GENERAL STANDING ORDER NO.166
(issued in Traffic Department)

Sub: Line Checking procedure thereof - Mofussil, City and Suburban services

Line Checking or checking of buses for pilferage is a very important aspect in the Road Transport Industry. It is the backbone of the Organisation in safeguarding the Traffic Revenues of the organisation. Checking of tickets is not the only duty of the line checking squad, but there are various other duties in detecting the lapses of the crew and other controlling staff and reporting to the competent authority in the interest of the Corporation.

The following are the omissions and commissions generally observed in addition to others which the Line Checking Officials/Officers have to look into and report.

A. LAPSES OF TRAFFIC CONTROLLERS

1) Failure to wear proper tidy and neat uniforms.
2) Failure to check proper display of rear and front destination boards.
3) Failure to notice and report about the unclean condition of buses.
4) Failure to despatch buses at schedule timings and record correct timings.
5) Failure to control loadings in buses.
6) Failure to prevent hawkers from selling their goods in buses.
7) Failure to control loading andweighment of luggages.
8) Failure to ensure issue of tickets to all passengers before despatching the bus.
9) Failure to account the number of passengers passes etc. correctly as per procedures prescribed.
10) Failure to be courteous with the travelling public and render assistance.
11) Failure to maintain the records up to date and properly.
12) Failure to report irregularities noticed and requirements of passengers.

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13) Collusion with crew and allowing irregularities.

14) Deserting duty posts.

15) Failure to adhere to any other instructions issued from time to time by the superiors.

B. LAPSES OF DRIVERS

1) Failure to wear neat and proper uniforms.

2) Failure to possess valid driving licences.

3) Failure to maintain speed within limits, rash or negligent driving.

4) Failure to prevent or allowing unauthorised persons to drive.

5) Failure to carry tools, tarpaulins etc.

6) Failure to park buses in proper places.

7) Failure to behave courteously with the passengers or intending passengers, consignors and consignees of goods.

8) Failure to stop buses at authorised places, and stopping at unauthorised places.

9) Failure to maintain schedule timings - headway irregularities.

10) Failure to exhibit proper destination boards.

11) Failure to observe serious defects in buses thereby causing Breakdowns and consequent inconvenience to the travelling public and failure to check up fuel.

12) Failure to follow prescribed routings of services.

13) Failure to stop buses for checking by the officers of the Corporation.

14) Engaging in conversation with passengers or staff members while driving.

15) Performing unauthorized trips.

16) Being under the influence of intoxicating drinks or drugs while on duty.

17) Interfering with the duties of his superiors and other staff.

18) Colluding with conductors in carrying passengers' or luggages, without issuing proper tickets.

19) Carrying passengers' and luggages in drivers cabin.

20) Smoking in buses while on duty.

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C. Lapses of Conductors

1) Failure to wear neat and proper uniform.
2) Failure to possess valid conductor's licences.
3) Failure to prevent prohibited commodities from being carried by passengers.
4) Failure to prevent overloading buses.
5) Failure to prevent passengers from travelling on foot boards of buses.
6) Failure to prevent passengers from smoking in buses or follow the rule themselves.
7) Failure to ensure entry of passengers on priority as per reservations.
8) Failure to check and seize invalid passes.
9) Failure to behave courteously with passengers, or intending passengers, consignor or consignee of goods.
10) Failure to carry passengers carrying the legal fare when accommodation is available or making them to alight before reaching their destination without proper justification.
11) Failure to prevent luggages being carried in the gang way and thus causing inconvenience to the passengers.
12) Failure to make alternate arrangements within a reasonable period for transport of passengers in case of breakdown.
13) Failure to display proper destination board in the rear.
14) Failure to prevent persons suffering from contagious diseases from travelling in buses.
15) Failure to take precaution to secure luggages on the roofs of buses protecting them from damage due to rain, or from being miscarried or undelivered.
16) Failure to issue tickets to all passengers before signalling the bus to move.
17) Failure to issue tickets after collecting fares from the passengers.
18) Failure to issue tickets as also to collect fares from passengers.
19) Failure to issue tickets corresponding to the fares collected (either by issue of tickets of lesser value or higher value).

20) Failure to punch tickets at the correct stages.

21) Failure to carry first Aid Boxes.

22) Failure to prevent passengers from over-travelling.

23) Failure to carry all the equipments of conductors.

24) Failure to follow the prescribed routing of services.

25) Failure to stop buses for checking and surrendering the ticket trays way bill and way bill abstracts etc.

26) Failure to assist passengers in loading and unloading luggages from the roof of buses, at places where licenced porters are not appointed.

27) Failure to issue correct tickets (by issue of once-issued tickets)

28) Being under the influence of intoxicating liquors or drugs.

29) Obtaining the assistance of unauthorised in discharging duties.

30) Erasing original entries in the Way Bill by using rubbers or chemicals, carrying entries to subsequent stages, tampering the original entries.

31) Being in possession of rubber and other chemicals for tampering entries.

32) Being in possession of pockers when punches are supplied.

33) Failure to close stage entries.

34) Failure to prevent Hawkers from selling their goods in buses as also the nuisance of beggars.

35) Being in possession of once, issued tickets.

There are no uniform instructions to the checking officers for the present as to the procedure to be followed. As a result of this they are following conventional methods which do not stand the test of law. Hence it has become necessary to set a common procedure for checking for all the checking staff bearing in mind the legal aspects involved in establishing the charges levelled against the delinquent staff.

The checking officer on noticing the lapses indicated in the preceding para shall forward reports to the competent authority for necessary action. However, in regard to lapses resulting in pilferage the following procedure shall be followed.

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A. MOFFUSIL SERVICES

1) Whenever buses are intercepted for purposes of checking, the checking officials should take charge of the conductors ticket tray and way bills immediately on entering the bus.

2) The number of passengers in the bus at the time of boarding should be counted and recorded.

3) The entries in the way bill (TR-8) should be closed with reference to the facing numbers of the tickets of various denominations in the ticket tray.

4) Individual passenger tickets should be checked and the genuineness or otherwise of the tickets possessed by the passengers verified with reference to the way bill (TR-8), Way Bill Abstract (TR-9) and the stage numbers punched. Enquiries should also be made from passengers as to the place of boarding place of alighting from the bus and the fare paid. In the event, ticketless passengers are found, it should be ascertained from them as to whether fares have been paid or not. If correct fare has been paid, a fresh unpunched ticket corresponding to the amount collected by the conductor should be seized from the conductor's ticket tray. The correctness of the fare paid must be got confirmed by obtaining the information from the passengers as to the place of boarding as also his destination. In the event of fares not having been collected from the passengers, the place of boarding and destination should be ascertained from them and fresh unpunched tickets corresponding to the fare that should be collected from the passengers seized from the conductor's tray and the conductor be asked to collect the money from such passengers. In either case, statement of such passengers with their signatures and clear postal address shall as far as possible be obtained with the details of the place of boarding and destination and whether fares were paid to the conductor or not. These passengers' statements should be got attested by the conductor on the spot. Thereafter by the entries should be closed with reference to the facing numbers of the tickets in the tray and remarks passed as to the number of passengers travelling without tickets after having paid the fares as also those not having paid fares, together with the place of boarding and destination.

5) In the event of wrong punching of tickets, the stages and direction of journey punched as also the correct stages and direction of journey that should have been punched should be recorded in the Way Bill.

6) In case, the conductor is found to have issued lower denomination tickets; after having collected higher fares to passengers who are travelling from the starting point beyond the place of checking, the boarding and alighting stages as also the correct fare should be noted. The value and the number of the lower denomination ticket issued to the passenger should be recorded in the way bill and tickets corresponding to the difference value should be seized from.
from the ticket tray and against this closing number, remarks should be passed indicating that the same is in lieu of issue of lower denomination tickets issued by the conductor. In this instance, also, the statement of the passengers with signatures and clear postal addresses furnishing details of journey and amount paid should as far as possible be obtained and got attested by the conductor.

7) In case the conductor is found to have issued a lower denomination ticket to passengers travelling from the starting place or from an en route place and alighting at the point of checking the details regarding the point of boarding and alighting should be ascertained from the passenger and his signed statement with postal address shall as far as possible be obtained from such passengers and got attested by the conductors. In such instances, the ticket issued should be invalidated and fresh tickets corresponding to the distance travelled seized from the conductor and necessary remarks passed in the way bill.

8) If the conductor is found to have issued higher denomination tickets, the boarding place and destination of the passengers should be ascertained. Then a statement from the passenger as to the place of boarding and alighting as also fare paid should be obtained and got attested by the conductor. This is usually done by the conductor with the intention of re-issuing these tickets to passengers boarding from different enroute places bound to other different enroute places. As for example, a passenger is bound to Channapatna from Bangalore. He pays the conductor Rs.2-30p. (from stages 1 to 10). However, the conductor issues a ticket of Rs.5/- after punching it correctly (from stages 1 to 23). The conductor can safely issue the same ticket to a passenger from Channapatna to Mysore after collecting Rs.3-10 (from stage 10 to 23). In this transaction, the conductor easily pockets 0-40ps. Hence under these circumstances the ticket should be invalidated and a fresh ticket corresponding to the stage upto which the passenger intends to travel must be seized from the conductor and necessary remarks passed in the way bill.

In case it is found that a passenger is overtravelling i.e. travelling beyond the stage upto which he has paid the fare and purchased tickets, details should be ascertained from the passenger and if it is found that the conductor has failed to prevent this overtravelling, then a ticket corresponding to the distance upto which the passenger intends to travel and the place upto which he has already purchased tickets should be seized and necessary remarks passed. A signed statement with clear postal address of the passengers with details as to the place of boarding and the place upto which he had purchased tickets as also the place upto which he intends to travel should be obtained and got attested by the conductor. When the conductor himself observes such overtravelling, he should issue tickets to the passenger corresponding to the value of the ticket for the stage upto which the passenger intends to travel from the place upto which he has already purchased tickets. After doing so, the conductor should record the same in the TR-10 form.

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When it is found that entries are altered or carried forward and the punching is also not in accordance with the boarding and alighting stage of the passenger with whom the ticket is found, it can safely be concluded that these are once issued tickets. It is also likely that the conductor may not record the entry of the tickets and punch them wrongly with a view to re-issuing them. In all these cases, separate tickets corresponding to the value of each of the tickets should be seized from the ticket tray. Necessary remarks should be passed against the over entry of the fresh ticket. Passenger statement with signature and clear postal address indicating the place of boarding and alighting should be obtained.

When the conductor has failed to close the stage entries, the checking officers, should pass remarks at the stage indicating this lapse on the part of the conductor.

The checking officers should also check luggage tickets, and verify with the luggages and confirm themselves of the correctness or otherwise of the luggage charges collected. If chargeable luggages have not been charged, circular instructions issued as per letter No.MST:CO:TR:CON:5:749:60-61 dated 29-4-1960 should be followed according to which if weighing facilities are available at the place of checking, the luggages shall be weighed and charged as per rules. Otherwise approximate charges may be collected and luggage ticket written and seized from the luggage ticket book. In case, weighing facilities are not available, the same should be got weighed at the immediate next place where weighing facilities are available and luggage charges collected as per rules. In this case also, the statement of the concerned passengers with signature and details regarding the place of boarding and destination as also the number of persons travelling (i.e. single or group) should be obtained. The conductor should be charged for non-collection of luggage charges and non-issue of luggage tickets in the event of his not collecting luggage charges loaded at places where weighing facilities are available.

Buses should be checked at the place of interception itself as far as possible with minimum detention time. If there are many lapses which would consume time, then the checking officials should move in the bus and complete checking so as to avoid inconvenience to the passengers.

Cash checks should be conducted as far as possible at terminal points or depots since cash checking consumes considerable time. However, when serious lapses are observed, the cash should be checked at the point of interception and details of personal cash with the conductor and driver as per T-10 form (Annexure ‘A’) shall be noted in the Conductor’s Cash Check form (SY-19) (Annexure ‘B’). The cash check made should also be recorded on the way bill.

After completion of checking, the checking officials must pass necessary remarks on the way bill.

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of the conductor if any irregularities are detected. Then an offence Memo (TR-78) (Annexure ‘P’) should be prepared detailing the irregularities and issued to the concerned on the spot under acknowledgement. The number of the offence Memo should be recorded in the Way Bill.

In the event of the conductor refusing to acknowledge the offence Memo, the same should be recorded and the signature of the driver obtained as evidence. If both the conductor and driver refuse to acknowledge, then the same should be recorded in the offence Memo and signature of the passengers with addresses obtained as witnesses.

The checking officers must keep extra way bills with them and when offence Memos are issued for serious lapses, the original way bills should be seized and a fresh way bill given to the conductor. The checking officials themselves will open the ticket numbers on the new way bill as closed in the original way bill and also write on top of the fresh way bill stating that the original way bill No.……..dated……. has been seized as irregularities were detected and offence Memo issued. On the original way bill, the number of the fresh way bill issued to the conductor should also be recorded.

The checking conducted should be recorded in the TR-10 - (Annexure ‘P’) Traffic Form of the conductor and should be signed by the checking officials and should not only be initiated.

After all the above procedures are completed, the Inspectors Check Report in TR-1 (Annexure ‘P’D’) form should be filled up and initials of the conductor obtained in confirmation of the bus being checked by the checking officers. Then a detail report shall be prepared in Form 57-14, (Annexure ‘P’E’) after returning to Headquarters and submitted to the Competent Authority for taking suitable disciplinary action against the concerned.

The submission of the detail report together with all relevant records of the case shall not be delayed on any account for more than 24 hours after returning to headquarters.

The concerned checking officers should be courteous and discreet with the travelling public as well as the running staff in the course of their duties.

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CITY SERVICES
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Operation of City Services are distinct from the operation of ordinary services. In City Services, the route length and the duration of the journey is short, passengers travel for short distances and there would be bus stops for short distances. The problems are varied and intricate. Therefore there is need for a separate mode of checking for city services.

The lapses that are usually committed by the running staff have been indicated in the preamble to the
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the General Standing Order. The checking officials should observe all the lapsed and report to the competent authority for taking disciplinary action. However, the following instructions are issued when lapsed involving pilferage of revenue are detected.

Buses of City Services are to be normally checked at fare stages. However, there is no bar for checking the buses at any place by the Checking Officers where passengers alight and when they observe conductors indulging in collecting tickets from alighting passengers.

Whenever city buses are intercepted for checking, the Checking Officers should take charge of the ticket tray, Way Bill and Way Bill Abstract from the conductor immediately on entering the bus.

The number of passengers in the bus at the time of interception should be counted and recorded.

The entries in the Way Bills (TR-39D) should be closed by the Checking Officers with reference to the facing number of the tickets in the ticket tray.

Individual passenger tickets should be checked and genuineness of the tickets confirmed with reference to the Way Bill (TR-39D), Way Bill Abstract (TR-40) punching of tickets and stage entries. Enquiry should be made from the passengers as to the place of boarding and alighting as also the fare paid.

When ticketless passengers are found it should be ascertained as to whether fares have been paid or not. If the fares have been collected by the conductor, a fresh unpunched ticket corresponding to the fare collected by the conductor should be seized from the conductor's ticket tray. The correctness of the fare collected must be confirmed by obtaining information from the passengers as to the place of boarding as also their destination.

In case fares have not been collected from the passengers, the place of boarding and destination should be ascertained and fresh unpunched tickets corresponding to the fares that should be collected by the conductor should be seized from the ticket tray and the conductor asked to collect fares from the passengers. Thereafter the entries in the Way Bill should be closed with reference to the facing numbers of the tickets in the ticket tray after seizing the fresh tickets towards non-issue of tickets. Necessary remarks should be passed as to the number of tickets that were not issued despite collection of fares, as also those without collection of fares.

It is generally experienced that conductors are in the habit of collecting tickets from alighting passengers and are re-issuing them to passengers boarding from out-cure points. Conductors may be found to have issued lower denomination tickets, higher denomination tickets or tickets corresponding to the distance upto which the passenger desires to travel. These issues of once-issued tickets could be found out by checking the stage entries in the Way Bill as also the stages punched.

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In the event the conductor is found to have issued once-issued tickets, fresh tickets corresponding to the distance up to which the passengers intend to travel should be seized. In the Way Bill, after closing the entries of the fresh tickets seized, suitable remarks should be passed against these tickets indicating that these are in lieu of once issued tickets.

In the event the conductor is found to have not punched the tickets, or punched at wrong stages, the same should be recorded in way bill and included amongst other irregularities.

In the event the conductor is found to have tampered the original entry by way of alterations, erasures or carrying entries to the subsequent stages the lapses should be observed and recorded. And these irregularities should also be included amongst the other lapses observed and viewed seriously.

In the event the conductor is found to have not closed the entry for the stage at which the bus is intercepted, the discrepancy should be recorded while closing the entry immediately when the ticket tray way bill and Way Bill Abstract are taken in charge of on entering the bus. This should also be included amongst other irregularities observed.

The Checking officials should verify whether the conductor of the bus has given entries to tally with the number of passengers marked at starting points, wherever Traffic Controllers and Advance ticket issue conductors are posted. As for example, the Traffic Controller at Jayanagar IV Block Stand marks 50 passengers in the way bill. The Stand ticket x issue conductor would have issued 35/3 tickets. The remaining tickets i.e., 15 tickets should be issued by the conductor of the bus and recorded before the bus reaches the first stage. The total tickets issued by the Stand Issuing Conductor and the conductor of the bus must tally with the figures marked by the Traffic Controller at Jayanagar Stand. There may be more entries than the number of passengers marked but there should not be any less entries. This aspect should be carefully checked by the checking officials. In case it is found that the entries are less than the number marked the checking officials should seize as many fresh tickets as would tally with the figures marked corresponding to the fare from the starting point up to the point of check. Remarks should be passed stating that these tickets are in lieu of the short entries given by the conductor for the figures marked by the Traffic Controller at the starting point.

Cash checks should be conducted at the terminal points or Depots since cash checking consumes considerable time.

After completion of checking, the Checking officials must pass necessary remarks on the way bill if any irregularities are detected. Then an offence memo (CF-78A) (Annexure 'P') should be prepared detailing the irregularities observed and issued to the concerned under acknowledgement. The number of the offence memo should be recorded in the Way Bill.

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The Checking officials must keep extra way bills with them and when offence memos are issued for various lapses, the original way bill should be seized and fresh way bill given to the conductors. The Checking officials themselves should open the ticket numbers on the fresh way bill as closed in the original way bill and also write at the top of the fresh way bill stating that the original way bill Number........dated........has been seized as various irregularities were detected and offence memo issued. On the original way bill also, the number of the fresh way bill issued to the conductor should be recorded.

The Checking conducted by the Checking Officials should be recorded in the EA-97 (ANNEXURE 'G') form and signature of the conductor obtained and not his initials thereon.

The Checking Officials must ensure that they take minimum possible time for checking buses and do not cause inconvenience to the travelling public.

After returning to the Head quarters a detailed report should be prepared and submitted to the Competent Authority for taking disciplinary action within 24 hours.

The concerned checking officials should be courteous and discreet with the travelling public as well as the running staff in the course of their duties.

SUBURBAN SERVICES

Services operated up to specified distances beyond the Municipal/Corporation limits are Suburban Services. The stages and fares for these services are distinct from City and Metrossal services. The conductors working on this route are expected to issue the tickets to passengers and then start the bus. In these services also the bus stops are very close and passengers board and alight at short distances. It is therefore necessary that checking officials must be quick in checking these services.

The lapses that are usually committed by running staff have been indicated in the preamble to the General Standing Order. The checking officials should observe all the lapses and report to the Competent Authority for taking suitable disciplinary action. However the following instructions are issued where lapses involving pilferage of revenue are detected.

Suburban services are to be checked generally at fare stages. However there is no bar for checking the buses at any place by the checking officials where passengers alight and where they observe conductors indulging in collecting tickets from alighting passengers.

Whenever suburban services are intercepted for checking, the checking officials should take charge of the ticket tray, way bill abstract and Way Bill from the conductor immediately on entering the bus.

The number of passengers at the time of interception should be counted and recorded. The entries
in the Way Bills should be closed by the checking officials with reference to the facing number of tickets in the ticket tray.

Individual passenger tickets should be checked and genuineness of the tickets confirmed with reference to the Way Bills, Way Bill Abstract and stage entries. Enquiries should be made from the passengers as to the place of boarding, alighting as also the fares paid.

In case ticketless passengers are found it should be ascertained as to whether fares are paid or not. If the fares have been collected by the conductor, a fresh unpunched ticket corresponding to the stage upto which the passenger intends to travel should be seized from the ticket tray.

When fare has not been collected from the passenger, the place of boarding and destination should be ascertained and fresh unpunched ticket corresponding to the fare that should be seized from the ticket tray and the conductor asked to collect the fares from the passenger. Thereafter, the entries in the way bill should be closed with reference to facing number of the tickets in the ticket tray after seizure of fresh tickets towards non-issue of tickets. Whenever non-issuance of tickets is found in suburban services, remarks should invariably be recorded stating that the conductor had failed to issue tickets and start the bus.

Necessary remarks should be passed as to the number of tickets that were not issued despite collection of fares as also those without collection of fares.

In the event the conductor is found to have issued once-issued tickets, fresh tickets corresponding to the distance upto which the passengers intend to travel should be seized. After closing entries in the way bill, necessary remarks should be passed against these tickets indicating that these are in lieu of once-issued tickets.

When the conductor is found to have not punched the stages and the direction of the journey properly i.e. Up or Down, the observations should be recorded in the Way Bill and included amongst other irregularities observed. This lapse should be viewed seriously as conductors generally indulge in wrong punching of tickets for re-issue later.

It is generally experienced that the conductors are in the habit of collecting tickets from the passengers and re-issuing them to passengers boarding from en-route places. These issues of once issued tickets could be found out by checking the stage entries in the Way Bill and the punching of stages of the tickets.

Tampering of original entries by way of alteration, erasures or carrying entries to the subsequent stages are very serious lapses. These should be recorded on the way bill and included amongst other lapses.

Luggages are carried in large number in suburban services, consisting of vegetables, fruits, etc. etc.
Greens, Flowers etc. from the suburban places to the city. The luggage charges of suburban services are distinct from that of mofussil services. Whenever suburban buses are intercepted, the checking officials must check luggage tickets also and verify with the luggages and confirm themselves of the correctness of otherwise of the luggage charges collected. If chargeable luggages have not been charged, prescribed luggage charges should be collected and a ticket corresponding to the value of the luggage charges collected should be written and ticket seized. In the luggage entry column the discrepancy observed should be recorded, and this lapse on the part of the conductor should be mentioned in the offence memo.

When the conductor is found to have collected lesser luggage charges he should be asked to collect the difference of charges between the charge collected and the charges that should have been collected and the ticket corresponding to the amount collected should be written and the conductor charged for collecting lesser luggage charges than what he should have collected as per rules.

The procedure prescribed for city services in the event of not closing the stage entries, tallying of stage entries with the number of passengers marked from the starting point, cash checks and the procedure to be followed in issuing offence Memos and subsequent procedures should be followed in the case of suburban services also.

ACCOUNTING OF INSPECTOR CHECK REPORT AND OFFENCE MEMO BOOKS

Inspector Check Report Books and Offence Memo Books are very important documents which have to be carefully accounted. These documents will be useful at the time of enquiries and therefore they have to be preserved. A proper account should be maintained for receipts and issues.

The Inspector Check Report Books and Offence Memo Books should be obtained on indent and issued to the Inspectorial Staff under acknowledgement. A register should be maintained in the proforma at Annexure 'H' enclosed to the General Standing Order. The issues of these books should be checked by Divisional Traffic Officers every month and test checks should be conducted to confirm whether the books are properly accounted or not. The individual forms should also be test checked to prevent any misuse. In the event any irregularity is observed, serious notice shall be taken and an enquiry held into the irregularity.

Contd.....14/-
Receipt of this General Standing Order may be acknowledged and compliance reported.

SD/-

(P. PUTTARANGAPPA)
GENERAL MANAGER

To:
The Dy. General Manager & Divil.Controller,
M.S.R.T.O.,
BANGALORE DN./B.T.S./MYSORE/BELGAUM/BIJAPUR/BELLARY/
HASSAN/HUBLI/GULBARGA/NORTH Kankan DA./KOLAR.
(29 copies to each Division)

The Dy. General Manager & Works Manager,
Regional Workshops,
BANGALORE/HUBLI.
(5 copies to each)

Copy to the;
P.R.O./PS to Chairman/PS to Vice-Chairman/PS to
General Manager/CS/TS/A.C.S./A.P.O./Traffic(Est)/A.T.S.
(South & North)/Steno to C.T.M., Central Offices,
Bangalore.
(5 copies to each concerned)

The Executive Engineer,
BANGALORE DN./HUBLI/GULBARGA.

The Dy. Engineer,
BANGALORE DN./HUBLI/BELGAUM.

The Asst. Engineer,
BANGALORE DN./MYSORE/HASSAN/GULBARGA/BIJAPUR/NORTH KANARA DN.
(5 copies to each Division)

[Signature]
CHIEF TRAFFIC MANAGER

[Date stamp] 1975-03-19