the recommendation of the Task Force in the meeting held on 10.09.2020, actual trial of Mobile Ticketing on Route no. 534 with 29 buses [i.e. Hasanpur Depot - 25 buses & Gazipur Depot - 4 buses] will be conducted from 14.09.2020 to 21.09.2020.
3. Adequate publicity will be made in all 29 DTC buses during 14.09.2020 to 21.09.2020 and before the schedule dates of trial by way of putting posters in all buses of the aforesaid routes which will give information as to how to download the App, use and to buy mobile ticket. A new feature has been added to purchase Pink Pass/ Free Pass for Women commuter instead of paper pass. All the Conductors will be given online training to assist the commuters during the trial by the team of IIT, Delhi.
4. The Taskforce has also prepared training modules for Depot Managers and Conductors. The same has been already communicated to all stakeholders in advance through WhatsApp and email dated 10.09.2020 and online training to Depot Managers and Conductors is being imparted by the team of IIT, Delhi. The concerned Depot Managers are hereby directed to ensure that QR Codes and Posters are placed in accordance with the instructions contained in the training modules.
5. Shri Rajan Girda, Research Associate, IIT Delhi shall be the overall team incharge of the aforesaid trial and the following officers of DTC shall coordinate with him in respect of all aspects of the trial. The team shall physically inspect the trial in the 29 buses on route no. 534 as mentioned in para 2 above on all days of trial and get feedback from the commuters apart other aspects as deemed appropriate the said team:

S. No.	Name of Officer	Mobile Number
1	Sh. Rajan Girda, Research Associate, IIT Delhi	7503326787
2	Sh. R.K. Jain, Dy.CGM(IT), DTC	8744073048
3	Sh. Rajeev Saxena, RM (East)	8744073040
4	Sh. Sanjay Saxena, RM (South)	8744073051
5	Sh. G.K. Sharma, DM(Hasanpur)	8744073029
6	Sh. Pankaj, DM(Gazipur)	8744073183
7	Sh. Purshotam, Manager (IT), DTC	8744073142
8	Ms. Revati, Transport Planner, WRI	9650974496

6. The soft copies of the posters and QR Codes of aforesaid 29 buses is already communicated to concerned Depot Managers. The Poster in colours (English & Hindi) shall be pasted on each bus by 11.09.2020 (Friday). The QR Code shall be pasted preferably on



the back of each seat and other conspicuous spots in the bus as per the guideline specified in the training module and instructions, if any issued by the Task Force. Soft copies of these modules are also being forwarded with this order.

7. QTC will assist the trial by deputing buses, conductors and depot managers of concerned depot to coordinate with team of IIT Delhi for training of conductors and other logistic works. As far as possible, 20 buses of 534 route and the conductors shall not be changed during the days of trial irrespective of weekly off any conductor. QTC shall also provide adequate numbers of checking staff to assist the actual trial during the trial period. The printing of coloured posters, coloured QR Codes with limitation for all the buses to be used for this trial shall be arranged by concerned Regional Manager.

8. One Enforcement / Checking Team shall be deployed by RM(East) and RM(South) each for inspection of trial at different of route to get the feedback and assist the Conductors in effective manner.

9. Regarding realization of Mobile Ticketing money in respect of transactions related to QTC buses, QTC's Bank Account will be mapped with the system.

This issues with the approval of competent authority.

Dy. Chief General Manager (IT)

Copy for necessary action for:

1. SA, Rajan Gera, Research Associate, IIT Delhi
2. RM (East) - for informing all checking staff
3. RM (South) - for informing all checking staff
4. DM (HPO)
5. DM (GPO)
6. Manager (IT-3)

M/F

Copy for kind information for:

1. Secretary to Hon'ble Minister (Transport)
2. Secretary-cum-Commissioner (Transport)
3. Special Commissioner (Transport)
4. Deputy Commissioner (Transport)
5. OSM(T/O)
6. Dy. CGM(Tx)
7. Addl. CAO
8. OSD to MD
9. Prof. Praveen Bhardi, Associate Professor, IIT-Delhi with the request to inform direct all the representative of IIT, Delhi.



Delhi Transport Corporation
(Govt. of NCT of Delhi)
IT Department
C-WS-1338E, New Delhi-110009

No. ITD-HQ/HW AMC (508F)/2020/144

Dated: 25.09.2020

CIRCULAR

Sub.: Regarding mishandling of IT equipment's.

A letter dated 31.08.2020 were received from AMC service vendor M/s OA Compserve Pvt. Ltd. regarding mishandling of IT equipment's by the users of the units/offices. The following points were raised & discussed with Dy. CGM (IT).



1. The equipment's being used in the Depot, Pass Section, PUC, CLCC etc. places are installed in the congested area. Equipments are in the direct contact of water cooler, resulting enough moisture is generating inside the devices TFT image/picture of damaged /equipment that the said TFT has been patches/ lining across the screen and getting short circuited and logic boards are getting burnt.

Electronic devices should not be in the contact of water cooler or at least the water cooler should be kept at some distance which can't be done in some places due to limited space. Engineer reports with image of burnt cases has been displayed in the meeting.

2. Most of the sites are running without earthing, resulting the parts as Motherboard, Power Supply (SMPS), USB ports etc. are getting short circuited. In some of the places engineers, even the users got the electric shock despite of our regular advice for providing the proper earthing.
3. Most of the outlets/working earthing places are running in the dusty environment, due to this the moving parts in Printers get struck and could not bear the load of its mechanism. Resulting the parts are either breaking or consuming due to over wear and tear.

4. Usage of duplicate or refilled cartridges also found in some locations. It damages the complete mechanism of the printers. Especially in the pass sections where the printers are old and running more than its duty cycle and cannot work with refilled cartridges. Resulting the ETP/ITB, Cartridge Drum, Fuser Unit, Gear Assembly are frequently getting damaged.
5. Some locations have no power backup provision for proper shutdown of computers. Either the equipments are running without UPS or if UPS is there than it has no battery backup. Resulting the computers is getting ON & OFF according to the fluctuations in the input main supply. Resulting the Operating Software (OS) getting crashed or Hard Disks are also getting crashed.
6. In some of the places it is observed that the equipments are not kept for free functioning. Top surface of the equipment is being engaged with official files or other official accessories. This activity is damaging the paper tray and other mechanical parts of the printers.

In views of above, all Unit Heads are requested that please ensure proper earthing of your location, proper positioning of IT equipments, proper handling of IT equipment and use of original printer cartridge etc. In case any IT equipment/hardware found not working on above points, it will be repaired on charging basis and this charges will be charged by the user/concerned unit's In-charge Computer cell.


Manager (IT-I) 

All HODs
All RMs
All DMs
All Unit Officers



DELHI TRANSPORT CORPORATION
EMPLOYEES PROVIDENT FUND TRUST
1.P ESTATE, NEW DELHI-110002

No. Acctt-Manager (PF)/2020/362

Dated 22.09.2020

Subject: Regarding Payment of pension on the date of superannuation to EPS Members.

Reference direction received from EPFO regarding subject cited above. The same was also emailed to all the Unit Officers on 26.08.2020. In the directions, the EPFO has given a new mandatory direction to give PPO to retiring to all EPF/EPS subscribers on the day of retirement itself. EPFO has taken it upon itself to provide this facility to our members. In this Prayag Scheme we will provide PPO to the employees on their last working day itself. For this all the Unit Officers needs to comply with the direction of EPFO. All the Unit Officers are requested to do the following:

1. Keep the Data of retiring employees ready 3 months in Advance so that work may be managed by them well in advance.
2. Fill the last months ECR of such retiring employees one month in Advance. System of EPFO is also attuned to handle it. You can fill ECR of a wage month in that month itself. Establishments are also requested to submit TOD claims of such employees complete in all respects well in advance just after filing the last ECR of retiring employees.
3. Update the Date of exit of such retiring employees early morning on that day itself so that we may process their TOD claim.

The same is forwarding for necessary action at your end please.

This has the approval of the Competent Authority.

Incl. Copy of directions/circulars of EPFO.

All Unit Officers

All Section In-charge, DTC HQ

Cc to: CGM (PF) for kind information please.
OSD to MD for kind information please.

Manager (PF)

DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P. ESTATE: NEW DELHI - 110002

Date: 24/09/2020

NO PED-V/Anomaly Committee/2020/2963

Sub: Streamlining the pay scales of the employees/officials to remove anomalies in the existing pay scales at different level.

The grievances of the various unions of DTC regarding anomalies in the pay scales/grade pay at different levels in different categories were received in the past. Accordingly, a Committee consisting of the Senior Officers representing various departments was constituted in 2015 by the Competent Authority for sorting out the issues of anomalies amongst different categories.

The Committee considered all the grievances along with various Govt. Office Orders, Office Memorandums issued by Govt. of NCT of Delhi and extant rules of the DTC. After considering all the pros and cons and facts of the case, the Committee submitted its recommendations. The Recommendations were further examined by the Personnel Department and due recommendations were made which were duly concurred by the Accounts Department. Accordingly, the pay scales/grade pays of various categories as approved by the Competent Authority are to be revised as under:

Category	Existing Grade Pay (in Rs.)	Revised Grade Pay (in Rs.)
Managers	4500	4800
Dy. Manager	4000	4500
O.S.	4200	4500
Accountant	4200	4500
S.O.	2800	4200
Legal Asstt.	2800	4200
Sr. Steno	4200	4500
Foreman	4200	4500
Telecom Inspector	4200	4500
Asstt. Foreman	2800	4200
Mech.	2400	2800
Filter	2000	2400
Asstt. Category	1800	1900
Security Havaldar	1800	1900

As per approval of the Competent Authority, the pay scales/grade be fixed/placed from the Current date of implementation, i.e. 01.10.2020. The same is payable in the salary of October 2020 (i.e. on 1st November 2020).

All Drawing & Disbursing Officers are requested to take necessary action in the said matter accordingly.

This has approval of the Competent Authority


Dy. Manager (Pers.)

ALL HODs

ALL Unit Officers

All Drawing & Disbursing Officers

CC to : OSD to MD for kind information please.

दिल्ली परिवहन निगम
वरिष्ठ प्रबन्धक(प्रशा०)
आई.पी.एस्टेट, (मुख्यालय)

सं०: वरि०प्र०।प्र०।/20/1235

दिनांक : 25-04-2020

आजकल कोरोना वायरस के साथ-साथ डेंगू का प्रकोप भी बहुत तेजी से फैल रहा है । मुख्यालय के विभिन्न विभागों में रखे कूलरों का निरीक्षण करने पर पाया गया कि कई कूलरों में पानी भरा हुआ है जोकि बहुत गन्दा है जिस कारण मच्छर पनपने के कारण डेंगू फैल सकता है ।

अतः समस्त विभाग प्रभारी को निर्देश दिए जाते हैं कि अपने कार्यालय में रखे कूलरों की सफाई करवाएं । यदि एमसीडी द्वारा कूलरों का निरीक्षण करने पर चालान किया गया या कोई अन्य अनियमितता पाई गई तो इसके लिए प्रभारी स्वयं जिम्मेदार होंगे ।

समस्त विभाग प्रभारी

प्रतिलिपि :-

विशेष कार्यकारी अधिकारी, प्रबन्ध-निदेशक-सूचनार्थ

मुख्य महाप्रबन्धक (प्रशा०)-सूचनार्थ

मुख्य लेखा अधिकारी-सूचनार्थ


वरिष्ठ प्रबन्धक(प्रशा०)
25/4/20

Delhi Transport Corporation
(Government of NCT of Delhi)
I.T. Department: I P Estate
New Delhi-110002

No. ITD-HQ/597F/2020/185/ITDTC/89

Dated: -25.09.2020

ORDER

Sub -Extension of Trial of Contactless Mobile Ticketing

This is in continuation to the earlier Order issued vide No. ITD-HQ/597F/2020/172/ITDTC/78 dated 10.09.2020 vide which instructions were issued for actual trial of Contactless Mobile Ticketing on Route No:534 with 29 buses (25 Non-AC Buses – Hasanpur depot and 4 AC buses – Gazipur depot) for the period from 14.09.2020 to 21.09.2020. Now, the same trial has been extended till 31st October 2020. Besides, on the recommendations of the Task Force, 27 AC buses of GPD on Route 534A shall also be included in the same trial from 01.10.2020. Hence, the Contactless Mobile Ticketing trial details in DTC buses is given as under: -

Name of the depot	Route No	Origin and Destination of Route	No. of Buses	Trial Period
Hasanpur Depot	534	Anand Vihar to Mehrauli	25 Non-AC Buses	14.09.2020 to 31.10.2020
Gazipur depot	534	Anand Vihar to Mehrauli	4 AC Buses	
Gazipur depot	534A	Anand Vihar to IGI Airport	27 AC Buses	01.10.2020 to 31.10.2020
		Total DTC Buses	56 Buses	

2. One Enforcement / Checking Team shall also be deployed by RM(West) in addition to RM(East) & RM(South), besides informing all checking staff, for inspection of trial at different points of routes to get the feedback and assist the Conductors in effective manner.

3. The other instructions and procedure of pasting of posters and QR Codes in buses etc. shall remain same and continued to be adhered by all concerned.

This issues with the approval of the competent authority.

(R.K. Jain)
Dy. Chief General Manager(IT)

Copy for necessary action to:

1. Sh.Rajan Girda, Research Associate, IIT Delhi
2. RM(East)
3. RM(West)
4. RM(South)
5. DM(HPD)
6. DM(GPD)
7. Manager(IT-3)

Copy for kind information to:

1. Secretary to Hon'ble Minister(Transport)
2. Secretary-cum-Commissioner(Transport)
3. Special Commissioner(Transport)
4. Deputy Commissioner (Transport)
5. CGM(IT/O)
6. Dy.CGM(Tr.)
7. Addl.CAO
8. OSD to MD
9. Prof.Pravesh Blyani, Associate Professor, IIT Delhi – with the request to inform / direct all the representatives of IIT Delhi.
- ✓ 10. Ms. Revali, Transport Planner, WRI

OFFICE OF THE CHIEF SECRETARY, DELHI
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
5TH LEVEL, A-WING DELHI SECRETARIAT, NEW DELHI

Subj:- Payment of Contractual/outsourced employees.

Attention of all concerned is drawn to the Labour Department communication No. F.No. PA/JLO(PQ)/CLA/Lab/15/213 dated 02/05/2016 in pursuance of Cabinet Decision No. 2323 dated 22/03/2016 regarding payment of wages to contractual/outsourced workers (copy enclosed).

2. It has been observed that some Departments/ Organizations under GNCTD are not ensuring timely renewal/award of contracts resulting in delayed payments to contractual/outsourced staff

3. All concerned are hereby directed to ensure that the process for renewal/award of contracts of contractual/outsourced staff is not delayed and contractual/outsourced staff receive payment in time

Encl:- As above.

Sd/-
(Vijay Kumar Dev)
Chief Secretary

Delhi Transport Corporation
I.P. Estate, New Delhi

No. PLD-V/Option/2020/2997

Dated: 28/09/2020

Forwarded for kind perusal & necessary action by all concerned please.

Encl:- As above


Dy. Manager (P-V)

All Unit Officers

c.c. to : Addl. CAO

: All R.Ms

: Dy. Manager (Pay) A/c.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
LABOUR DEPARTMENT
5, SHAM NATH MARG, DELHI-110051

FOR PUBLICATION AND ISSUE

Dated: 22/03/2016

To

All HODs/Secretaries/Secretaries-in-Charge of all Departments, Public Sector Undertakings and Autonomous Bodies

Subj: Cabinet Decision No. 2523 dated 22.03.2016 on Payment to Contractual/Outsourced Workers in different Departments/Organizations under GNCTD

Sr.

In compliance with Para 9 (a) of Cabinet Decision no. 2523 dated 22.03.2016 following directions are hereby communicated for strict compliance by all concerned:-

- 1) It shall be the personal responsibility of each HOD/Secretary to ensure that all contract employees, whether employed directly by GNCTD or working with a contractor whose services have been hired by GNCTD are paid their wages for previous month latest by seventh day of next month if the establishment has engaged less than 1000 persons/workers and by tenth day of next month if the establishment engaged more than 1000 workers. The HOD/Secretary shall thereafter obtain details of payments of wages from all the branches/divisions/subordinates offices under the concerned HOD and satisfy himself that due wages have been paid to each and every worker and this exercise shall be completed by the HOD/Secretary by 15th of every month.
- 2) Each HOD/Secretary shall certify that all employees have been paid wages. The certificate should reach Chief Secretary by 5 PM on 20th day of each month.
- 3) The Chief Secretary shall submit a report by 11 AM on 22nd day of each month to the Chief Minister.
- 4) Those HODs/Secretaries, who fail to ensure that payment has been made to all employees for the previous month, shall make themselves liable for imposition of penalty equal to deduction of pay up to 10% of their basic salary for that month. An officer shall be heard before such penalty is imposed.
- 5) In order to ensure that all employees get their salaries in time, HODs/Secretaries should use all powers at their disposal to ensure the same. If contractor fails to comply repeated attempts, HOD/Secretary shall be at liberty to cancel the contract.
- 6) (a) If the contract is cancelled, immediate steps as warranted should be taken in that case to invite fresh tenders/bids and a new contractor/ firm finalized.

[Signature]

Contd.....

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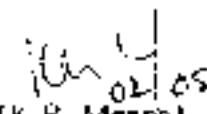
(b) For work already rendered by a worker(s), the Department may make payment of the due amount of wages to the worker(s) directly and adjust it against bills that would otherwise be due to the contractor.

(c) In the interim and till a new contractor is selected, the Department shall take all the concerned willing workers into its fold as daily wage workers. This be done for a maximum period of 89 days in one go and only by way of interim measure.

- 7) If the contract is cancelled, the said firm/company and all those firms/companies in which the partners/Directors of the said firm/company are partners/Directors, shall be blacklisted from getting any work in GNCTD for a period of 3 years. Any amount due to them including security shall be forfeited.
- 8) To ensure that there is no delay in processing bills the departments do not need to send the periodic bills to Finance Department for approval. The bills should be settled at their end only.

It is, therefore, requested to sensitize the concerned Officers to adhere to the timeline prescribed by the Cabinet and ensure timely payment of wages and other legal entitlements to the workers employed, on contractual basis through outsourced agencies.

Yours faithfully


(K.R. Meena)

Secretary-cum- Commissioner (Labour)

Copy along with enclosure forwarded for information to:-

1. Chief Secretary, Govt. of NCT of Delhi.
2. Secretary to Hon'ble Lt. Governor, Govt. of NCT of Delhi.
3. Pr. Secretary to Hon'ble Chief Minister, Govt. of NCT of Delhi.
4. Secretary to Hon'ble Dy. Chief Minister, Govt. of NCT of Delhi.
5. Secretary to Hon'ble Minister, Transport, Govt. of NCT of Delhi.
6. Secretary to Hon'ble Minister, Health, Govt. of NCT of Delhi.
7. Secretary to Hon'ble Minister, Women and Child, Govt. of NCT of Delhi.
8. Secretary to Hon'ble Minister, Tourism, Govt. of NCT of Delhi.
9. System Analyst, Labour Department, Govt. of NCT of Delhi to upload this circular on the website of the Labour Department.

IMPORTANT
Law Department DTC
1 P Estate, New Delhi

Delhi Transport Corporation
(Government of N.C.T. Of Delhi)
Law Department: L.P.Estate

No. Law Deptt. Circular/2020- 1003

Dated: 29/09/2020

CIRCULAR

Litigation on Gratuity issues indicate that there is some misconception while calculating service period for the purpose of Gratuity as per Payment of Gratuity Act, 1972.

Legal opinion has been sought from Standing Counsel Mrs. Avnish Ahlawat and as per opinion *"There is difference between qualifying service for the purposes of granting pension and continuous service as defined section-2-A of the Payment of Gratuity Act, 1972. The Section 2(A) of the Payment of Gratuity Act, 1972 read as:-*

"An employee shall be said to be in continuous service for a period if he has, for that period, been in uninterrupted service, including service which may be interrupted on account of sickness, accident, leave, absence from duty without leave(not being absence in respect of which an order treating the absence as break in service has been passed in accordance with the standing orders, rules or regulations governing the employee of the establishment, lay-off, strike or a lock-out or cessation of work not due to any fault of the employee, whether such uninterrupted or interrupted service was rendered before or after the commencement of this Act. "

She has further opined that "Total Leave without pay period is deducted from the service of an individual when a person is considered for being eligible for pension. But the same is not deductible under Section-2A of the Payment of Gratuity Act, 1972. while calculating his continuous service"

This must be noted by all concerned, in order to avoid any financial loss to the Corporation & undesirable proceeding from any Court of Law.

Encls: Copy of the Legal opinion

(Aradhana Punj)
Dy. Chief General Manager (Law)

All Unit Officers(copy of the opinion enclosed)
All HODs/All R.M.

office order
(M/F)

N/10

OPINION

I have gone through the order dated 22.6.2020 passed by Controlling Authority under Payment of Gratuity Act, 1972/ Dy. Labour Commissioner Central District Govt. of Delhi.

Though the order of the authority granting 10% interest on the difference of the gratuity amount is not in conformity with the provisions of Section-7 (3)(A) of the Payment of Gratuity Act, 1972, under which the amount due is payable with simple interest at such rate not exceeding the rate notified by the Central Government from time to time for re-payment of long term deposit, as that Government may, by notification specify. The clause is qualified by proviso which specifically states that no such interest shall be payable if the delay in the payment is due to the fault of the employee and the employer has obtained permission in writing from the Controlling Authority from the delayed payment on this ground.

In the normal course on the delayed gratuity the same rate of interest is paid which is payable on Provident Fund. Presently, the rate is around 8 1/2 %, therefore, the specific direction of 10% interest though is not in order; however, in view of the fact that, Competent Authority has qualified the direction by saying that interest amount shall not exceed the amount of gratuity payable i.e. Rs.57,105/-. With the 10% calculation, the amount of interest comes to Rs. 84,705/- but, since the same is restricted to Rs.57,105/- only, the interest actually payable to the employee will be between 6 1/2 % to 7%. Therefore, this is not a fit case for filing appeal in the peculiar facts and circumstances of the case. Otherwise, in some appropriate case if the Controlling Authority even after pointing out the provisions of Section-7(3)(A) still grants interest higher than what is permissible then we can challenge that order before the Court.

At present, since there is no financial implications in the order and we will be unnecessarily spending money in litigation the order dated 22.6.2020 may not be challenged.)

I may point out that Section-2-A of the Payment of Gratuity Act, 1972 defines Continuous service for the purposes of this Act which reads as follow:-

"Payment of Gratuity Act, 1972 Section: 2A - Continuous service. For the purposes of this Act,

(1) an employee shall be said to be in continuous service for a period if he has, for that period, been in uninterrupted service, including service which may be interrupted on account of sickness, accident, leave, absence from duty without leave

M/11

(not being absence in respect of which an order [***] treating the absence as break in service has been passed in accordance with the standing order, rules or regulations governing the employees of the establishment), lay off, strike or a lock-out or cessation of work not due to any fault of the employee, whether such uninterrupted or interrupted service was rendered before or after the commencement of this Act.

(2) where an employee (not being an employee employed in a seasonal establishment) is not in continuous service within the meaning of clause (1), for any period of one year or six months, he shall be deemed to be in continuous service under the employer :-

(a) for the said period of one year, if the employee during the period of twelve calendar months preceding the date with reference to which calculation is to be made, has actually worked under the employer for not less than -

(i) one hundred and ninety days, in the case of an employee employed below the ground in a mine or in an establishment which works for less than six days in a week; and

(ii) two hundred and forty days, in any other case;

(b) for the said period of six months, if the employee during the period of six calendar months preceding the date with reference to which the calculation is to be made, has actually worked under the employer for not less than -

(i) ninety-five days, in the case of an employee employed below the ground in a mine or in an establishment which works for less than six days in a week; and

(ii) one hundred and twenty days, in any other case;

Explanation: For the purpose of clause (2), the number of days on which an employee has actually worked under an employer shall include the days on which -

(i) he has been laid-off under an agreement or as permitted by standing orders made under the Industrial Employment (Standing Orders) Act, 1946 (20 of 1946), or under the Industrial Disputes Act, 1947 (14 of 1947), or under any other law applicable to the establishment;

(ii) he has been on leave with full wages, earned in the previous year;

N/12

(iii) he has been absent due to temporary disablement caused by accident arising out of and in the course of his employment and (iv) in the case of a female, she has been on maternity leave; so, however, that the total period of such maternity leave does not exceed twelve weeks.

(3) where an employee employed in a seasonal establishment, is not in continuous service within the meaning of clause (1), for any period of one year or six months, he shall be deemed to be in continuous service under the employer for such period if he has actually worked for not less than seventyfive per cent of the number of days on which the establishment was in operation during such period."

I think DTC under a misconception excludes the leave without pay period from the total service of the individual. There is difference between qualifying service for the purposes of granting pension and continuous service as defined Section-2-A of the Payment of Gratuity Act, 1972.

Total Leave Without Pay period is deducted from the service of an individual when a person is considered for being eligible for pension. But the same is not deductible under Section-2-A of the Payment of Gratuity Act, 1972, while calculating his continuous service.

S-29r
02/09/20

Because of this misconception on the part of DTC, the DTC in the present case did not pay the full gratuity to the employee. The DTC deducted the number of accumulated years of Leave Without Pay from the individuals continuous service which is not accepted by the competent authority and rightly so. The Legal Department should guide all the units of DTC specifically on this issue of payment of gratuity which will minimize the litigation on this issue.

@Ankushal
(MRS. AMISHA AHIRWAT)
Standing Counsel/DTC
Date: 01.09.2020

Dy. CGM (Law)

Amish Ahirwat
2/9

दिल्ली परिवहन निगम
(राज्यक्षेत्र, दिल्ली सरकार)
इन्द्रप्रस्थ एस्टेट: नई दिल्ली-110002

पत्रसं/प्रशा.वि./2020/ 1274

दिनांक: 01/10/2020

यह संज्ञान में आया है कि दिल्ली परिवहन निगम के कार्यालयों, अधिकारी कक्षों इत्यादि में विद्युत उपकरण उदाहरणार्थ द्यूबलाइट, पंखे, कूलर, एयर कंडीशनर, कम्प्यूटर इत्यादि को बंद नहीं किया जाता है जब वह उपयोग में नहीं होते हैं।

इसी प्रकार कुछ कर्मचारी उपयोग के बाद नल को बंद नहीं करते हैं उक्त कृत्य उपलब्ध कराये गये संसाधनों का अनावश्यक रूप से अपव्यय दर्शाता है। अतः निगम के समस्त कर्मचारियों से अपेक्षा की जाती है कि वे निम्नांकित निर्देशों का पालन करें:-

- कार्यालय छोड़ने से पूर्व सुनिश्चित करें कि कमरे में द्यूबलाइट, पंखे, कूलर, टेलीवीजन, एयरकंडीशनर, कम्प्यूटर व अन्य उपकरण खुले न रहें।
- उपयोग करने के पश्चात नल को अच्छी तरह से बंद करें ताकि नल से पानी अनावश्यक रूप से न बहे।

उपरोक्त निर्देशों का तुरन्त प्रभाव से पालन करने के लिये आदेशित किया जाता है।

आराधना

(डा.आराधना)

मुख्य महाप्रबंधक (प्रशासन)

सभी सम्बन्धित

Delhi Transport Corporation
(Government of N.C.T. of Delhi)
Law Department: I.P Estate
New Delhi-110002

IMPORTANT
Law Department, DTC.
I.P Estate, New Delhi.

No. Law deptt./Circular/2020/ 1014

Dated: 05-10-2020

CIRCULAR

Instances have come to notice that employees are getting access of copies of Legal Opinions tendered by Standing Counsels of Corporation in sensitive/confidential matters from units. They (employees) are not only quoting the contents of same (Legal Opinions) in their replies but also submitting the copies of same along with their responses by using the contents of Legal Opinions as counter phrases to the official memos served upon them.

Above action is not only detrimental to the interest of corporation but also inviting disgust from the standing counsels repeatedly and may cause legal complications in numerous dimensions.

In view of above, all concerned are hereby directed to sensitize the lower staff to keep all Legal Opinions confidential and must not disclose/share them with any other official. So that secrecy of proposed course of action could be maintained in favour of Corporation.


(Archana Punj) 5/10
Dy. Chief General Manager (Law)

All RMs

All DMs/ Unit officers

Copy to: All HoDs: For kind information please.

Copy to: All Dy. CGMs/ Addl CAO: For kind information please.

Copy to: Sr. Managers (A/c's): For kind information please.

Copy to: Sr. Manager (Pension). For kind information please.

Copy to: OSD to MD- For kind Information of MD please.

✓ Copy to :- Mgr (Tr) Law

DELHI TRANSPORT CORPORATION
Public Relations Deptt. (HQ)
1 P Estate : New Delhi-110 002

No.:PR/Advtg. Policy/2020/ 133

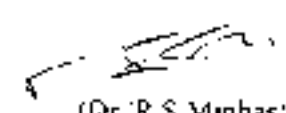
Dated: 07/10/2020

Sub.: Publication of Notice/Tender Notice/Advertisements in Newspapers.

In continuation of instructions issued by this office vide letter No.PR/NIT Circular/2016/767 and 789 dated 08.09.2015 and 03.10.2016 respectively regarding procedure for releasing Advertisement/Notices (copy enclosed), all concerned are requested to follow the following procedure while sending their Advertisements/Notices for publication:

1. All the routine advertisements should be sent to Public Relations Department for publication atleast 10 days before the date of publication in newspapers. These advertisements will be published in the newspapers such as 'Dainik Jagran, Punjab Kesari, Rashtriya Sahara, The Pioneer (Hindi), Veer Arjun, Amar Ujala, The Statesman, The Mail Today etc'. through Shabdhartha, Directorate of Information & Publicity (DIP), Government of NCT of Delhi.
2. In case the advertisement is required to be published in 'Employment News', the same should be sent atleast 20 days before the date of publication (Employment News brought-out on Saturday only). The Employment News accepts only detailed advertisements containing, number of vacancies, Pay & Perks, Qualifications, Experience, Age, Last date of receipt of application & Duty hours etc.
3. If the advertisement is required to be published in 'The Times of India, The Economic Times, Hindustan (Hindi), Navbharat Times, The Indian Express, The Financial Express, The Pioneer, The Hindu' or on urgent basis, the department concerned will take prior approval of MD, for getting the same published in these newspapers at commercial rates through Advertisement Agency because Shabdhartha/DIP doesn't publish Corporation's advertisements in these newspapers on DAVP rates. The Advertisement will be accepted atleast before 3 working days from the date of publication.
4. The advertisement should be sent alongwith the approval of competent authority and the soft copy & hard copy of the material/notices in Hindi & English positively.

This issues with the approval of 'Competent Authority'.


(Dr. R S Minhas;
Dy. Chief General Manager (PR))

All Concerned

106

Delhi Transport Corporation
Public Relations Department
1 P Estate New Delhi

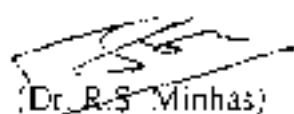
No PR/NIT Circular/2016/ 767

Dated: 08/09/2016

Competent authority has decided to get all the advertisement published/released through "Shabdarth" / Directorate of Information and Publicity, Government of NCT of Delhi. With a view, therefore, to streamline the process for sending the NIT/advertisement for publication, the following instructions are hereby issued for strict compliance by all concerned:

1. The proposals with regard to the publication of the advertisements/NITs shall be sent to this office at least 20 days in advance of the tentative date of publication or 35 days of closing date of tender so as to facilitate appropriate processing thereof.
2. The advertisements should be sent alongwith the approval of competent authority and advertisement material/notice in Hindi and English possibly.
3. In case of Tender Notice/NIT, the total value/amount involved should also be mentioned in the forwarding memo.

This issued with the approval of competent authority


(Dr. R.S. Minhas)
Dy Chief General Manager (PR)

For: General Manager (Civil)
For: General Manager (MS-I)
For: General Manager (MS-II)
For: General Manager (SBU) & New Khas Trmt
For: General Manager (Publicity)
For: General Manager (Personnel)

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Transport Corporation
Public Relations Department
J.P. Estate - New Delhi

No. PR/NIT Circular/2016/ 767


Dated: 03/10/16

Sub: Publication of NIT/Notice/Advertisements in newspapers.

Competent authority has decided to get all the advertisement published/released through "Shabdarth" / Directorate of Information and Publicity, Government of NCT of Delhi. In this connection DIP has required the notice/advertisement in the following format:

1. Address of the organization on the top of NIT/Advertisement should be written as under:
TRANSPORT DEPARTMENT
(Delhi Transport Corporation)
(Government of NCT of Delhi)
J.P. Estate : New Delhi
2. Soft Copy and hard copy of The Notice/Advertisement in Hindi and English positively.
3. The above instructions are in addition to the instructions circulated vide this office No. PR/NIT Circular/2016/767 dated 08.09.2016.

This issues with the approval of competent authority


(Dr. R.S. Minhas)
Dy. Chief General Manager (PR)

Chief General Manager (PR)
Dy. Chief General Manager (N.S.)
Dy. Chief General Manager (N.S.-II)
Dy. Chief General Manager (S&C) : HAUZ KHAS TOL
Dy. Chief General Manager (Publicity)
Dy. Chief General Manager (Personnel)

Copy to 1. CGM (PR) : for information please.

Delhi Transport Corporation

(Govt. of NCT of Delhi)

IT Department-1, B&M Complex, New Delhi-110009

No. ITD-HQ/Condemnation (227F/2020/175

Dated: 08.10.2020

Sub: Condemnation and Disposal of IT Equipment.

Inline with the guideline for Condemnation & Disposal of IT equipments as per Circular No. F.10(135)/2009/IT/1402-05 dated 9.2.2010 and its Annexure-III vide No. 1(29)/2004/IT/4958-76 dated 8.10.07 issued by Secretary (IT), IT department, GNCTD. Condemnation Committee of the following officers was constituted to examine the equipment wise Condemnation Performa

- | | |
|---------------------|-----------------------|
| 1. Sr. Manager MS-I | 2. Sr. Manager (A/Cs) |
| 3. Sr. Manager (IT) | 4. Manager (IT-I) |

The Condemnation Committee has examined & recommended to scrap the following items vide its minutes dated 18.09.2020. The recommendations of the Condemnation Committee have been approved by the Competent Authority. Therefore, the following items are hereby declared Condemned/Scrapped.

S No.	Name of equipment	Qty.
1	Dot Matrix Printer (DMP)	26
2	Multi-Function Printer (MFP)	10
3	Line Printer	01
4	Mono Printer B/W	46
5	Colour Printer (CLJ)	01
6	Scanner	02
7	Server Compaq, Proliant-600	02
8	Server HCL, IGL2700ST	02
9	Laptop	01
10	UPS Online (2KVA, 7KVA, 10KVA)	04
11	UPS Offline (600VA, 700VA, 800VA, 1000VA) with Battery	113
12	CPU, P-II, P-IV, C20 & Celeron	71
13	Monitor/TFT	64
Total		343

Unit wise / Depot wise details of condemned equipment are attached herewith.

All the concerned HODs/RMs/Unit Officers are requested to direct the I/C Computer of the unit to deposit the condemned equipments as per enclosed list of their depot/unit with Scrap Cell MS-1 for final disposal of the condemned equipments as per laid down procedure, under intimation to this office at the earliest.

Encl. as above.

(Rakesh)
Manager (IT)-1

All HODs

All RMs

All Unit Officers

Manager / Dy. Manager

Copy to:

1. OSD MD, for kind information please.
2. CGM (IT), for kind information please.
3. Addl. CAO, for kind information please.
4. Dy. CGM (MS-I), for kind information please.
5. Manager (Scrap Cell) MS-1, along with list of 343 condemned IT equipments.

MOST URGENT

**DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T.OF DELHI)
ROAD SAFETY CELL
PRAGATI MAIDAN NEW DELHI**

No. TR/RSC/2020/568

Dated: 12/10/2020

Sub.: Prevention/reduction of Road Accidents involving DTC Buses.

Analysis of road accidents involving DTC buses has revealed that out of total 121 accidents occurred during the year 2019, 42 pedestrians and 30 two-wheeler-riders were the numbers of victims of road accidents which are highest among total accidents.

It is utmost necessity to make all out efforts to prevent/reduce road accidents involving DTC buses and ensure disciplined and safe driving on the part of DTC drivers.

All RMs/DMs are requested to bring the abovementioned analyzed observation to the notice of drivers both regular and contractual through Notice Boards, Public Address System and during the Counseling Sessions at depot level. The drivers be suitably instructed to take extra care for the pedestrians crossing the roads/traffic signals and the two-wheeler-riders proceeding straight/negotiating turns.

Visual display on tips of safe driving in the Television sets/DVD player and CDs in the Depots be also made.

Complete record of the Action Taken in in this regard be maintained by RM/DMs and a compliance report be sent to this office by 10th of every month.

Sr.Manager(Trg.) is requested to ensure that the drivers attending training programmes in Training School are especially counselled and trained on the aspects of disciplined and safe driving.

This be treated as MOST URGENT.


(Dr. R. S. MINHAS)
Dy. CGM(RSC)

All RMs
All DMs
Sr.Manager(Trg.)

Copy to: CGM(RSC)
: O.S.D. to MD

for information pl.
-do-

26/c



Delhi Transport Corporation
(GOVT. OF NCT OF DELHI)
J.P. Estate: New Delhi-110002
Phone: 011-23370236

No: Dy. CGM (M)/HQ/2020/157

Date: 15-10-2020

In recent past instructions were issued by CGM (Tech.) that all Regional Managers & Depot Managers must check at least 5 numbers buses daily to cross check maintenance activities done by the service providers vis-a-vis docking Performa and share the discrepancies noticed with Vehicle Manufacturers and Dy. CGM (Mech.) HQ on next working day by 1100 hours of the date of checking done, on day to day basis. A Format was also devised and circulated vide letter dated 08.09.2020 for facilitating the Regional Managers & Depot Managers along with a list of important points to be checked.

But on visiting depots, I have found that condition of maintenance in buses is not up to the mark. This clearly indicates that the instructions have not been complied with. All the Regional Managers & Depot Managers are directed to carry out inspection of 100% buses and get all defects and deficiencies attended including switches, wiring, lights, seats, trap covers etc. related to bus body and all pending works related to mechanical works and send the compliance with up to date information in the format covering information related to preventive maintenance dockings already circulated within three days and continue to send the same on daily basis.

Violations of the directions would be viewed seriously and disciplinary action as deemed fit would be taken against the defaulting officers.


 (Vijay Kumar Bidhuri)
 Managing Director

ALL RMs & DMs

Cc to:

1. CGM (Tech.)
2. Dy. CGM (Mech.), HQs.

DELHI TRANSPORT CORPORATION
(Govt. of NCT of Delhi)
I.P. Estate: New Delhi-110002

No.IRD/Canteen /2020/123

Dated:-15/10/2020

An incentive scheme in the form of food/refreshment is being initiated from night of 19.10.2020 as a **Pilot Project** for those operational staff who are performing line duty and stay at depot in night due to late arrival after performing duty.

Duty officer of depot will ensure that the staff i.e. drivers and conductors who are going to stay at depot at night due to late arrival after duty are provided food/refreshment. Duty officer will issue a food token/slip for food/refreshment upto maximum of Rs. 40/- per employee (cost of one lunch thali as per DTC canteen rate list) to the employees. The record of the same is to be prepared by the concerned depot duty officer duly verified by DM.

The food/refreshment bill is to be raised by canteen contractors to Depot Manager who in turn after proper processing will verify the bills. The reimbursement of the bills is to be released to the canteen contractor at the time of releasing subsidy from Depot imprest on monthly basis.

Therefore, all RMs are requested to start the above said incentive scheme only for the specific staff i.e. drivers and conductors who are staying in depot at night due to late arrival after performing duty. In the first instance, it should be piloted in one depot in each region and also to check whether it brings down absentee rate among staff i.e. in 4 depots. After implementation of this scheme, it has to be monitored closely and examined by the concerned DMs/RMs and will submit the evaluation report to the concerned HoD.

This has the approval of Competent Authority.


Dy.CGM (IR)

All RMs

Copy to:-

1. All HoDs: For kind information please.
2. OSD to MD: For kind information of MD please.
3. All Dy. CGMs: For kind information please.
4. Addl. CAO: For kind information please.

DELHI TRANSPORT CORPORATION
(A GOVT. OF N.C.T. OF DELHI)
TRAFFIC DEPTT: SCINDIA HOUSE
NEW DELHI: 110001

No. TRSH/CTS-IPD/2020/ 1856

Dated 15/10/20

CIRCULAR

Please refer to circular No. No. TR/SH/CTS-IPD/2020/1462 dated 08/07/20 for sending the monthly requirement of Manual Tickets/Daily Pass/Surcharge to CTS, HQ by all the Depots. In this connection, it is informed that all the Depot should ensure that the monthly requirement of Manual Tickets of every month must reach to CTS, HQ by 15th of previous month else it will be presumed that no tickets/passes are required and accordingly demand of new Manual Tickets/Daily Pass/Surcharge will be raised from printing Press.

All DMs

Copy to:

1. Secy. Board/Vig
2. All RMs
3. Dy.CGM(MS-1)

File Ticket Section

Ly
(Anuj Sinha)
Dy.CGM(Tr)

Confidential

**DELHI TRANSPORT CORPORATION
(A GOVT. OF NCT DELHI)
VIGILANCE DEPARTMENT
IP ESTATE: NEW DELHI**

No. VS/R/7313/2020/1956

Dated: 16/10/2020

Sub: Action on Anonymous/Pseudonymous Complaints.

The Director Central Vigilance Commission has issued a Circular No. 12.09.2020 vide No. 98/DSP/09/461535 dated 24th Sept. 2020 on the subject mentioned above. The same is being forwarded to all the concerned for further necessary action and compliance, please.

This issues with the approval of Competent Authority.

Encl: As above.

Rohini
16/10/2020
Dy. Vigilance Officer

All CGM's
All Dy. CGM's/RM's
All DM/Unit Officers

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvo.nic.in

EPABX
24600200

फैक्स / Fax : 24651186



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
प्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं./No. 98/DSP/09/4411

दिनांक / Dated: 24th Sept., 2020

Circular No. 12/09/20

Sub: Action on anonymous/pseudonymous complaints.

Ref. (i) DoPT's OM No.104/76/2011-AVD.I dated 18/10/2013 &
18/06/2014.

(ii) Commission's Circular No.07/11/2014 dated 25/11/2014.

Attention is invited to the DoPT's OM and the Commission's Circular mentioned above wherein it was prescribed that no action would be taken on anonymous/pseudonymous complaints by Ministries/Departments/Organisations and such complaints should be filed.

2. The Commission has observed instances wherein some Departments/Organisations are taking cognizance of anonymous complaints, despite strict guidelines issued by DoPT and the CVC. Such non-compliance/violation of guidelines by the concerned authorities would be viewed seriously.

3. All CVOs/Administrative Authorities should ensure strict compliance to the above instructions.


(J. Vinod Kumar)
Director

To:

All Secretaries of Ministries / Departments of Govt / CMDs/Chief Executives/Heads/CEOs of CPSEs / PSBs / PSICs / FIs / Autonomous Organisations, etc.

All Chief Vigilance Officers of Ministries/Departments/CPSEs/PSBs/PSICs/FIs/ Autonomous Organisations, etc.

Telegraphic Address
SATARKTA, New Delhi

E-Mail Address
centralvigil@nic.in

Website
www.cvc.nic.in

IPBX
24600200

फैक्स / Fax 24641186



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

98/DSP/19

स. / No. 26th November, 2014

दिनांक / Dated.....

Circular No. 07/11/2014

Subject: Action on anonymous / pseudonymous complaints.

The Commission had vide its circular Nos. 3(v)/99/2 dated 29th June, 1999 and of even number dated 31st January, 2002 prescribed that no action should be taken on any anonymous or pseudonymous complaints. However, an enabling provision was made subsequently, vide circular of even number dated 11th October, 2002, that if any, verifiable facts contained in such complaints are proposed to be looked into, prior concurrence of the Commission is required to be taken by the departments / organizations.

2. The Commission has reviewed the matter and considering all aspects, would prescribe that no action should be taken on anonymous / pseudonymous complaints by Ministries / Departments / Organisations in line with its earlier instructions dated 29th June, 1999 and 31st January, 2002 and such complaints should be filed. Commission's circular of even number dated 11th October, 2002 stands withdrawn with immediate effect. Accordingly, Para 3.8.1 of Chapter -II of Vigilance Manual (Volume-I - Sixth Edition, 2004) would stand modified to that extent.

(J. Vinod Kumar)

Officer on Special Duty

To

1. All Secretaries in Ministries/Departments to the Government of India
2. All Chief Vigilance Officers in the Ministries / Departments / Public Sector Undertakings / Public Sector Banks / Insurance Companies / Societies and other Local Authorities.

3

No. 104/76/2011-AVD.)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

New Delhi, the 18th June, 2014.

Office Memorandum

Subject:- Guidelines regarding handling of complaints in Ministries/Departments.

The undersigned is directed to refer to this Department's O.M. of even number dated 18.10.2013 on the above subject and to say that the Ministries/Departments of the Government of India have been seeking clarifications from this Department on operation of the aforesaid O.M. The matter has been considered and it is clarified as under:-

- (i) 'Anonymous complaints' are such complaints which do not carry both, name and address of the complainant and need to be dealt with in terms of para 3 (i) of the DOP&T O.M. dated 18.10.2013 referred to in para 1. above, irrespective of the nature of allegations.
- (ii) The complaints other than anonymous complaints which contain vague allegations need to be dealt with in terms of para 3 (ii) of the DOP&T O.M. dated 18.10.2013 referred to in sub-para (i) above.
- (iii) The complaints which contain verifiable allegations and are not anonymous, need to be dealt with in terms of para 3 (iii) of the DOP&T O.M. dated 18.10.2013 referred to in para 1 above


(G. Brinivasan)

Under Secretary to the Govt. of India

1. All Ministries/Departments as per standard circulation list.
2. Secretary, Central Vigilance Commission, New Delhi.
3. Department of Public Enterprises.
4. All Desks/Sections of DOP&T.
5. Guard File.
- ✓ 6. NIC, DOP&T Cell for placing a copy of this OM on the website of the Ministry.

1

No.104/76/2011-AVD.1
Government of India
Ministry of Personnel & Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi, Dated October 18, 2013

OFFICE MEMORANDUM

Subject:- Guidelines regarding handling of complaints in Ministries/Departments.

The undersigned is directed to say that the instructions regarding dealing with anonymous and pseudonymous complaints as contained in this Department's OM No. 321/4/91-AVD.II, dated 29th September, 1992 and as reiterated vide DOP&T's OM No. 371/38/97-AVD.II, dated 3/11/1997, being at variance with instructions issued by CVC in this regard vide curricular No.3(V)/99/2 dated 29th June, 1999, No. 98/DSP/9, dated 31st January, 2002 and 11th October, 2002, had been receiving the attention of the Government for the past some time.

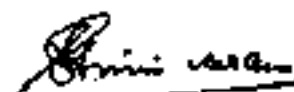
2. The matter was examined afresh in consultation with the Central Vigilance Commission. Subsequent to the Public Interest Disclosure & Protection of Informers' Resolution - 2004 (PIDPI), the Commission has created a mechanism for handling complaints where identity of the complainant is kept secret and the complainant is provided protection. This has been endorsed and operationalized by the Central Government with the approval of the competent authority.

3. In view of the fact that complainants who desire to protect their identity now have the protection of the Public Interest Disclosure & Protection of Informers' Resolution - 2004 (PIDPI), the following procedure is laid down for handling anonymous and pseudonymous complaints, in supersession of instructions contained in DoP&T's OM No. 321/4/91-AVD.II dated 29th September, 1992:

- (i) No action is required to be taken on anonymous complaints, irrespective of the nature of allegations and such complaints need to be simply filed.
- (ii) Complaints containing vague allegations could also be filed without verification of identity of the complainant.

(ii) If a complaint contains verifiable allegations, the administrative Ministry/Department may take cognizance of such complaint with the approval of the competent authority to be designated by the Ministry/Department as per their distribution of work. In such cases, the complaint will be first sent to the complainant for owning/denying, as the case may be. If no response is received from the complainant within 15 days of sending the complaint, a reminder will be sent. After waiting for 15 days after sending the reminder, if still nothing is heard, the said complaint may be filed as pseudonymous by the Ministry/Department.

4. Instructions contained in para-3 above would also be applicable (with appropriate competent authority to be designated under para 3 (iii) above) for dealing with complaints against Secretaries to the Government of India or Chief Executives / CMDs / Functional Director of PSEs/PSEs/Fls, which will continue to be referred to the Cabinet Secretariat for placing before the Group of Secretaries headed by the Cabinet Secretary/Secretary (Coordination) in the Cabinet Secretariat, as the case may be, as per procedure given in Department's OM No. 104/100/2009-AVD.I, dated 14/1/2010 and DPE's OM No. 15(1)/2010-DPE(GM), dated 11/3/2010, as amended from time to time.



(G. Srinivasan)

Under Secretary to the Government of India.

To,

1. All Ministries/Departments as per standard circulation list
2. Secretary, Central Vigilance Commission
3. Department of Public Enterprises
4. All Desks/Sections of DOP&T
5. Guard File
- ✓ 6. NIC, DOP&T Cell for placing a copy of this OM on the website of the Ministry.



Delhi Transport Corporation
(Government of NCT of Delhi)
IT Department, IP Estate
New Delhi - 110 002

No: ITD-HQ/Order/2020/21e/IT.DTC/108

Dated: 23.10.2020

Sub: Balancing of Kms. operated by each bus in the Depot

While observing the data of GPS Portal, it has been found that few of buses are operating more than 300 Kms in all 3 shifts and such operation of the same buses in all three shifts may leads to cover the lifespan of few buses before their norms, sample given as under: -

S.NO:	Date of Operation	Depot	Bus No:	Kms. Operated	
				As per memo	As per GPS
1	20.10.2020	HND-2	DL1PC 8139	389 Kms	356 Kms
2	20.10.2020	TKD	DL1PC 7787	385 Kms	367 Kms
3	20.10.2020	HPD	DL1PC 1131	350 Kms	330 Kms
4	21.10.2020	TKD	DL1PC 7583	388 Kms	384 Kms

After reviewing the above situation, all the Depot Managers are directed to outshed the bus in the night shift, which has not been operated in the evening shift in order to have balancing of Kms. operated by each bus in the depot and for carrying out its proper maintenance by the service provider.

All RMs and DMs are to ensure the above said directions and a compliance in this regard be sent to Manager(Op.) immediately.


(V.K.Gupta)
Chief General Manager(IT/O)

All RMs /All DMs.

Copy to:

1. DCGM(Mech.), HQ
2. DCGM(Tr.), Sc House
3. DCGM(IT-2)
4. OSD to MD
5. Manager (O) CCR

Delhi Transport Corporation
{Govt. of NCT of Delhi}
I.P.Estate: New Delhi-110002

No.Adml(Misc.)/2020/1430

Dated:- 26 /10/2020

OFFICE ORDER

In partial modification of office order No.2 dated 11.10.2010, it is notified for the information of all concerned that in exercise of the powers conferred by section 3 of the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 (40 of 1971), Hon'ble Lieutenant Governor of National Capital Territory of Delhi has appointed Shri Shakeel Ahmad Khan, Dy. Chief General Manager (Estate), Delhi Transport Corporation being an officer of equivalent rank to that of a gazetted officer of the Government, to be the Estate Officer for the purpose of the said Act vide **Notification No.E.74/DTC/STA/2020 and No.E.19(09)/Secu/Tpt/2020 / 51463 dated 22/09/2020** and to exercise the power conferred , and to perform the duties imposed on estate officer by or under the said Act in respect of Public Premises under the administrative control of the Delhi Transport Corporation. A copy of said notification is enclosed.


(B.S.Chauhan)
Sr.Manager (Admn.)

All DMs/All Unit Officers.
All RM's/All Dy.CGM's
All CGM's.
OSD to MD : for kind inf. pl.

भारत सरकार
GOVERNMENT OF INDIA

दिल्ली राजपत्र

Delhi Gazette

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PUBLISHED BY AUTHORITY

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No. 194]	DELHI, TUESDAY, SEPTEMBER 22, 2020/BHADRA 31, 1942	[N. C. T. D. No. 139

भाग IV
PART IVराष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

परिवहन विभाग

अधिसूचना

दिल्ली, 22 सितम्बर, 2020

रा. एफ. 74/डीटीसी/एस.टी.ए./2020 एवं रा. एफ. 19(09)/सचि/परिवहन/2020/51463.—भारत सरकार गृह न्यायिक की अधिसूचना रा. का.आ. 735, दिनांक 24 फरवरी, 1977 के साथ पठित सार्वजनिक परिवहन (अनाधिकृत कब्जाधारियों को हटाना) अधिनियम, 1971 (1971 का 40) की धारा 3 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और इस प्रकार से आचरण से पूर्व मृत्यु या अकृत्य से संबंधित को छोड़कर परिवहन विभाग राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार की अधिसूचना नं. एफ. 74/डीटीसी/एस.टी.ए./2005/304 दिनांक 11 अगस्त, 2010 को रद्द करते हुए तथा—राज्यपाल, राष्ट्रीय राजधानी क्षेत्र, दिल्ली, श्री शकील अहमद खान, उप-मुख्य महाप्रबंधक (यातायात), दिल्ली परिवहन निगम को भारत सरकार के राजपत्रित अधिकारी और श्रेणी के समकक्ष अधिकारी के रूप में उपरोक्त अधिनियम के उद्देश्य के लिए और प्रदत्त शक्तियों का प्रयोग करने के लिए तथा दिल्ली परिवहन निगम के प्रशासनिक नियंत्रण के अधीन सार्वजनिक परिवहन से संबंधित कथित अधिनियम के द्वारा अध्याय के अधीन सम्पदा अधिकारी को सौंपे गये कर्तव्यों को निष्पादित करने के लिए एतद्वारा सम्पदा अधिकारी नियुक्त करते हैं।

राष्ट्रीय राजधानी क्षेत्र, दिल्ली के उपराज्यपाल
के आदेश से तथा उनके नाम पर,
के. के. दहिया, विशेष सचिव (परिवहन)

TRANSPORT DEPARTMENT

NOTIFICATION

Delhi, the 22nd September, 2020

No. F. 74/DTC/STA/2020 and No. F. 19(09)/Seect/T'pt/2020/31463.-In exercise of the powers conferred by section 3 of the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 (40 of 1971) read with the Government of India, Ministry of Home Affairs, Notification No. S.O. 735 dated 24th February, 1977 and in super- session Government of notification No. F. 74/ DTC/ STA/ 2005/304 dated the 11th August, 2010 of the Transport Department. of National Capital Territory of Delhi except in respect of things done or omitted to be done before such super-session. the Lieutenant Governor of the National Capital Territory of Delhi hereby appoints Shri Shakeel Ahmad Khan, Dy. Chief General Manager (Estate), Delhi Transport Corporation, being an officer of equivalent rank to that of a gazetted officer of the Government, to be the Estate Officer for the purpose of the said Act, and to exercise the powers conferred, and to perform the duties imposed on estate officer by or under the said Act in respect of Public Premises under the administrative control of the Delhi Transport Corporation.

By Order and in the Name of the Lieutenant Governor
of the National Capital Territory of Delhi.

K. K. DAHIYA, Spl. Secy. (Transport)

DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
IP ESTATE- NEW DELHI

PLD-V/Anomaly Committee/Clarification/2020/4386

Date: 27/10/2020

Sub: Clarification regarding streamlining the pay scales of the employees/ officials to remove Anomalies in the existing pay scales at different level.

It is clarified to all concerned that the Circular No. PLD-V/Anomaly Committee/2020/2963 dated 24.09.2020 may be considered as final and only be referred into the matter of streamlining the pay scales of the employees/officials to remove anomalies in the existing pay scales at different level and the circular bearing no. PLD-V/Anomaly Committee/2020/2961 dated 23.09.2020 be considered as Null and Void. This order/clarification is issued to avoid any ambiguity.

This has the approval of Competent Authority.


26/10
Manager (P-V)

ALLDDOs

Delhi Transport Corporation
I.T. Department: I P Estate
New Delhi-110002.

No.ITD-HQ/597F/2020/216/ITDTC/116

Dated:-29.10.2020

Sub: - Contactless Mobile Ticketing Trial - 2nd Extension from 01.11.2020 to 30.11.2020

This is in continuation to this office Order issued vide No: ITD-HQ/597F/2020/172/ITDTC/78 dated 10.09.2020 & ITD-HQ/597F/2020/185/ITDTC/89 dated 25.09.2020, vide which instructions were issued for of trial of Contactless Mobile Ticketing and further extension of trial in 55 DTC buses till 31st October, 2020 (25 Non-AC Buses of HPD and 31 AC buses - GPD).

2. Now, vide MoM letter no. F.168/DC/DTC Sectt./2020/1374-1382 dated 29.10.2020, the Taskforce decided to extend the existing trial of Contactless Mobile Ticketing till 30.11.2020 and to cover the entire fleet of DTC's Gazipur depot.

3. Accordingly, now the details of routes for the trial till 30.11.2020 in DTC buses are as under:-

Name of the Depot	Main Route No.	Origin and Destination of Route	No. of Buses	Trial Period
Existing Routes				
HPD (Non AC)	534	Anand Vihar to Mehrauli Tr	25	14.09.2020 to 30.11.2020
GPD (AC)	534	Anand Vihar to Mehrauli Tr.	4	
	534A	Anand Vihar to IGI Airport	27	01.10.2020 to 30.11.2020
New Additional Routes				
GPD (AC)	33	Bhajanpur to Noida Sec-43	4	01.11.2020 to 30.11.2020
	85	Anand Vihar to Punjabi Bagh	2	
	469	Anand Vihar to Ambedkar Nagar	6	
	473	Anand Vihar to Badarpur Border	8	
	543A	Anand Vihar to Kapashera Boarder	24	
	740	Anand Vihar to Uttam Nagar	2	
	740Ext	Anand Vihar to Uttam Nagar	6	
	971	Anand Vihar to Avantika Sec-1	18	
Total DTC Buses			128	

4. Enforcement / Checking Team will be deployed by all RMs to carry out the inspection of trial at different points of Route to get the feedback and assist the Conductors in effective manner.

5. The other instructions and procedure of pasting of posters and QR Codes in remaining buses etc shall remain same and continued to be adhered by all concerned.

This issues with the approval of the competent authority.


(RK Jain)
Dy. Chief General Manager (IT)

Copy for necessary action to:

1. Sh Rajan Girda, Research Associates, IIT Delhi
2. All RMs(E/S/NW) - for informing all checking staff.
3. DM (HPD)
4. DM (GPD)
5. Manager (OCCR).
6. Manager(IT-3)

Copy for kind information to:-

1. Secretary to Hon'ble Minister(Transport)
2. Secretary-cum-Commissioner(Transport)
3. Special Commissioner(Transport)
4. Deputy Commissioner (Transport)
5. CGM(ITD)
6. Dy.CGM(Tr), 7. Dy.CGM(PR), 8. Addl.CAO, 9. OSD to MD
10. Prof.Pravesh Bhatnagar, Associate Professor, IIT Delhi - with the request to inform / direct all the representatives of IIT Delhi.
11. Ms. Revathi, Transport Planner, WRI.



**DELHI TRANSPORT CORPORATION
EMPLOYEES PROVIDENT FUND TRUST
1 P ESTATE, NEW DELHI-110002**

No PF/2020/4/1

Dated: 02/11/2020

Subject: Payment of pension on the date of superannuation to EPS-95 Members

Further to office letter No. Acctt./Manager(PF)/2020/362 Dated: 22/09/2020 a direction from EPFO was circulated regarding subject cited above

In the same, EPFO has given a new mandatory direction to give PPO to retiring EPF/EPS subscribers on the day of retirement itself. EPFO has taken it upon itself to provide this facility to our members. In this Prayas Scheme EPFO will provide PPO to the employees on their last working day itself. For this all the Unit Officers needs to comply with the direction of EPFO

All the Unit Officers are requested to do the following:

1. Keep the Data of retiring employees ready 3 months in Advance for both 58Yrs & 60Yrs, so that work may be managed by them well in advance
2. All Unit Officers Depots are requested to submit 10D claims of such employees completed in all respects well in advance more over in case of 58 year if employee goes for enhancement his written application be taken one month advance before attatched the 58 years just after filing the last ECR of retiring employees.
3. Update the Date of exit of such retiring employees early morning on that day itself so that we may process their 10D claim.
4. A compliance report be submitted in every month by depot itself

The same is forwarding for necessary action at your end please.

This has the approval of the Competent Authority.

Encl. Copy of directions/circulars of EPFO

BY CGM (PF)

All Unit Officers/R.M

Cc to CGM (PF) : for kind information please.
OSD to MD : for kind information please.
Mgr (PF) : for follow up

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P, ESTATE: NEW DELHI**

No Admn-I(81)/2020/1501

Dated: 03/11/2020

**Subject- Payment of Non-productive linked Bonus / (ad-hoc
Bonus/ ex-gratia) for the year 2019-20.**

It is notified for the information and necessary action by all concerned that immediate steps will be initiated to have the bonus bill prepared in respect of the eligible employees in Group 'C' and 'D' and all non-gazetted employees in Group 'B' on the roll of the respective units whose salary was charged for the month September, 2020 for the purpose of payment of bonus for the year 2019-20 including those who are in deputation in this Corporation w.e.f. 01.04.2019 under the payment of Bonus Act 1965 as amended up to date. The summary containing the amount of bonus payable to the employees be prepared and forward in excel file/pen drive to the pay roll Computer Section (BBM) latest by 06.11.2020. The unit officer may ensure that the bonus has been charged in respect of only those employees who are eligible for the same for the year 2019-2020. The ex-gratia will be calculated on actual basic pay and dearness allowance in each case with the ceiling limit of Rs.7000/- for coverage ipso-facto operating as the ceiling limit for the purpose. It is however made clear that the adhoc bonus /ex-gratia shall be paid without any eligibility wage ceiling to the eligible employees in group "C" & "D" and all non gazetted employees in group "B" (except part time employees) as per Govt. of India decision issued vide O.M.No.14(1)-E-Coord.I/97 dated 03.10.1997.

It is notified for information and necessary action by all concerned that the ex gratia bills will be prepared in normal course without payment of any overtime allowance. The ex- gratia bills in respect of the eligible ex-employee for the accounting year 2019-2020 will also be prepared simultaneously and sent to the Accounts Department (HQ.) for releasing the payment

According to the Payment of Bonus Act, 1965 as amended, the Bonus is payable on the following basic principles:

1. Definition of the employee:

"Employee means any person (other than an apprentice) employed on a salary or wage in any industry to do any skilled or unskilled manual, supervisory managerial, administrative, technical or clerical work on hire or reward, where the terms of employment exposed or implied.

2. Salary of wages:

Salary of wages' means all remuneration (other than remuneration in respect of overtime work) capable of being expressed in terms of money, which would, if the term, of employment expressed or implied, were fulfilled by payable to an employee in respect of his employment or of work done in such employment and included dearness allowance (that is to say, all cash payment by whatever named called, paid to an employee on account of rise in the cost of living), but does not include.

- i) Another allowance which the employee is for time being entitled to
- ii) The values of any house accommodation or of supply of light, water, medical attendance other amenity or of any service of any concessional supply of food- grains or other articles.
- iii) Any travelling concession.
- iv) Any Bonus (including incentive, production & attending Bonus).
- v) Any contribution paid or payable by the employer to any pension fund or provident fund or for the benefit of the employee under any law for the time being in force.
- vi) Any retrenchment compensation or any gratuity or other retirement payable to the employee or any bonus payment to him.
- vii) Any commission payable to the employee.

Explanation where an employee is in lieu of the whole or part of the salary or wages payable to him, free food allowance or free food by his employer. Such food allowance or the value of such food shall for the purpose of this clause be deemed to form part of salary or wage of such employee.

3. Eligibility of Bonus:

Every employee shall be entitled to be paid by his employer in an accounting year, bonus in accordance with the provision of the payment of Bonus Act, 1965 as amended 'provided he has worked in the establishment for not less than thirty working days in that year.

Disqualification for Bonus:

Notwithstanding anything contained in the payment of Bonus Act, 1965 as amended, an employee shall be disqualified from receiving Bonus under this Act, if he is dismissed from service for.

- a) Fraud or
- b) Riotous or violent behaviour while on the premises of the establishment; or
- c) Theft misappropriation or sabotage of any property of the establishment.

Amount of Bonus:

Subject to the other provision of the payment of Bonus Act, 1965 amended, every employer shall be bound to pay to every employee a minimum bonus which shall be 8.33% of the salary or wages earned by the employee during the accounting year or one hundred rupees, whichever is higher, whether or not the employer has any allocate surplus in the accounting year.

Provided that where an employee has not completed fifteen year of age at the beginning of the account year, the provision of the subsection shall have effect in relation to such employee as if for the words on hundred rupees the word sixty rupee" were substituted.

Proportionate deduction in bonus in certain cases: "Where an employee has not worked for all working lays in any accounting year, the minimum bonus one hundred rupees, or as the case may be, or sixty rupees, if such bonus 5 higher than 8.33% of his

salary or the wage for the days he has worked in that accounting year, shall be proportionately reduced".

Computation of number or working days:

For the purpose of Para 6 above, employee shall be deemed to have worked in an establishment any accounting year also on the days on which

- a) He has been laid off under an agreement or as permitted by standing orders under the Industrial Employment (Standing Orders) Act, 1946 (20) of 1946 or under the other law applicable to the establishment.
- b) He has been on leave with salary or wage.
- c) He has been absent due to temporary disablement caused by accident arising out in the course of this employment; and
- d) The employee has been on maternity leave with salary or was, during the accounting Year.

8. Deduction of certain amount from Bonus:

Where in an accounting year, an employee, is found guilty of misconduct causing financial loss to the employer then it shall be lawful for the employer to deduct the amount of loss from amount of bonus payable by him to the employee under the Payment of Bonus 1965, as amended in respect of that accounting year only and the employee shall be entitled to receive the balance, if any.


3/11/20
(B.S. Chauhan)
Sr. Manager (Admn.)

All Drawing and Disbursing Officers.

Manager(Pay Roll)BBM Complex with a request to prepare digital bill and send it to Accounts Department latest by 06.11.2020.

दिल्ली परिवहन निगम
(राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार)
मुख्यालय, इन्द्रप्रस्थ एस्टेट, नई दिल्ली- 110002

सं०: प्रशा०वि०/जाली आदेश/2020/1554

दिनांक :- 06.11.2020

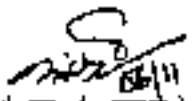
परिपत्र

विषय :- सोशल मीडिया के माध्यम से प्रचारित हो रहे जाली पत्र सं०: पी.एल.
डी.-3/कर्म०कार्या०/2020/3867 दिनांक 02.11.2020 के संदर्भ में।

अवगत कराया जाता है कि सोशल मीडिया के माध्यम से उक्त विषयक आदेश पत्र प्रचारित हुआ है, जिसकी छाया प्रति संलग्न है। जिसमें दिल्ली परिवहन निगम में कार्यरत डी.सी.डी., डीएचजी., एवं भूतपूर्व सर्विसमैन (यस मार्सेल)से ड्यूटी आते-जाते समय बस में किराया न लेने संबंधी आदेश मुख्य महाप्रबंधक (यातायात) महोदय के नाम पर प्रबंधक (प्रशासन) के जाली हस्ताक्षर से जारी किए गए हैं। जिसकी प्रतिलिपि : सभी उप मुख्य महाप्रबंधक, सभी क्षेत्रीय प्रबंधक, सभी डिपो मैनेजर, सभी सूचनापट एवं प्रभाषी- अनुरूपी को प्रेषित की गई हैं।

इस संबंध में यह स्पष्ट किया जाता है कि उक्त वर्णित पत्र पूर्णतः जाली है। मुख्यालय द्वारा यह आदेश पत्र जारी नहीं किया गया है। इसके संदर्भ में जांच की जा रही है। यदि इस प्रकार का कोई मामला संज्ञान में आता है तो संबंधित व्यक्ति/कर्मचारी के खिलाफ नियमानुसार कार्यवाही की जाए एवं इसकी सूचना इस कार्यालय को तत्काल प्रभाव से दी जाए।

संलग्न:- एक (उपरोक्तानुसार)


प्रबंधक (प्रशासन)

समस्त क्षेत्रीय प्रबंधक

समस्त डिपो प्रबंधक

प्रबंधक (सतर्कता), मुख्यालय

प्रतिलिपि :-

- 1 समस्त मुख्य महाप्रबंधक - कृपया सूचनार्थ।
- 2 विशेष कार्याधिकारी-प्रबंध निदेशक - कृपया सूचनार्थ।
- 3 उप मुख्य महाप्रबंधक (यातायात) - कृपया सूचनार्थ।

दिल्ली परिवहन निगम
राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार
अर्बापी एस्टेट नई दिल्ली

पत्र सं. पी.एस.डी-३/कार्यवाही/२०२०/२९५७

दिनांक : 02-11-2018

निष्कर्ष:- इस मसौदा को दिल्ली परिवहन मंत्रालय कार्यलयियों में सम्मिलित करने के लिए विभागीय आदेश ।

अधिकृतता नं. एच. 74/अटॉर्नी/एम.टी.ए./2020 एवं सं. एच. 19(09)/कवि/साथकन/2020/51469 अधिनियम, (1977 का 40) की धारा 3 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए दिल्ली अधिवेशन विधायक विभाग में सर्वोच्च न्यायी बाबूजी, सचिवजी एवं वैधानिक सहायक को भेज दिया गया है कि जिस तरह कार्यवाही/प्रक्रियाओं एवं विभाग के अन्य कार्यवाहीयों में झुट्टी आगे/जल्द सचय कम में सुनिश्चित नहीं किया जा रहा क्योंकि यह विभाग में होता है रहे हैं ठीक उसी प्रकार कम कार्यालय भी विभाग की कार्यवाही में वैधानिक सचय एवं हैं का. D.O.D. D.H.G. एवं Ex-Service (मन मांछन) में झुट्टी आगे / जल्द सचय कम में किया जा न किया जाय। इस आदेश को तत्काल प्रभाव से कार्य किया जाय। यह किन्हीं कार्यवाही में भी अन्वेषण कर पालन नहीं किया तो संबंधित कार्यवाही के शिवाय नकल विधायक कार्यवाही को भेज दिया।

प्रवृत्तिः

सभी उप-प्रकारों के

बननी क्षेत्रीय एकाईका

सपथी डिप्टी मैनेजर

सभी क्षणों में

प्रत्युपेक्षा

पुस्तक माहिरासंस्कृतशाला

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P.ESTATE: NEW DELHI**

No.Admn/Misc./2020/ 1586

Dated:- 11 /11/2020

It is hereby informed and notified to all concerned that the memorandum No. VS/14/3489 dated 01.09.2014 (copy enclosed) has been withdrawn by the Vigilance Department vide letter No. VS/Misc./14/3489/20/2098 dated 03.11.2020(copy enclosed). The matter regarding payment of retirement benefit in the case of officers/officials against whom disciplinary/judicial proceeding are pending will be dealt in accordance with guidelines issued vide No. Adml-3(29)/2011/825 & Adml/Misc./2012/264 dated 15.09.2011 & 01.05.2012 respectively (copy enclosed).

This has the approval of the Competent Authority.

Encl : As above.


(B.S.Chauhan)
Sr.Manager(Admn.)

All DMs/Unit officer

Copy to: All CGMs.

: All Dy. CGMs. /Addl CAO : OSD to MD : Manager(Vlg.)	}	For kind information please. in reference letter No. VS/Misc./14/348/20/ 2098 dated 03.11.2020.
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DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
VIGILANCE SECTION
1P ESTATE: NEW DELHI

No.VS/Misc./14/3489/2012

Dated: 03/11/2012

The office memorandum issued by the Finance(Accounts) Department of GNCTD vide No.F.12/9/2011-AC/DSH/1163-1171 dated 29.8.2011 regarding payment of interest on delayed payment of Gratuity and also for with-holding the Gratuity on pendency of disciplinary or judicial proceedings against a Government Servant on the date of his retirement was forwarded by the Admn.Deptt. vide No.Adm1-3(29)/2011/825 dated 15.9.2011(copy enclosed) for information and necessary action by all concerned.

Admn.Deptt. further issued circular No.Adm1/Misc/2012/264 dated 01.5.2012(copy enclosed) with regard to addition of clause 15(c) between 15(d) and 15(3) of the DRTA (Condition of Appointment and Service Regulations), 1952 relating to Conduct, Discipline and Appeal as under:

"The Officers/employee against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he/she was in service until the proceedings are concluded and final order is passed in respect thereof. The officer/employee concerned will not receive any pay and/or allowance after the date of superannuation and will also not be entitled for the payments of retirement benefits till the proceedings are completed and final order is passed thereon except his/her own contribution to CPF"

Since, the above circulars issued by the Admn.Deptt. are already in existence in the Corporation, therefore, in order to avoid any confusion in the matter, the memorandum issued by this office vide No.VS/14/3489 dated 01.9.2014 is hereby withdrawn.

This issues with the approval of the Competent Authority.

Encl: as above.

Manager(Vig.)

CGM(Tech.)
CGM(O & P)
Dy.CGM(PLD-I)

Manager(Ash)
4/11/12

24 12 - 9 -

DELHI TRANSPORT CORPORATION
IA GOVT. OF NCT DELHI
VIGILANCE DEPARTMENT
POSTAL STATE - NEW DELHI

NO. VV/11/3489

Dated: 01/07/14

In posted memorandum to this office dated 4.4.2012 addressed to CGM (Pers)/Admn regarding retirement dues to the employees of this Corporation, the issue has since been re-considered and it has been decided that where disciplinary or criminal proceedings against an employee are contemplated on the date of his retirement, his retiral benefits should be withheld. Further, the retiral benefits should be withheld only in cases where disciplinary or criminal proceedings against an employee are pending on the date of his retirement as per the instructions already issued vide G.O.M. no.F.12/9/2011-AC/DSM/1163-1171 dated 29.8.2011 of the Finance (Accounts) Department, Govt. of NCT of Delhi, duly circulated by Manager (Admn.) vide Memo no Admn. 31291/2011/625 dated 15.9.2011 and further instructions issued by Manager(Admn.) vide office memo No. Admn/Misc/2012/264 dated 1.5.2012 which needs to be strictly adhered to (copies enclosed)

The above instructions may please be circulated by the respective HODs among all the units/divisions under their control

This issues with the approval of the Competent authority.

Encls. as above

ALL HODS

Manager (Vigilance)

To be sent
all concerned
for the
for the
for the
for the
for the

DELHI TRANSPORT CORPORATION
(A UNIT OF NCT OF DELHI)
LEASTATE NEW DELHI

No. Adm/Misc/2012/2-634

Dated: 1-5-2012

It is notified for the information and necessary action by all concerned that the
DTC Board vide Resolution No. 74/2012 Item 13/2012 dated 12.4.2012 has accorded
approval for insertion the following new clause in the clause 13 of the DRTA (Condition
of Appointment and Services Regulations) 1952 relating to Conduct Discipline and
rep between 13.2.12 and 13.1.12, the said regulation

The officers/employees against whom disciplinary proceedings have been
initiated will cease to be in service on the date of superannuation but the
disciplinary proceedings will continue as if he/she was in service until the
proceedings are concluded and final order is passed in respect thereof. The
officer/employee concerned will not receive any pay and/or allowance after the date
of superannuation and will also not be entitled for the payments of retirement
benefits till the proceedings are completed and final order is passed thereon except
his/her own contribution to CPF.

(MANOHAR LAL)
MANAGER (ADMN)

All Concerned.

Copy to : Sr. Manager (Vig.) w.r.t letter No VS/962H/241 dated 15.2.2012

GOVERNMENT OF NCT OF DELHI
Finance (Accounts) Department
'A' Wing, 2nd Level, Delhi Secretariat,
1-P, Estate, New Delhi.

No.F.129/2011-ACI/237/1143-1171 Dated: 29-08-2011

OFFICE MEMORANDUM

Subject: Regarding payment of interest on delayed payment of gratuity.

A number of proposals are being received from various departments seeking approval for payment of interest on delayed payment of gratuity in respect of retired government servants on account of administrative lapses.

The attention of all the Departments is invited to the provisions laid down in Rule 68 of CCS (Pension) Rules, 1972 and Government of India's decisions thereunder. It has been provided that, if the payment of gratuity has been authorized later than the date when its payment becomes due, and it is clearly established that the delay in payment was attributable to administrative lapses, interest shall be paid at such rate as may be prescribed, and in accordance with instructions issued from time to time. In all cases where the payment of interest has been sanctioned by the department with the approval of the competent authority, such department shall fix responsibility and take disciplinary action against the government servant or servants responsible for the delay.

All necessary steps should, therefore, be taken by the Head of Office for ensuring that payment of interest on delayed payment of gratuity is avoided. Officials dealing with such files should be held accountable and responsibility be fixed for not taking timely action in this regard.

However, where disciplinary or judicial proceedings against a government servant are pending on the date of his retirement, no gratuity is to be paid until conclusion of the proceedings and issue of final orders thereon.

Hereby, it has been decided that in all cases of payment of interest on delayed payment of gratuity attributable to administrative delays (barring cases where disciplinary or judicial proceedings against a government servant are pending on the date of his retirement) action will be taken against officials responsible for such delays which may include recovery of the amount of interest paid on account of delayed payment of gratuity from the salary of delinquent officers/officials.

[Signature]

[Signature]
(D.L. Sharma),
Spl. Secretary (Finance).

CC-2, P.O. SECRETARY, NEW DELHI-2

NO. 224-2(29)/2011/825

Dated: 15-08-2011

Copy forwarded for information & necessary action.

All concerned officers.

[Signature]
(Managing Officer)
Finance (Accounts) Wing

**DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
I.P.ESTATE: NEW DELHI**

No.Adml/Bonus/Ad./2020/1594

Dated:- 12/11/2020

Enclosed please find herewith a copy of Advisory letter No.15(46)/Lab/2020/3333 dated 02.11.2020 received from Jt.Labour Commissioner, GNCTD, in regard to non-payment of bonus to the employees by the service provider of the outsourced workers. In the Advisory, it has mentioned that the responsibility has been cast upon the principal employer to ensure compliance of various laws by their respective contractors. Non-payment of bonus is a serious issue and all the principal employers are urged upon to ensure disbursement of bonus to outsource workers/employees by their contractors.

All officers concerned (Being the principal employers) are requested to ensure the compliance of contents of Advisory letter in words and spirit.

Encl: As above.



(B.S.Chauhan)
Sr.Manager Admin.)

All DM's/All RM's
Dy.CGM(Mech.)
Dy.CGM(Civil)

Copy to : OSD to MD for kind information please.
 : Add.CAO-for kind information please.

OFFICE OF THE SECRETARY- CUM-COMMISSIONER (LABOUR)
LABOUR DEPARTMENT, GNCT OF DELHI
5- SHAM NATH MARG, DELHI- 110054

No.F-15(46)/Lab/2020/3333

Dated: 21/07/2020

ADVISORY

A large number of employees/Workers are engaged by various Government Departments GNCTD through Contractors. Complaints regarding non-payment of bonus by the contractors have been received from outsourced worker.

The Payment of Bonus Act 1965 is a Central Act and is applicable on all Private establishments and also establishment set up by State Govt. like M/s ICSIL. Who employ 20 or more workers on any day during the accounting year. Section 10 of the Act provides for a minimum payment bonus of 8.33% of the basic and dearness allowance to the employee/ workers, which comes out to be roughly one month salary of an employee/ worker. As per section 19 of the Act, the bonus is payable within 8 months of the close of accounting year, however it is customary to pay bonus before Deepawali.

It is informed that all the Contractor's establishments are covered under the Payment of Bonus Act 1965, who have employed 20 or more workers on any day during the accounting year. It is a statutory responsibility of the Contractor to pay bonus to its employees since respective contractors are their employers. In case of default, the establishment/contractor are liable for prosecution for non-payment of bonus under section 28 of the Act and in addition to prosecution, the due amount of

bonus is recoverable (as per ICJ) of Industrial Disputes Act, 1947 and the said amount if not paid, is recovered as arrears of land revenue.

Your attention is also drawn to the provisions of the Contract Labour (Regulation & Abolition) Act, 1970, responsibility has been cast upon the Principal Employer to ensure compliance of various Labour Laws by their respective contractors. Non-payment of bonus is a serious issue and all the Principal Employers are urged upon to ensure disbursement of bonus to their contract workers/employees by their contractors in the forthcoming Diwali Festival season.

This is done with the approval of Secretary, Labour Department.

(S.C. Yadav)

Jt. Labour Commissioner

For the HODs of various Department/Autonomous

For the HODs of various Department/Autonomous

For the HODs of various Department/Autonomous

For the HODs of various Department/Autonomous

F. NO. F22/TIN/4.10/2020/543
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
4TH FLOOR, JAYING DELHI SECURE TOWER
I.P. ESTATE, NEW DELHI - 110062
CD NO. 002600492

ENDORSEMENT

The copy of a letter No. PLD-V/Spl Cash Package/2020/4747 dated 13/11/2020 is being forwarded for necessary action to the following:

1. A. Branch of Department of Govt of NCT of Delhi
2. As Pay & Accounts Officer, Government of NCT of Delhi, New Delhi
3. A. Branch of Administrative Branch, Govt of NCT of Delhi
4. Commissioner M.U.D. (North East & South East) for NCT of Delhi, New Delhi
5. Commissioner, NCTED, P.O. at Kirti, New Delhi
6. Chief Executive Officer, Delhi Government Housing Board
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi
8. Guard File
9. By Analyst with the request to upload the same on Website of Finance Department and all the Department are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any Organisation) (Duplt.)

Sd/-

(Manoj Kumar)

Dy. Secretary (Finance)

List of paper forwarded

S.No	Name of the Ministry/Deptt.	O.M. No. and Date	Subject
1	Department of Public Works Ministry of Finance, DCO	No. 12/21/2016 (11/6) Dated 12/10/2020	State of Cash Package required for Govt of Delhi Urban Corporation for the Capital Budget for the financial year 2021-22

Delhi Transport Corporation
I.P. Estate, New Delhi

No. PLD-V/Spl Cash Package/2020/4747

Dated: 13/11/2020

Forwarded to all unit officers alongwith addendum vide No. F. No. F22/TIN/4.10/2020/598 dated 29/10/2020 for necessary action please.

End - As above

Dy. Manager (P.V)

All Unit Officers

c.c. to - All RODs

- All R.Ms/ Dy. CGMs/Addl. CAO

- Dy. Manager (Pay) A/c.

- 11 -


F.No.F22/Fin./E-III/2020/ 598
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
4th LEVEL, 'A' WING: DELHI SECRETARIAT : NEW DELHI-2
CD-012609492

Dated: 29/10/20

ADDENDUM

In continuation of this office endorsement No F22/Fin./E-III/2020/453 dated 23.10.2020 ~~and~~ O.A. mentioned at S.No.3. regarding Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block year 2018-21, it has to be ensured that while availing the special cash package, Goods and Services are purchased from a dealer located and registered in the NCT of Delhi. This order will be effective with immediate effect.

This issues with the prior approval of Hon'ble Dy. CM/PM.


(Manoj Kumar)
Dy. Secretary (Finance-III)

Copy to:-

- 1) All Heads of Department, Govt. of NCT of Delhi
- 2) All Pay & Accounts Offices, Pay & Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi.
- 3) All Heads of Autonomous Bodies, Govt. of NCT of Delhi.
- 4) Commissioner MCD (North, East & South), Town Hall, Chandi Chowk, Delhi
- 5) Chairperson, NDMC, Patika Kendra, New Delhi
- 6) Chief Executive Officer, Delhi Cantonment Board, Delhi
- 7) CEO, Delhi Urban Shelter Improvement Board, IP Estate, New Delhi
- 8) Guard file.
- 9) Sy. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any Organisation/Deptt.)

F. No. F22/Tin/6-11/2020/ 543-10-
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
4TH LEVEL, 'A WING' DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI 110002
CD No:- 012602492

Dated: 23/10/20

ENDORSEMENT

The copy of under mentioned paper is forwarded herewith for information and necessary action to the following:-

1. All Heads of Department, Govt of NCT of Delhi
2. All Pay & Accounts Officers, Pay and Accounts Office, Vikas Bhawan Govt of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D.(North, East & South), Town Hall, Chandni Chowk, Delhi
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi
7. CEO, Delhi Urban Shelter Improvement Board, I.P Estate, New Delhi.
8. Guard File.
9. Sr. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy or enclosures will be dispatched to any Organisation/Deptt.)

11/10/20
(MANOJ KUMAR)

DY. SECRETARY-I/II (FINANCE)

List of paper forwarded

S. No.	Name of the Ministry/Deptt.	O.M. No. and Date	Subject
1.	Department of Expenditure, Ministry of Finance, GOI	No.8(9)/2020-G.H(A) dated 16/09/2020	Implementation of Rule 230(2) of GFRs 2017
2.	Department of Expenditure, Ministry of Finance, GOI	No.12(21)/2020-F.H(A), dated 12.10.2020	Grant of Advance - Special Festival Package to Govt. Servants
3.	Department of Expenditure, Ministry of Finance, GOI	No.12(2)/2020-E.H(A), dated 12.10.2020	Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-21.
4.	Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GOI	No.31(H)/13/2018-P.H(A-IV), dated 08.10.2020	Central Civil Services (Leave Travel Concession) Rules, 1988 - Relaxation to travel by air to visit North East Region, Union Territory of Jammu & Kashmir, Union Territory of Ladakh and Andaman & Nicobar Islands extension beyond 23.09.2020

F No 8(9X2020-F.H(A)
(Government of India)
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated 16th September, 2020

OFFICE MEMORANDUM

Subject: Implementation of Rule 230(2) of GFRs 2017 - reg.

The undersigned is directed to say that a reference has been received from Committee on Papers Laid on the Table of the House (COPLOT), Rajya Sabha Secretariat regarding non-compliance of 230(2) of GFRs 2017 by various Ministries/Departments regarding maintenance and publishing in website the information on grantee organization

2 Rule 230(3) states as under:-

"In order to obviate duplication in Grants-in-aid, each Ministry or Department should maintain a list of institutions or organisations along with details of amount and purpose of Grants given to them. These details should also be made available on the website of the Ministry/Department."

3 It has, however, been stated that various Ministries/Department do not follow the provision of above mentioned Rules. All Ministries/Departments are requested to strictly comply with the provision of GFR in this regard. It is, therefore, requested that relevant details in respect of all Grantee organisations may invariably be maintained and uploaded in the Ministries/Departments website.

4 The above may kindly be noted for strict compliance.

S. Nagunathan
Deputy Secretary, F.H(A)

1 As to all Ministries/Departments

(MHA)

Copy to:

Sh. Jagdish Kumar, Addl. Secy., Rajya Sabha Secretariat (COPLOT), Sansad Bhavan, New Delhi with reference to e-Mail dated 21st August, 2020 - for information

S. Nagunathan
Deputy Secretary, F.H(A)

- 6 -

4216

P.No.12(2)/2020-El(A)
Ministry of Finance
Department of Expenditure
El(A) Branch

North Block, New Delhi
12th October, 2020

Office Memorandum

Sub: Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees during the Block 2018-21.

In view of Covid-19 pandemic and resultant nationwide lockdown as well as disruption of transport and hospitality sector, as also the need for observing social distancing, a number of Central Government employees are put in a position to avail themselves of LTC for travel to any place in India or their Hometowns in the current Block of 2018-21.

2. With a view to compensate and incentivise consumption by Central Government employees thereby giving a boost to consumption expenditure, it has been decided that cash equivalent of LTC, comprising Leave Encashment and LTC fare of the entitled LTC may be paid by way of reimbursement, if an employee opts for this in lieu of availing LTC in the Block of 2018-21 subject to the following conditions:-

a) The employee spends the money of a larger sum than the entitlement on account of LTC on actual expenditure.

b) Cash equivalent of full leave encashment will be allowed, provided the employee spends an equal sum. This will be counted towards the number of leave encashment on LTC available to an employee.

c) The deemed LTC fare for this purpose is given below :-

Category of employees	Deemed LTC fare per person (Round Trip)
Employees who are entitled to business class of airfare	Rs. 36,000
Employees who are entitled to economy class of airfare	Rs. 20,000
Employees who are entitled to Rail fare of any class	Rs. 6,000

d) The cash equivalent may be allowed if the employee spends a sum 3 times of the value of the fare given above.

2

a) The amount both on account of leave encashment and fare shall be admissible if the employee spends (i) an amount equal to the value of leave encashment and, (ii) an amount 3 times of the cash equivalent of deemed fare, as given above on purchase of such items / availing of such services which carry a GST rate of not less than 12% from GST registered vendors / service providers through digital mode and obtains a voucher indicating the GST number and the amount of GST paid.

b) The admissible payment shall be restricted to the full value of the package [leave encashment, as admissible for LTC and deemed fare] or depending upon the spending as per example given at Annexure-A.

c) While TDS is applicable in the case of leave encashment, since the cash reimbursement of LTC fare is in lieu of deemed actual travel, the same shall be allowed exemption on the lines of existing income-tax exemption available to LTC fare. The legislative amendment to the provisions of the Income-Tax Act, 1961 for this purpose shall be proposed in the due course. Hence, TDS shall not be required to be deducted on the reimbursement of deemed LTC fare.

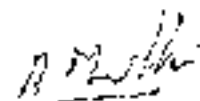
3. Heads of the Departments / DDOs may make reimbursement under this package as per the details given above on receipt of invoices of purchases made / services availed during the period post the issuance of this order from the employees who are desirous to avail this package. It may be noted that in order to avail this package an employee should opt for both leave encashment and LTC fare.

4. An amount upto 100% of leave encashment and 50% of the value of deemed fare may be paid as advance into the bank account of the employee which shall be settled based on production of receipts towards purchase and availing of goods and services as given in Part-2(e). The claims under this package (with or without advance) are to be made and settled within the current financial year. Non-utilization / under-utilization of advance is to be accounted for by the DDOs in accordance with the extant provisions relating to LTC advance i.e. immediate recovery of full advance in the case of non-utilisation and recovery of unutilized portion of the advance with penal interest.

5. These orders will take effect from the date of issuance of this Office Memorandum and will be in force during the current financial year till 31st March, 2021.

6. All the Ministries/Departments are requested to bring the contents of this OM to the notice of all its Attached and Subordinate offices for their information.

Hindi version of this Office Memorandum will follow.



(B.K. Manthan)
Deputy Secretary to the Govt. of India

To

- All the Ministries/ Departments of the Government of India.

Example:

Pay of an employee: Rs 1,38,500 and has family of 4 eligible for economy class air travel.

$$\text{Leave Encashment} = \frac{(1,38,500 \times 1.12) \times 10}{30} = \text{Rs. } 54,015$$

$$\text{Fare Value} \quad \text{Rs. } 20,000 \times 4 \quad = \text{Rs. } 80,000$$

$$\text{Total Value} \quad = \text{Rs. } 1,34,015$$

$$\text{Amount to be spent for full cash benefit} \quad = \text{Rs. } 54,015 + 2,40,000^* = \text{Rs. } 2,94,015$$

$$\text{(a) Share of Leave Encashment in total} \quad = \frac{54,015 \times 100}{2,94,015} = 18\%$$

$$\text{(b) Share of Fare in total} \quad = \frac{80,000 \times 100}{2,94,015} = 27\%$$

* 3 times of national airfare (80,000 \times 3 = 2,40,000)

• Thus, if an employee spends Rs. 2,94,015 or above, he will be allowed cash amount of Rs. 1,34,015

• However, if the employee spends Rs. 2,40,000 only, then he may be allowed 18 % on account of Leave Encashment (Rs. 43,200) and 27% on account of fare value (Rs. 64,800). The total amount payable shall be Rs. 1,08,000.

....

B. H. R.

**DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE: NEW DELHI**

No. Admm-8(55)/2020/1617

Dated:-17.11.2020

Subject: Maternity Leave to female employee of DTC

In continuation to this office order No.33 circulated vide No.Adml-7(153)/79 dated 28.09.1979 (copy enclosed), it is notified for information of all concerned that DTC Board vide Resolution No.12/2020 Item No.16/2020 has approved the proposal to extend the Maternity Leave to female employees of DTC (regular /contractual) for a period of 180 days.



(B.S. Chauhan)
Sr. Manager (Admn.)

All DMs/Unit Officers

Copy to: OSD to MD- for kind information please

12-198
dated:-28.9.1979

Annex. - B

LO. ADM-2(153)/79

OFFICE ORDER NO. 23

Subject: Grant of Maternity Leave to female employees at par with Govt. Rules.

It is notified for the information and necessary action by all concerned that Regulation 14 (9) of the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952 has been substituted here as under by DTC Board Resolution 111/79 dated 25.7.1979 and with the sanction of the Govt. of India under Section 4 of the Road Transport Corporation Act, 1950 as amended:-

14 (9) Maternity Leave

- (a) A female employee may be granted Maternity Leave for a period of 90 days from the date of its commencement in all cases. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. (Amended w.e.f. 1.1.77).
- (b) Maternity leave may also be granted in case of miscarriage and induced abortion, subject to the conditions that:-
1) the leave does not exceed six weeks; and
2) the application for the leave is supported by a medical certificate.
- (c) Maternity leave may be combined with leave of any other kind for a period not exceeding 60 days applied for in continuation of Maternity Leave without production of Medical Certificate. (Amended w.e.f. 12.9.78).
- (d) Leave in further continuation of leave granted under Clause (c) above, may be granted on production of a medical certificate for the illness of the female employee. Such leave may also be granted in case of illness of newly born baby, subject to the production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary. (Amended w.e.f. 12.9.78).
- (e) Maternity leave shall not be debited to the leave account. (Amended w.e.f. 24.12.74).

It has been further decided that the different clauses of the Regulation as substituted above will be effective from the dates, the Central Government amended its corresponding rules, as indicated in brackets against each clause. And that the cases of female employees for grant of Maternity leave, where such leave has already been granted and availed of as per previous leave rules in the Service Regulations would not be reopened.

1) Officers/Sections.
-for all Workers Unions
Govt. Audit Party.

Sd/-
(SAME CHAND)
ADMINISTRATIVE OFFICER (HQ)

DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
I.P. ESTATE: NEW DELHI

No. Admn.I-8(55)/2020/1618

Dated:-17/11/2020

In continuation to this Officer Order No. Admn.I-8(55)/2014/942-956 dated 08.12.2014, it is notified for information and necessary action by all concerned that DTC Board vide its Resolution No.13/2020, Item No.17/2020 has approved the proposal for enhancement of the Power of MD as per details given below:

Schedule	Existing	Revised
38 Acquisition or purchase of spare parts, moveable/immovable property including additions, modifications and to any contract necessary for the purpose of the Corporation.	Not exceeding Rs. One Crore per order subject to following the procedure laid down from time to time in consultation with the Chief Account Officer/CGM(F) and further subject to the requirement that a quarterly statement of the purchase made with these powers shall be circulated to the Directors DTC Board.	Not exceeding Rs. Five Crore per order subject to following the procedure laid down from time to time in consultation with the Chief Account Officer/CGM(F) and further subject to the requirement that a quarterly statement of the purchase made with these powers shall be circulated to the Directors DTC Board.



(B.S. Chauhan)
Sr. Manager (Admn.)

All HODs

All Officers Concerned

Copy to : OSD to MD-for kind information to MD.

Delhi Transport Corporation
I.T. Department: I P Estate
New Delhi-110002.

No:ITD-HQ/597F/2020/237 / ITDTC / 136

Dated:- 27.11.2020

Sub: - Contactless Mobile Ticketing Trial - 3rd Extension from 01.12.2020 to 31.12.2020

This is in continuation to this Office Order issued vide No:ITD-HQ/597F/2020/220/itdct/120 dated 06.11.2020, vide which instructions were issued for 2nd extension of trial in 128 DTC buses till 30.11.2020.

2. The existing trial of Contactless Mobile Ticketing is extended till 31.12.2020 as informed vide MoM letter no. F.168/DC/DTC Sectt./2020/1530-1538/72471 dated 27.11.2020 issued by Taskforce Committee.
3. The QR codes and posters may be replaced, wherever required, for the information and utilization of the commuters.
4. Enforcement / Checking Team to be deployed by all RMs will carry out the inspection of trial at different points of Route to get the feedback and assist the Conductors in effective manner

This issues with the approval of the competent authority.


(R.K. Jain)
Dy. Chief General Manager (IT)

Copy for necessary action to:

1. Sh. Rajan Girda, Research Associate, IIIT Delhi
2. All RMs(E/S/N/W) - for informing all checking staff.
3. DM (HPD)
4. DM (GPD)
5. Manager (O/CCR),
6. Manager(IT-3)

Copy for kind information to:-

1. Secretary to Hon'ble Minister(Transport)
2. Secretary-cum-Commissioner(Transport)
3. Special Commissioner(Transport)
4. Deputy Commissioner (Transport)
5. CGM(IT/O)
6. Dy.CGM(Tr.), 7. Dy.CGM(PR), 8. Addl.CAO, 9. OSD to MD
10. Prof. Pravesh Biyani, Associate Professor, IIIT Delhi - with the request to inform / direct all the representatives of IIIT Delhi.
11. Ms. Revati, Transport Planner, WRI.

**DELHI TRANSPORT CORPORATION
GOVERNMENT OF NCT OF DELHI
1 P ESTATE : NEW DELHI**

No.Admin/MD/HQ/2020/1712

Dated the 1st December, 2020


ORDER

Please refer to Order circulated vide No.1(543)/DDMA(HQ)/MISC/COVID-19/PT-1/2020-21/2079 dated 28.11.2020 (copy enclosed) issued by Chief Secretary, Delhi/Chairperson, State Executive Committee, DDMA, GNCTD regarding restrictions for attending offices for staff working in all Government offices of NCT OF Delhi/Autonomous bodies/PSUs/Corporations/Local Bodies.

I am directed to request all HODs to ensure the compliance of the above instructions in respect of the officers/staff working in the departments working under their administrative control.

This order shall not be applicable to Operational staff, Repair and Maintenance staff, Marshals, Enforcement staff and Civil Engineering staff engaged for bus operation/enforcement and civic activities.

Encl.: As above.


(Dr.Aradhana)
Chief General Manager (Admin.)
01.12.2020

All CGMs
All DCGMs
Addl.CAQ
Secretary, DTC Board
All Sr.Managers
All RMs/DMs/Unit officers

Copy to : CEO, DDMA through mail (ddma.delhi@nic.in)

**GOVERNMENT OF NCT OF DELHI
DELHI DISASTER MANAGEMENT AUTHORITY**

No 1 (543)DDMA(HQ)/MISC/COVID-19/PF-1/2020-21 / 2079

Dated 28-11-2020

ORDER

Whereas, the Delhi Disaster Management Authority (DDMA) is satisfied that the NCT of Delhi is threatened with the spread of COVID-19 epidemic, which has already been declared as a pandemic by the World Health Organization, and has considered it necessary to take effective measures to prevent its spread in NCT of Delhi;

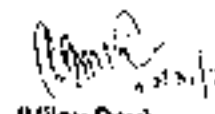
2 And whereas, Delhi Disaster Management Authority has issued various orders/instructions from time to time to all authorities concerned to take all required measures to appropriately deal with the situation,

3. And whereas, Ministry of Home Affairs, Govt. of India has issued Order No. 40-3/2020-DM-1(A) dated 25.11.2020 annexed with Guidelines for Surveillance, Containment and Caution, which will be in force upto 31.12.2020, wherein inter alia clause-14 provides for imposing local restrictions with a view to contain the spread of COVID-19 in offices, (copy enclosed);

4. Now, therefore, in exercise of powers conferred under Section 22 of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTO hereby directs that all Government offices of NCT of Delhi / Autonomous bodies / PSUs / Corporations / Local Bodies shall function with officers of the level of Grade-I equivalent and above to the extent of 100% strength. The remaining staff will attend upto 50% as per requirement to be assessed by HOD concerned (remaining 50% of the staff will work from home), till 31.12.2020 or till further order whichever is earlier. All HODs shall issue consequential orders in respect of their concerned department within in 24 hours in this regard and copy of the order shall be sent to ddma.delhi@nic.in. However, Health and Family Welfare and all related medical establishments, Police, Prisons, Home Guards, Civil Defence, Fire and emergency Services, District Administration, Pay & Account Office, Electricity, Water and Sanitation, Disaster Management and related services, NIC, NCC and Municipal services, and all other essential services shall function without any restrictions and delivery of public services shall be ensured and necessary staff will be deployed for such purpose.

5. Furthermore, private offices/ organizations are advised to stagger the office timings and also stagger the presence and quantum of staff with an objective to reduce the number of employees attending office at the same time. They are further advised to follow the practice of work from home, as far as possible.

6. All Additional Chief Secretaries/Principal Secretaries/Secretaries/HODs of Government of NCT Delhi / Autonomous bodies / PSUs / Corporations / Local Bodies of Delhi, District Magistrates of Delhi & their counterpart District Deputy Commissioners of Police and all authorities concerned shall ensure strict compliance of this order in letter and spirit.



(Vijay Dev)

Chief Secretary, Delhi

No.1.(543)DDMA(HQ)/MISC/COVID-19/PF-1/2020-21

Dated:

Copy for compliance to:

1. All Additional Chief Secretaries/Principal Secretaries/Secretaries/HODs of Government of NCT of Delhi.
2. Commissioner of Police, Delhi
3. Chairman, New Delhi Municipal Council
4. Pr. Secretary (I&P) for wide publicity in NCT of Delhi
5. Commissioner (South DM/ East DM/ North DM).
6. CEO, Delhi Cantonment Board.
7. All District Magistrates of Delhi
8. All District DCPs of Delhi

Copy for kind information to:-

1. Secretary to Hon'ble Lt. Governor, Delhi.
2. Addl. Secretary to Hon'ble Chief Minister, GNCTD.
3. Secretary to Hon'ble Dy. Chief Minister, GNCTD.
4. Secretary to Hon'ble Minister of Health, GNCTD.
5. Secretary to Hon'ble Minister of Revenue, GNCTD.
6. Secretary to Hon'ble Minister of Labour, GNCTD.
7. Secretary to Hon'ble Minister of Social Welfare, GNCTD.
8. Secretary to Hon'ble Minister of Food & Supply, GNCTD.
9. Addl. Chief Secretary (Services)/ State Nodal Officer, GNCTD.
10. Addl. Chief Secretary (UD), GNCTD.
11. Pr. Secretary (Home), GNCTD.
12. Pr. Secretary (Health), GNCTD.
13. Pr. Secretary (Revenue)-cum-Divisional Commissioner, GNCTD.
14. All members of State Executive Committee, DDMA, GNCTD.
15. System Analyst, O/o Divisional Commissioner, Delhi for uploading of the order on website - ddma.delhi@gmail.com.
16. Guard file.

No. 40-V2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001

Dated 25th November, 2020

ORDER

Whereas, an Order of even number dated 30.10.2020 was issued for containment of COVID-19 in the country, for a period upto 31.10.2020 which was further extended for a period upto 30.11.2020 vide an Order of even number dated 27.10.2020

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order with guidelines for containment of COVID-19 in the country.

Now therefore, in exercise of the powers conferred under Section 6(2)(i) of the Disaster Management Act 2005, the undersigned hereby directs that guidelines for surveillance, containment and control, as annexed, will be in force upto 31.12.2020


Union Home Secretary

and, Chairman, National Executive Committee (NEC)

For:

1. The Secretaries of Ministries/Departments of Government of India.
 2. The Chief Secretaries/Administrators of States/Union Territories.
- (As per list attached)

Copy to:

1. All Members of the National Executive Committee.
2. Member Secretary, National Disaster Management Authority.

Guidelines for Surveillance, Containment and Caution

[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A)
dated 25th November, 2020]

The country is at a critical juncture in its fight against COVID-19. The number of active cases has declined steadily over the last two months, from over 10 lakhs, on September 18, 2020, to less than 4.5 lakhs now. However, over the last few weeks, the number of new cases has been rising in some States and UTs. The confluence of certain factors, viz., the recent festival season and the onset of winter, and the laxity in observance of the COVID-19 guidelines issued by Ministry of Home Affairs (MHA) in certain parts of the country pose the risk of the situation becoming aggravated, thus putting a strain on the health infrastructure. In some States and UTs, the spike observed in the number of new cases has already led to re-imposition of restrictions such as Night Curfew, limitations on number of persons in gatherings, restricted timings of markets etc. In the above context, with a view to consolidating the substantial gains that have been achieved against the spread of COVID-19, and to fully overcome the pandemic, the need of the hour is to maintain caution and strictly follow the prescribed containment strategy, focussed on surveillance, containment and strict observance of the guidelines.

Over the last few months, economic and other activities have been opened up in a phased manner, with the stipulation that the prescribed Standard Operating Procedures (SOPs) be scrupulously followed. The essence behind graded re-opening and progressive resumption of activities is to move ahead. However, there is a concomitant need to exercise due care. Every citizen must adopt COVID-19 appropriate behaviour, so as to ensure that the resumption of activities is successful and gains made in the management of the pandemic are not negated.

The following guidelines are issued to be effective from 1st December 2020.

COVID appropriate behavior

1. State/ UT Governments shall take all necessary measures to promote COVID-19 appropriate behaviour. Strict enforcement of wearing of face masks, hand hygiene and social distancing must be ensured.
2. Wearing of face masks is an essential preventive measure. In order to enforce this core requirement, States and UTs may consider administrative actions, including imposition of appropriate fines, on persons not wearing face masks in public and work spaces.
3. Observance of social distancing in crowded places, especially in markets, weekly bazaars and public transport, is also critical for containing the spread of the infection. Ministry of Health and Family Welfare (MoHFW) will issue a SOP to regulate crowds in market places, which shall be strictly enforced by States and UTs.

1



4. SOPs for regulating travel in aircrafts, trains and metro rails are already in place, which shall be strictly enforced. States and UTs shall issue necessary guidelines for regulating travel in other modes of public transport, e.g., buses, boats etc., and ensure that these are strictly complied with.
5. The National Directives for COVID-19 Management, as specified in Annexure 1, shall be strictly followed throughout the country.

Surveillance and Containment

6. Effective demarcation of Containment Zones, in vulnerable and high incidence areas, is key to breaking the chain of transmission and controlling the spread of the virus. Containment Zones shall be carefully demarcated by the district authorities, at the micro level, taking into consideration the guidelines prescribed by the Ministry of Health and Family Welfare (MoHFW) in this regard. The list of Containment Zones will be notified on the websites by the respective District Collectors and by the States/ UTs. This list will also be shared with MoHFW.
7. Within the demarcated Containment Zones, containment measures, as prescribed by MoHFW, shall be scrupulously followed, as under:
 - i. Only essential activities shall be allowed in the Containment Zones.
 - ii. There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services.
 - iii. There shall be intensive house-to-house surveillance by surveillance teams formed for the purpose.
 - iv. Testing shall be carried out as per prescribed protocol.
 - v. Listing of contacts shall be carried out in respect of all persons found positive, along with their tracking, identification, quarantine and follow up of contacts for 14 days (80% of contacts to be traced in 72 hours).
 - vi. Quick isolation of COVID-19 patients shall be ensured in treatment facilities/ home (subject to fulfilling the home isolation guidelines).
 - vii. Clinical interventions, as prescribed, shall be administered.
 - viii. Surveillance for H1N1/ SARS cases shall be carried out in health facilities or outreach mobile units or through fever clinics in buffer zones.
 - ix. Awareness shall be created in communities on COVID-19 appropriate behaviour.
8. It shall be the responsibility of local district, police and municipal authorities to ensure that the prescribed Containment measures are

 15/11/2020

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strictly followed. State/ UT Governments shall ensure accountability of the officers concerned in this regard.

Strict adherence to the prescribed SOPs

9. All activities have been permitted outside Containment Zones, except for the following, which have been permitted with certain restrictions:
 - i. International air travel of passengers, as permitted by MHA
 - ii. Cinema halls and theatres, with upto 50% capacity
 - iii. Swimming pools, only for training of sports persons.
 - iv. Exhibition halls, only for business to business (B2B) purposes
 - v. Social, religious, sports, entertainment, educational, cultural, religious gatherings, with upto a maximum of 50% of the hall capacity, with a ceiling of 200 persons in closed spaces, and keeping of the size of the ground space in view, in open spaces.However, based on their assessment of the situation, State / UT Governments may reduce the ceiling to 100 persons or less in closed spaces.
10. SOPs have been prescribed for various activities. These include movement by passenger trains, air travel, metro trains, schools, higher educational institutions, hotels and restaurants, shopping malls, multiplexes and entertainment parks, yoga centres and community assemblies and congregations, etc.
11. For ease of reference, the list of activity wise SOPs with their web link is given at Annexure II
12. The SOPs shall be strictly enforced by the authorities concerned and shall be responsible for their strict observance.

Local restrictions

13. States and UTs, based on their assessment of the situation, may impose local restrictions, with a view to contain the spread of COVID-19 such as night curfew. However, State / UT Governments shall not impose any local lockdown (State, District, sub-divisional or levels) outside the containment zones, without prior consultation with the Central Government.
14. States and UTs also need to continue social distancing in all public places, where the weekly Case Positivity Rate is more than 10%. States and UTs concerned shall consider staggered office timings and other suitable measures, with a view to regulate the number of employees attending office at the same time, thereby ensuring social distancing.
15. There shall be no restriction on inter State and intra State movement of persons and goods including those for essential services and supplies.

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Treaties with neighbouring countries. No separate permission/ approval/ e-permit will be required for such movements.

Protection of vulnerable persons

16. Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to stay at home, except for essential and health purposes.

Use of Aarogya Setu

17. Aarogya Setu enables early identification of potential risk of infection, and thus acts as a shield for individuals and the community.
18. With a view to ensuring safety in offices and work places, employers on best effort basis should ensure that Aarogya Setu is installed by all employees having compatible mobile phones.
19. Organizations and Business entities with 50 or more employees are encouraged to avail the Aarogya Setu OpenAPI Service (<https://openapi.aarogyasetu.gov.in>). OpenAPI feature will facilitate Organisations and employees to return to work in a COVID 19 risk free environment.
20. District authorities may advise individuals to install the Aarogya Setu application on compatible mobile phones and regularly update their health status on the app. This will facilitate timely provision of medical attention to those individuals who are at risk.

Strict enforcement of the guidelines

21. State/ UT Governments shall not dilute these guidelines issued under the Disaster Management Act, 2005, in any manner.
22. For the enforcement of social distancing, State/ UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.
23. All the District Magistrates shall strictly enforce the above measures.

Penal provisions

24. Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at Annexure III.


15/04/2020
Union Home Secretary

and, Chairman, National Executive Committee

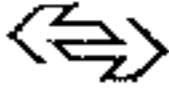
NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (2 gaz ki doori) in public places.
Shops will ensure physical distancing among customers.
3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

Additional directives for Work Places

4. **Work from home (WFH):** As far as possible the practice of WFH should be followed.
5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.


25/4/20 20



दिल्ली परिवहन निगम
कर्मचारी भविष्य निधि ट्रस्ट
आई.पी.एस्टेट, नई दिल्ली-110002



सं० भ०नि०/दि०प्र०नि० ई०पी०एफ०ट्रस्ट/2020/57

दिनांक: 2-12-2020

विषय: EPS-95 सदस्यों को सेवानिवृत्ति की दिनांक को भविष्य निधि भत्ते व पेंशन का भुगतान।

संदर्भ: 1. भ०नि० अनुभाग/मुख्यालय पत्र संख्या Accn./Mgr.(PF)/2020/362 दिनांक 22.09.2020

2. भ०नि० अनुभाग/मुख्यालय पत्र संख्या Accn./Mgr.(PF)/2020/412 दिनांक 02.11.2020

अवगत कराया जाता है कि दिनांक 10.11.2020 को संपन्न हुई दिल्ली परिवहन निगम कर्मचारी भविष्य निधि ट्रस्ट की बैठक में ट्रस्ट द्वारा यह निर्णय लिया गया है कि कर्मचारियों को उनकी सेवानिवृत्ति की दिनांक को ही उनके भविष्य निधि के अंतिम निपटान के दावों के भुगतान किया जाना चाहिए।

इस संबंध में भविष्य निधि विभाग/मुख्यालय द्वारा EPS-95 सदस्यों को सेवानिवृत्ति की दिनांक को भविष्य निधि भत्ते व पेंशन का भुगतान करने के संबंध में कर्मचारी भविष्य निधि संगठन से प्राप्त निर्देशों को पत्र संख्या Accn./Mgr.(PF)/2020/362 दिनांक 22.09.2020 के माध्यम से पहले ही जारी कर दिया गया है। इसके अलावा भविष्य निधि अनुभाग/मुख्यालय पत्र संख्या Accn./Mgr.(PF)/2020/412 दिनांक 02.11.2020 के माध्यम से अनुरोध किया गया है कि:

1. सेवानिवृत्त होने वाले कर्मचारियों की रूचना (58 वर्ष की आयु वालों की पेशन हेतु व 60 वर्ष की आयु वाले के अंतिम भुगतान हेतु) तीन माह पहले ही अग्रिम रूप से तैयार रखे जिससे कि उनके पेशन व अंतिम भुगतान के दावों का निपटारा समय से किया जा सके।
2. सभी डिपो/यूनिट प्रबंधकों से अनुरोध है कि 58 वर्ष की आयु पूर्ण कर रहे कर्मचारियों को 10D दफ्तर को सभी प्रकार से पूर्ण करते हुए 58 वर्ष की आयु पूर्ण करने से एक माह पूर्व ही भविष्य निधि विभाग में भिजवाया जाए। यदि कर्मचारी अपने भविष्य निधि पेंशन अंशदान की कटौती 60 वर्ष की आयु तक करवाना चाहता है तो उससे 58 वर्ष की आयु पूर्ण करने से एक माह पूर्व ही लिखित प्रार्थना पत्र लिया जाना चाहिए।
3. सेवानिवृत्त होने वाले कर्मचारियों को 58 वर्ष की आयु पूर्ण करने की तारीख उसी दिन सुबह ही ई पी एफ ओ. पोर्टल पर अपलोड कर दें जिससे कि उन कर्मचारियों को 10D दावों पर कार्यवाई की जा सके।
4. डिपो/यूनिट द्वारा हर महीने एक अनुपालन रिपोर्ट प्रस्तुत की जानी चाहिए।

उपरोक्त को ध्यान में रखते हुए सभी डिपो/यूनिट प्रबंधकों से अनुरोध है कि उपरोक्त चारों निर्देशों का अनिवार्य रूप से पालन किया जाए। इसके लिए सक्षम प्राधिकारी की अनुमति है।

—सुन्दर प्रकाश

जन. मुख्य महाप्रबन्धक (भविष्य निधि)

सभी क्षेत्रीय प्रबंधक

सभी डिपो/यूनिट प्रबंधक

प्रतिलिपि: विशेष कार्याधिकारी, प्रबन्ध निदेशक - सूचनार्थ

निर्ज. सहायक मुख्य महाप्रबन्धक (भविष्य निधि) - सूचनार्थ

**DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T.OF DELHI)
I.P.ESTATE: NEW DELHI**

No. Admm/Misc./2020/1728

Dated:- 04.12.2020

Further to this office letter No.Adm-I/Misc./2020/522 dated 15.06.2020 vide which it was ordered that extra monetary benefits being paid to the regular DTC employees on Gazetted/Restricted Holidays be stopped immediately.

Now the Competent Authority has approved that the circular No.Adm-I/Misc./2020/522 dated 15.6.2020 be withdrawn subject to following conditions:

"Calling of minimum number of drivers on GH only for line duties after giving full booking of contractual drivers to keep the financial implications to the minimum".


B.S. Chauhan)
Sr. Manager (Admn.)

All DMs/Unit Officers
All RMs/Dy.CGMs.
Addl CAO.
All HODs

Copy to: OSD to MD- for kind information please

DELHI TRANSPORT CORPORATION
(A GOVT. OF NCT OF DELHI)
STORE & PURCHASE DEPARTMENT, MS-1
B.B.M. COMPLEX, DELHI-110009

NO: DTC/Mgr.(P&A)/MS-1/2020/21

Date: 04.12.2020

CIRCULAR

In supersession of earlier Circular No. DTC/Mgr.(P&A)/MS-1/2019/296 dated 09.04.2019 & No. DTC/Mgr.(P&A)/MS-1/2020/476 dated 11.03.2020, it has been decided by the Competent Authority that all office stationary and other ancillary items required in offices is being and shall be centrally procured by Store & Purchase department (MS-1), DTC on quarterly basis following due process. Those items shall be distributed among all the field offices/Unit offices/ HQ etc. as per their requirement on monthly basis, as usual.

Further, Imprest money allotted to an office is meant for making petty expenses to meet the emergent need for running the office. It has been noticed that some offices are using the Imprest money for routine purchase. This practice is required to be stopped immediately and accordingly, all concerned are hereby directed to use the Imprest money only for the purpose it is meant for.

Further, in case of urgency for purchasing any office stationary items by Unit/ Depot, they are directed to obtain the "Non Availability Certificate" from Store & Purchase Department before making purchases of those items. Items purchased without obtaining the certificate shall be declared null & void and no payment against that purchase shall be sanctioned/ recouped. As such, Account section is directed to release payments/recoup Imprest money only after satisfying itself that above conditions have been abided by before purchase.

This issues with the approval of the Competent Authority.


ARUN KUMAR JHA
DY. CGM (Finance)

Copy for information and necessary action to :

- 1:- ALL CGMs
- 2:- ALL Dy. CGMs
- 3:- SECY. BOARD DTC
- 4:- ADDL. CAO
- 5:- OSD to MD
- 6:- ALL RMs/ SR.MANAGERS/DMs



No. Accr./EPF Trust/2020/4 ✓✓

Date 04.12.2020

Sub.: Supplementary Minutes of the meeting of DTC EPF Trust
held on 10-11-2020 at 1130 hrs.

In addition to approved agenda items as per minutes of meeting of DTC EPF Trust held on 10.11.2020 at 1130 hrs., one more resolution has been passed in the EPF Trust meeting which is as under:

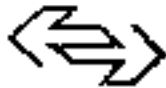
Point No. 11 (A) Any other item with the permission of the Chair.

Since, no recovery can be done from provident funds of the employee (except adjustment of the loans / advances taken from PF), the Trust has resolved that all the cases of final settlements of PF Claims should be settled without any delay. In this regard EPFO has also issued instructions under Section 10 - Protection against attachment of Employees' Provident Fund & Miscellaneous Provisions Act 1952 (copy attached)


Manager (PI)

OSD to MD/Chairman (PF Trust)
CGM (PF) / Secy. (PF Trust)
Vice Chairmen (PF Trust)
Joint Secy. (PF Trust)
 All Trust Members

10. *Protection against attachment.*—(1) The amount standing to the credit of any member in the Fund 2 [or of any exempted employee in a provident fund] shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any court in respect of any debt or liability incurred by the member 2 [or the exempted employee], and neither the official assignee appointed under the Presidency-towns Insolvency Act, 1909 (3 of 1909), nor any receiver appointed under the Provincial Insolvency Act, 1920 (5 of 1920), shall be entitled to, or have any claim on, any such amount. 3 [(2) Any amount standing to the credit of a member in the Fund or of an exempted employee in a provident fund at the time of his death and payable to his nominee under the Scheme or the rules of the provident fund shall, subject to any deduction authorised by the said Scheme or rules, vest in the nominee and shall be free from any debt or other liability incurred by the deceased or the nominee before the death of the member of the exempted employee 4 [and shall also not be liable to attachment under any decree or order of any court]. 5 [(3) The provisions of sub-section (1) and sub-section (2) shall, so far as may be, apply in relation to the family pension or any other amount payable under the 6 [Pension] Scheme 7 [and also in relation to any amount payable under the Insurance Scheme] as they apply in relation to any amount payable out of the Fund.]



DELHI TRANSPORT CORPORATION
PROVIDENT FUND SECTION
L.P. ESTATE, NEW DELHI



No. Actt./Manager (PF)/2020/458

Dated:- 07.12.2020

Sub.: Office order regarding no recovery from PF of employees.

In the meeting of DTC EPF Trust held on 10.11.2020 it has been approved & decided that "No recovery can be done from provident funds of the employee (except adjustment of the loans / advances taken from PF) and all the cases of final settlements of PF Claims should be settled without any delay. In this regard EPFO has also issued instructions under Section 10 - Protection against attachment of Employees' Provident Fund & Miscellaneous Provisions Act 1952"

Section 10 - Protection against attachment - "(1) The amount standing to the credit of any member in the Fund 2 [or of any exempted employee in a provident fund] shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any court in respect of any debt or liability incurred by the member 2 [or the exempted employee], and neither the official assignee appointed under the Presidency-towns Insolvency Act, 1909 (3 of 1909), nor any receiver appointed under the Provincial Insolvency Act, 1920 (5 of 1920), shall be entitled to, or have any claim on, any such amount.

3 [(2) Any amount standing to the credit of a member in the Fund or of an exempted employee in a provident fund at the time of his death and payable to his nominee under the Scheme or the rules of the provident fund shall, subject to any deduction authorized by the said Scheme or rules, vest in the nominee and shall be free from any debt or other liability incurred by the deceased or the nominee before the death of the member of the exempted employee 4 [and shall also not be liable to attachment under any decree or order of any court].

5 [(3) The provisions of sub-section (1) and sub-section (2) shall, so far as may be, apply in relation to the family pension or any other amount payable under the 6 [Pension] Scheme 7 [and also in relation to any amount payable under the Insurance Scheme] as they apply in relation to any amount payable out of the Fund.]"

Accordingly, as directed by the Competent Authority all the pending cases of PF settlement may please be sent to PF Section, HQ without any delay for payment.

Manager (PF)

All RMs

All DMs & Unit Officers

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HEALTH & FAMILY WELFARE DEPARTMENT
9th LEVEL, WING-A, DELHI SECRETARIAT, IP ESTATE, NEW DELHI-110002
R.No. 30Q/DGHS/PHW-IV/COVID-19/RAT & FU/2020/17564/16/2657- Dated: 30/11/20
21686

ORDER

In supersession of previous order No.52/DGHS/PH-IV/COVID-19/2020/17564/16/2657 dated 18/06/2020 the rates for RT PCR based molecular testing for COVID-19 in Delhi by Private sector Labs is fixed as per details below:

S. No.	RT PCR Test for COVID-19	Maximum Chargeable (Incl. of all Taxes)	Rate
1.	Samples that are collected by Govt. teams and collected from the collection sites by Private sector Labs as requisitioned by the Districts/Hospitals	Rs. 800	
2.	Samples that are collected at the Labs/Hospitals/Collection facilities (including all charges-sample collection & testing cost at the site)	Rs. 800	
3.	Samples that are collected through Home visits (including all charges-visit, samples collection & testing cost)	Rs. 1200	

Private sector labs shall mandatorily collect the samples from the testing sites as requisitioned by Govt. team (District CDMO Office or Hospital).

Processing of samples, sharing the reports with the client (Govt. or individual) and updation of all reports on ICMR Portal will be ensured latest within 24 hours of collection of samples.

All Labs/Hospitals will display the revised rates at a prominent place latest within 24 hours of this order.

This order comes into effect immediately and is for strict compliance by all concerned.


30/11/2020

(Vikram Dev Dutt)

Pr. Secretary (H&FW)

DELHI TRANSPORT CORPORATION
IP ESTATE, NEW DELHI

No. Admnl/Misc/2020/1749

Dated- 08.12.2020

Forwarded to all concerned with the request to comply the orders while settlement of medical claims.



(B.S. Chauhan)

Sr. Manager (Admn)

All DMs / Unit Officers
CMO, DTC Medical Board
Addl. CAO

DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
OFFICE OF CHIEF GENERAL MANAGER (LAW)
1, P. ESTATE: NEW DELHI

No. Leg.Sec./Circular/2020/ 1201

Dated.-15-12-2020

CIRCULAR

Sub:- Surender Kumar Vs DTC, O.A.No. 1401/2019, M.A No 947/2019 & C.P No 235/2020.

While perusing the interim orders of Ld. CAT passed in above subject cited matter listed on 9th December 2020 through Video Conferencing, it has brought to the notice of the undersigned by the contesting counsel that Authorities Competent to sign the affidavits are sometimes not verifying the complete facts from the records and do sign the affidavits merely relying on the facts narrated by counsels therein, based on the information supplied to them {counsels} by depot authorities. In the instant case, Hon'ble court has taken very serious view against the management for non-supplying of complete/ true facts in affidavit duly signed by proficient competent authority and for committing an error by simply putting the signature and rubber stamp on the papers which were not in conformity with the exact/ complete/ true facts.

In view of the above, all concerned authorities are hereby requested to kindly get the facts verified from the original records before signing any affidavit or any legal papers etc. so that only true and corrects facts may be put up before the courts in order to avoid any contempt/ undesirable proceedings from any court of law.


Dy. CGM (Law)

All RMs/ DMs/ Unit Officers

Copy to: ALL HoDs

✓ Copy to: OSD to MD-For information pl.

DELHI TRANSPORT CORPORATION
(Govt. of NCT of Delhi)
LP. ESTATE: NEW DELHI-110002

No. Admn-I-7(27)/2020/1830

Dated- 21.12.2020

In continuation to the Office Circular No. Admn-I-7(27)/2020/290, Dated-23.03.2020, it is further notified for information to all officers/officials of the Corporation that in addition to the existing empanelled hospitals, the following hospitals have been inducted in the list of empanelled hospitals provisionally for the period mentioned against each, subject to condition that they will charge CGHS rates:-

HOSPITALS DELHI-

S.No.	Name of Hospital	NABH /Non NABH	Purpose as per CGHS/DGEHS	Period
1	Aakash Health Care Super Speciality Hospital, Road No.201, Sector-3, Dwarka, New Delhi-110075	NABH	General Medicine, General Surgery, Gynecology & Obstetrics, Orthopedic (including Joint replacement), Otorhinolaryngology, Psychiatry, Respiratory Medicine, cardiology, Cardiothoracic Surgery, Neonatology, Neurology, Pulmonology, Nephrology, Neurosurgery, Urology, (Including Dialysis and lithotripsy), Eye, Dental and Diagnostics.	21.12.2020 to 31.03.2021
2	Oncoplus Hospital, A-288, 289, III rd Floor, Defense Colony, New Delhi-110024	Non NABH	Medical & Surgical Oncology	21.12.2020 to 31.03.2021
3.	Saroj Medical Institute, Plot No.8, Pocket-8B, Sector-19 Rohini, Delhi-110089	Non NABH	General Medicine, General Surgery, Gynae. & Obs, Orthopedic Surgery (including Joint replacement) Cardiology, Respiratory Medicine, Medical Gastroenterology, Nephrology, Neurology Oncology (Medical), Urology, (including Dialysis and Lithotripsy), Eye, ENT Dental & Diagnosis.	21.12.2020 to 31.03.2021
4.	Shanti Mukand Hospital-SHM, 2-Institutional Area, Vikas Marg Extn. Karkardooma, Delhi-110092	NABH	Cardiology, Laparoscopic/Endoscopic Procedures, and cardiothoracic surgery Endoscopic/ procedures, Gynecology & Obstetrics, Orthopedic surgery including, Joint replacement, Pulmonology, General Medicine, General Surgery, Neurology & Neurosurgery, Urology, Nephrology (Including Dialysis), Gastroenterology and GI Surgery, Pediatrics, Eye, ENT, Dental, Cancer treatment (Surgery Chemotherapy & Radiotherapy) and Diagnostics.	21.12.2020 to 31.03.2021

HOSPITALS NCR-

5	QRG Medicare Ltd., Plot No.1, Sector-16, Faridabad-121002	NABH	General Medicine, General Surgery, Gynecology & Obstetrics, Orthopedic (including Joint replacement and Arthroscopic Surgery) Cardiothoracic Surgery, Gastroenterology (Medical & Surgical) Cardiology Endocrinology, Urology, Nephrology including Dialysis, Renal Transplant, Neurology, Neurosurgery, Respiratory Medicine, Eye, ENT Dental & Diagnosis.	21.12.2020 to 31.03.2021
6	Swastik Hospital, Jhajjar Road, Bahadurgarh Haryana, PIN-124507	Non NABH	General Medicine, Gyne & Obs., Orthopedic, General Surgery, Endoscopic, Laparoscopic procedures Dental, Eye, ENT and Diagnosis	21.12.2020 to 31.03.2021
7	The Signature Hospital, (A unit of Park Medicity North Pvt. Ltd.) Sector-37D, BPTP, Dwarka Expressway, Gurugram-122001	Non NABH	General Medicine, General Surgery, Gyne & Obs. Orthopedic (including Joint replacement), Pediatrics, Cardiology, Cardiothoracic Surgery, Gastroenterology (Medical), Nephrology, Neurology, Neurosurgery, Respiratory Medicine, Oncology (Medical & Surgical), Urology, (Including Dialysis and Lithotripsy).	21.12.2020 to 31.03.2021

EXCLUSIVE EYE CENTRES-


8	Narang Eye Institute, B-8, Derawal Nagar, Opposite Model Town Delhi-110009	NABH	Exclusive Eye Care Centre	21.12.2020 to 31.03.2021
9	Neera Eye Centre, B-99, Bhagat Ram Road, Opposite Commercial School, Darya Ganj, Delhi- 110002	Non NABH	Exclusive Eye Care Centre	21.12.2020 to 31.03.2021
10	Suraksha Eye Surgery Centre, B-15, G F, Rana Pratap Bagh, Delhi-110007	Non NABH	Exclusive Eye Care Centre	21.12.2020 to 31.03.2021
11	The Healing Touch Eye Care, C-2/390, Janakpuri, Delhi- 110058	Non NABH	Exclusive Eye Care Centre	21.12.2020 to 31.03.2021
12	Vision Eye Centre, 19-Siri Fort Road, New Delhi-110045	NABH	Exclusive Eye Care Centre	21.12.2020 to 31.03.2021

EXCLUSIVE DENTAL CLINICS-

13	Balaji Dental Care, 2065 A, Old Anaj Mandi, Narela, Delhi- 110040	Non NABH	All available Dental Care Facilities	21.12.2020 to 31.03.2021
14	Kapil Dental Clinic & Implant Centre, A-1/681, Sector-6, Rohini, Delhi-110085	Non NABH	All available Dental Care Facilities	21.12.2020 to 31.03.2021
15	Siwach Dental Hospital, 132, Auchandi Road, Bawana Delhi-110039	Non NABH	All available Dental Care Facilities	21.12.2020 to 31.03.2021

All unit officers are therefore requested to make wide publicity among the staff.

This has the approval of the Competent Authority.



(B.S. Chauhan)
Sr. Manager (Admin.)

All DMs/All Unit Officers: (with two copies) one for pasting the Circular on Unit Notice Board and second for members of Depot council for wide publicity among employees of the unit concerned.

C.c. to: CMO, I/C Medical Board: for kind information and necessary action.

All RMs/All Dy.CGMs

All CGMs: for kind information

Manager (IT): with the request to upload the circular on the DTC website.

(a)

**Delhi Transport Corporation
Accounts Department
New Delhi-110 002**

F.No. Dg-acc/20/32

Dated: 22.12.2020
27-12-2020

Guidelines for preparing/ processing/publishing/finalizing e-Tenders through e-procurement system

It has been the prime Endeavour of every Department/Section in DTC to ensure transparency and fairplay in all procurements/contracts. one of the prominent initiative to this effect was adoption of e-procurement for goods, works and services by all Departments/Sections in DTC. In order to further streamline the entire tendering process, the Competent Authority, after detailed deliberations with the Division Heads of DTC, has directed to comply following instructions while processing tenders:-

1. All Departments/Sections in DTC will process all tenders through e-procurement portal only in respect of all procurements as have been mandated for all Ministries/Departments as per CFR Rule 160 'E-Procurement'. All bidders must be asked to upload scanned copies of all documents required in tender/RFP. Offline/physical bids shall not be accepted and no request on the same will be entertained on any ground/reason. However, the concerned department may ask for physical bid under special circumstances only and that to with the prior approval of Competent Authority with instruction in Tender document that in case of discrepancy in physical and online submitted document, latter will prevail..
2. EMD for all tender/ RFP shall be received physically by the Department/ Section concerned and a reference to this should specifically be included in the bid document along with the detailed address of the officer who shall receive the same. Bid document should also clearly specify that scanned copy of EMD/ document for exemption etc. is required to be uploaded along with

-1/2-

the bid. The concerned Department/Section shall be the custodian of the EMD/PG irrespective of its form.

3. It will be the responsibility of concerned Departments/ Sections to Prepare, Publish / Float tenders, upload Corrigendum (s) or Addendums or 'Replies to Queries', open tenders (Technical & Financial Bids), evaluation of bids(Technical & Financial Bids & uploading of details of evaluation on e-procurement portal of NIC.
4. All concerned Departments/ Sections may purchase two (2) Digital Signature Certificates (DSC), preferably one in the name of Section Head& one subordinate officer, for use as e-key for processing tenders through e-procurement portal.
5. For processing of tender, a new setup with dedicated manpower, computer and printers will be established in the CCR(Central Control Room, DTC HQ). Persons engaged in tender cell shall manage this setup also in addition to works already assigned to them.
6. All Bids submitted shall be evaluated by the concerned Departments/ Sections itself at the first stage. The concerned Department/ Section may opt for an Accountant/ Account Officer, if need be, for this purpose. If the Department/ section feels that further evaluation is required, they can constitute a committee after approval of the Competent Authority. Such committee should be constituted as per laid down norms/ guidelines.

This issues with the approval of Competent Authority.


(Arun Kumar Jha)

Dy. Chief General Manager(Finance)

All CGMs

All Dy. CGMs

All Add. CAO

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DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
L.P. ESTATE, NEW DELHI

No PLD-V/ACR/2020/5245

Dated: 24/12/2020

Circular

Reference to the various grievances received regarding up-gradation of bench mark to "Very Good" for performance appraisal for promotion and financial up-gradation under MACP while filing the ACRs from the period 2017-18 & onwards it has been decided by the Competent Authority to modify the circular No. PLD-V/ACR/2018/1191 dated 17.04.2018 to the extent that the required grading of "Very Good" will be applicable only in respect to the ACRs from the year i.e. 2017 onwards. For earlier years the grading of 'Good', 'Hard worker', 'Average' etc i.e. the earlier criteria which were treated as sufficient for the grant of promotions / financial benefits will be treated as qualifying eligibility criteria for the benefit under MACP Scheme up to the grade pay of Rs 6800/- (pre-revised) and the cases settled in accordance with the earlier provisions can also be dealt accordingly for the grant of financial benefits. The Committee for Screening these cases of MACP will be constituted as per order of PLD-V vide No. PLD-V(MACP)/2018/2160 dated 02.07.2018 after the approval of Chairperson of Screening Committee

This has the approval of the Competent Authority


Manager (PLD)

All Unit Officers

Copy to : All HODs
: OSD to MD
: All Dy. CGMs/RMs

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DELHI TRANSPORT CORPORATION
(A GOVT. OF NCT DELHI)
VIGILANCE DEPARTMENT
IP ESTATE: NEW DELHI-110002

No. VS/2020/ 2548

Dated: 31/12/2020

Office Memorandum

The General Financial Rules (GFRs) are a compilation of rules and orders of Government of India which are to be treated as executive instructions to be observed by the Government Departments and Organization while dealing with procurements of all types of Goods and Services. The latest GFR-2017 rules are available on the website of Department of Expenditure, G.O.I and can be downloaded on URL -https://doe.gov.in/sites/default/files/GFR2017_0.pdf.

Further, in order to maintain transparency in procurement process and in the interest of equity and fairness, the Central Vigilance Commission(CVC) from time to time issues Guidelines which are to be adhered at various stages of Procurement Process of Goods and Services. These instructions are available on the CVC website <https://cvc.gov.in/>.

The Officers involved in procurement of all types of Goods and Services are reminded to apply due diligence in the procurement processes and to strictly follow GFR rules and the CVC guidelines.

This issues with the approval of Competent Authority


(Arun Kumar Jha)
O.S.D.(Vigilance)

All CGMs
All Dy.CGMs
All Unit Officers

Delhi Transport Corporation
I.T. Department: I P Estate
New Delhi-110002.

No:ITD-HQ/597F/2020/258/ITDTC/166

Dated:- 31.12.2020

Sub: - Contactless Mobile Ticketing Trial - 4th Extension
from 01.01.2021 to 31.01.2021

This is in continuation to this Office Order issued vide No:ITD-HQ/597F/2020/237/itdct/136 dated 27.11.2020, vide which instructions were issued for 3rd extension of trial in 128 DTC buses (103 GPD and 25 HPD) till 31.12.2020.

2. In this connection, the existing trial of Contactless Mobile Ticketing is extended till **31.01.2021** as informed vide MoM letter F.168/DC/DTC Sectt./Pt. File/2020/1649-1658/80568 dated 31.12.2020 issued by Taskforce Committee.

3. Important instructions for Contactless Mobile Ticketing already issued vide e-mail dated 11.12.2020 shall be adhered strictly by all concerned.

4. The QR codes and posters may be replaced, wherever required, for the information and utilization of the commuters.

5. Enforcement / Checking Team will be deployed by all RMs to carry out the inspection of trial at different points of Route and assist the Conductors & Passengers in effective manner.

This issues with the approval of the competent authority.


(R.K. Jain)

Dy.Chief General Manager (IT)

Copy for necessary action to:

1. Sh.Rajan Girda, Research Associate, IIIT Delhi
2. All RMs(E/S/NW) - for informing all checking staff.
3. DM (HPD)
4. DM (GPD)
5. Manager (O/CCR).
6. Manager(IT-3)

Copy for kind information to:-

1. Secretary to Hon'ble Minister(Transport)
2. Secretary-cum-Commissioner(Transport)
3. Special Commissioner(Transport)
4. Deputy Commissioner (Transport)
5. CGM(IT/O)
6. Dy.CGM(Tr.), 7. Dy.CGM(PR), 8. Addl.CAO, 9. OSD to MD
10. Prof.Pravesh Biyani, Associate Professor, IIIT Delhi - with the request to inform / direct all the representatives of IIIT Delhi.
11. Ms. Ravati, Transport Planner, WRI.

DTC/2020/16268