

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

No. ADM1-3 (28)/62

Dated : 16-6-62

**Office Order No. 62**

**Sub :- Procedure to be followed while declaring employees as absconders - delegation of powers to officers therefor.**

The attention of all officers is invited to the office order No. 170 dated 10th October, 1960 on the above subject. It has now been decided that action to declare employees as absconders will only be taken by the Head Office. All cases should be sent in closed covers to the Asstt. General Manager (A) on the 11th day of absence of any employee from duty without sanction of leave or without permission or without intimation. Further action on the cases will be taken by the Asstt. General Manager (A).

Sd/-

P. K. J. Menon,  
GENERAL MANAGER (TRANSPORT)

**All Officers of the D.T.U.**

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

No. ADM1-3 (28)/62

Dated : 16-8-62

**Office Order No. 91**

**Sub:—Procedure to be followed while declaring employees as absconders.**

In continuation of office order No.62 dated 16.6.62, it has been decided that on receipt of cases of unauthorised absence from duty of the employees, a notice shall be issued by A.G.M. (A) through registered

post immediately to the employee concerned at his residential address, available in the office, asking him to show cause, if any, by a particular date, giving at least three days interval, as to why his services should not be terminated. In case of non-receipt of reply from the employee, within the stipulated period, orders declaring him as an absconder and terminating his services, shall be issued by the Asstt. General Manager (Admn.).

In case reply to the show cause notice is received, AGM(A) shall pass suitable orders keeping in view the provisions of the standing orders governing the conduct of the employees of this Undertaking, and D.R.T.A. (Conditions of Appointment and Service) Regulations, 1952.

If at the time of finalisation of such cases, permission or approval is required of the appropriate authority during pendency, specific orders will be passed by the AGM(A) as to whether or not an application under Section 33 of the Industrial Disputes Act, 1947, is to be filed before the appropriate authority. If it is necessary to file an application, procedure, as laid down in the said Act, will be followed.

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

**All Officers & Sections.**

- Copy to:—(1) The Commissioner, Municipal Corporation of Delhi.  
(2) The Deputy Chief Auditor, Municipal Corporation of Delhi (2 copies),  
(3) All D.T.U. Unions.  
(4) File No. ADMI—8(1)/62.

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