

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001
(GAD/Transport Division)

No. DSIIDC/TPT/Circular/2024-25/900

Dated:- 12.09.2024

CIRCULAR

Instances of indiscipline by the staff drivers during duty hours have come to notice of this office. It has come to notice that some drivers have been exhibiting quarrelsome behavior while on duty, including arguing with colleagues and officials, using abusive language etc. Such behavior is unacceptable and will not be tolerated. It not only disrupts the work environment but also tarnishes the image of our organization. This has viewed seriously.

2. As we continue to strive for excellence in our official duties, it is essential that we maintain a high level of discipline and professionalism in our workplace. The drivers play a critical role in ensuring the safe and efficient transportation of officers. Accordingly, all drivers, including contractual/outsourced drivers are directed to:

- i) follow the code of conduct of the corporation.
- ii) maintain a professional and respectful demeanor at all times.
- iii) refrain from engaging in arguments or physical altercations with colleagues, officials, or members of the public.
- iv) refrain from consuming alcohol or drugs before and during duty hours.
- v) refrain from playing cards, playing music in high volume etc.
- vi) drive safely, follow traffic rules and regulations, and avoid using mobile phones while driving.
- vii) be punctual and adhere to scheduled timings.
- viii) comply with Security Protocols and flow security guidelines when transporting sensitive materials or high-ranking officials.
- ix) maintain confidentiality of official discussions and documents.
- x) maintain cleanliness and hygiene of the vehicle. Check vehicle condition before use (oil, fuel, tire pressure, etc.).
- xi) maintain a logbook of trips and vehicle usage.
- xii) submit reports on vehicle usage, fuel consumption, and any issues promptly.
- xiii) remain at designated places or in driver's room in case no duty is assigned to them.

3. Non-compliance with instructions may result in disciplinary actions.


(Shobhit Gupta)
Chief Manager (GAD)

To,

All drivers of DSIIDC

Copy for information to:

- i) PS to MD, DSIIDC
- ii) PS to ED, DSIIDC
- iii) PS to FA, DSIIDC
- iv) PS to Engineer-in-Chief, DSIIDC
- v) All CEs/CMs/SEs/DMs/EEs/CAOs
- ✓ vi) DM(IT) for uploading on DSIIDC's website