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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**TRANSPORT DEPARTMENT: ADMINISTRATION BRANCH**  
**5/9 UNDER HILL ROAD, DELHI-110054**

F. No. F4(77)/Admn/Tpt/25/ 1123


Dated : 08.08.2025

**CIRCULAR**

It has come to the notice that of the department that some of the branches are sending requisition to DTC for diverting the manpower viz. drivers/ATIs/Foremen from their branches on their own without taking administration branch into cognizance and without proper approval of the Competent Authority.

Now onwards, such practices are not acceptable and may further attract to suitable action as per violation of Rules/delegation of work assigned to the concerned branch.

Accordingly, it is hereby conveyed that no such requisition of manpower to be sent to DTC, in case there is any requirement that is to be brought into the notice of the administration branch for taking appropriate action with prior approval of the Competent authority.

  
Dr. Ashutosh Kumar Srivastava  
Dy. Director (Admn)/HOO

Dated : 08.08.2025

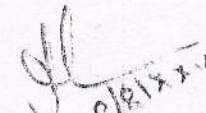
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Copy for strict compliance with immediate effect to:

1. All Branch In-Charges.
2. IT Branch- for uploading on website.
3. Guard File.

Copy for kind information:

1. PA to Secretary-cum-Commissioner Transport Department, GNCTD.
2. PS to MD, DTC/Special Commissioners, Transport Department, GNCTD.
3. PS to Special Commissioners, Transport Department, GNCTD.
4. PA to Joint Commissioners, Transport Department, GNCTD.

  
Dr. Ashutosh Kumar Srivastava  
Dy. Director (Admn)/HOO