

DELHI TRANSPORT CORPORATION

RULES AND REGULATIONS

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Manager (Admin.) Dept.
Delhi Transport Corporation
1972

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P R E F A C E

Originating from nationalisation of the Gwalior & Northern India Transport Company Limited on 14.5.1946 and having been run by the Ministry of Transport, Government of India in the name of Delhi Transport Service upto 31.3.1950, the bus services were taken over by an autonomous statutory authority under the Delhi Road Transport Authority Act with effect from 1st April, 1950. These services were subsequently taken over by the Municipal Corporation of Delhi with effect from 7.4.1958 under the Delhi Municipal Corporation Act, 1957 under the name of Delhi Transport Undertaking (of the Municipal Corporation of Delhi) and ultimately, the present Corporation was established with effect from 3.11.1971 by the Delhi Road Transport Laws (Amendment) Ordinance, 1971 which was subsequently replaced by the Delhi Road Transport Laws (Amendment) Act, 1971.

While the Delhi Road Transport Authority Act, 1950 was repealed by the Delhi Municipal Corporation Act, any appointment, notification, order, scheme, rule, form, notice or bye-law made or issued, and any licence or permission granted, under the Delhi Road Transport Authority Act, 1950, and in force immediately before the establishment of the Municipal Corporation of Delhi were, in so far as it was not inconsistent with the provisions of the Delhi Municipal Corporation Act, continued to be in force and was deemed to have been made, issued or granted under the provisions of the Delhi Municipal Corporation Act, unless and until it was superseded by any appointment, notification, order, scheme, rule, form, notice or bye-law made or issued or any licence or permission granted under the provisions of the Delhi Municipal Corporation Act.

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Similarly, the Delhi Road Transport Laws (Amendment) Act, 1971 provides that all rules, regulations, appointments, notifications, bye-laws, schemes, orders, standing orders and forms relating to transport services, whether made under the Delhi Road Transport Authority Act, 1950 or under the Delhi Municipal Corporation Act, 1957, and in force immediately before such establishment, shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to be regulations made by the new Corporation under Section 45 of Road Transport Corporations Act, 1950, unless and until they are superseded by regulations made under that Section. It further provides that notwithstanding anything contained in any other law for the time being in force or in any contract to the contrary every officer and other employees of the Municipal Corporation of Delhi appointed or deemed to be appointed for the purpose of the Delhi Transport Undertaking shall be transferred to, and become an officer or other employee of the new Corporation with such designation as the new Corporation may determine and shall hold such office by the same tenure, on the same remuneration and on the same terms and conditions of the service with the same right to pension, gratuity and other matter as he would have held the same if the Corporation had not been established and shall continue to do so unless and until such employment, tenure, remuneration and terms and conditions of service are duly altered or terminated by the new Corporation: provided that the tenure, remuneration and other terms and conditions of service of any such officer or other employee shall not be altered to his disadvantage without the approval of the Central Government: provided

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further that any service rendered, or deemed to have been rendered in relation to Road Transport Service under the Municipal Corporation of Delhi, by any such officer or other employee before the establishment of the new Corporation shall be deemed to be service rendered under the new Corporation.

Pending framing of regulations under the Road Transport Corporation Act, 1950, the rules and regulations etc. framed under the Delhi Road Transport Authority Act, 1950 and the Delhi Municipal Corporation Act, 1957 have continued to be in force and the same are reproduced here-
in this compilation.

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Manager, Delhi
Delhi Transport Corporation
10, Connaught Place, Delhi
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THE DELHI ROAD TRANSPORT AUTHORITY ACT, 1950

No. XIII of 1950

ARRANGEMENT OF SECTIONS
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Preliminary

1. Short title, extent and commencement.
2. Definitions.

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4. Constitution of the Authority.
5. Term of office of members of the Authority.
6. Disqualifications for being chosen as, or for being a member of the Authority.
7. Removal of members of the Authority.
8. Occupation of office by the Chairman or an elected or nominated member.
9. Temporary absence of any member.
10. Vacancies amongst members or defect in the constitution not to invalidate acts or proceedings from office.
11. Temporary association of persons with the Authority for particular purposes.
12. Meetings of the Authority.
13. Authentication of orders and other instruments of the Authority.
14. Allowances or fees for attendance at meetings or for performance of other duties.
15. Officers and servants of the Authority.
16. Functions and duties of General Manager and the Chief Accounts Officer.
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54. Penalty for breach of any regulations made by the Authority under section 53.

An Act to provide for the establishment and regulation of a Road Transport Authority for the promotion of a co-ordinated system of road transport in the State of Delhi.
(7th March, 1950)

BE it enacted by Parliament as follows:-

CHAPTER - I

Preliminary

1. Short title, extent and commencement- (1) This Act may be called the Delhi Road Transport Authority Act, 1950.
(2) It extends to the whole of the State of Delhi.
(3) It shall come into force on such date as the Central Government may by notification in the official Gazette, appoint.
2. Definitions - In this Act, unless there is anything repugnant in the subject or context.
 - (1) "ancillary service" means any subsidiary service which provides amenities or facilities to persons making use of any road transport service of the Authority;
 - (2) "Authority" means the Delhi Road Transport Authority.
 - (3) "Delhi Transport Service" means the road transport service operated in the State of Delhi or in any extended area by the Authority and includes the road transport service operated by that name in that state by the Ministry of Transport of the Government of India before the establishment of the Authority;
 - (4) "Extended area" means any area or route to which the operation of any road transport service of the Authority has been extended in the manner provided in Section 24;
 - (5) "Prescribed" means prescribed by rules made under this Act;
 - (6) "Road Transport Service" means a service carrying passengers or goods or both by road in vehicles for hire or reward;

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(7) "vehicle" means any machanicallly propelled vehicle, used or capable of being used for the purpose of road transport and includes a tramcar, a trolley-vehicle and a trailer;

(8) Words and expressions used by not defined in this Act and defined in the Motor Vehicles Act, 1939 (IV of 1939), have the meanings assigned to them in that Act.

CHAPTER - II

The Delhi Transport Authority.

3. In-corporation:- (1) with effect from such date as Central Government may, by notification in the official Gazette, appoint in this behalf, there shall be established an Authority by the name of the Delhi Road Transport Authority.

(2) The said Authority shall be a body corporate having perpetual succession and a common seal, and shall by the said name sue and be sued.

4. Constitution of the Authority - (1) The Authority shall consist of seven members as follows:-

(a) One member to be elected by the members of the Delhi Municipal Committee.

(b) One member to be elected by the members of the Delhi District Board.

(c) One non-official having experience in transport, industrial, commercial or financial matters, to be nominated by the Central Government;

(d) Three officials of whom one shall represent the Ministry of Finance, to be nominated by the Central Government and

(e) The Chief Commissioner of Delhi, or an official nominated by him.

(2) The Central Government shall nominate a member of the Authority to be the Chairman thereof.

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(7) "vehicle" means any mechanically propelled vehicle, used or capable of being used for the purpose of road transport and includes a tramcar, a trolley-vehicle and a trailer;

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(c) One non-official having experience in transport, industrial, commercial or financial matters, to be nominated by the Central Government;

(d) Three officials of whom one shall represent the Ministry of Finance, to be nominated by the Central Government and

(e) The Chief Commissioner of Delhi, or an official nominated by him.

(2) The Central Government shall nominate a member of the Authority to be the Chairman thereof.

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(3) Every election or nomination under this section shall take effect as soon as it is notified by the Central Government in the official Gazette.

5. Term of office of members of the Authority - (1) save as otherwise expressly provided in this Act, the term of office of a member elected under clause (a) or Clause (b) of sub-section (1) of Section 4, or of a member nominated under clause (c) of that sub-section shall be three years commencing from the date on which his election or nomination, as the case may be, is notified.

(2) A member nominated by the Central Government under clause (d) of sub-section (1) of section 4, or by the Chief Commissioner of Delhi under clause (e) of that sub-section, shall hold office during the pleasure of the nominating authority.

(3) A member nominated as Chairman of the Authority under sub-section (2) of section 4 shall hold office as Chairman during the pleasure of the Central Government.

(4) A member of the Authority shall, on the expiration of his term of office, be eligible for re-election or re-nomination.

6. Disqualifications for being chosen as, or for being a member of the Authority - A person shall be disqualified for being chosen as, or for being, a member of the Authority-

(a) if he is found to be a lunatic or a person of unsound mind; or

(b) if he has been adjudged insolvent; or

(c) if he has been convicted of an offence involving moral turpitude; or

(d) if he has, directly or indirectly, any interest in any subsisting contract made with, or in any work being done for, the Authority except as a share-holder (Other than a director or managing agent) in a public company as defined

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in section 2 of the Indian Companies Act, 1913 (VII of 1913), provided that where he is a share-holder, he shall disclose to the Central Government the nature and extent of shares held by him in such company; or

(e) if he has any financial interest in any other road transport undertaking.

7. Removal of members from office - The Central Government may, by notification in the Official Gazette, remove from office any member of the Authority who-

(a) is or becomes subject to any of the disqualifications mentioned in section 6; or

(b) in the opinion of the Central Government, has failed or is unable to carry out his duties so as to render his removal necessary; or

(c) without excuse sufficient in the opinion of the Central Government is absent without the leave of the Authority from more than four consecutive meetings of the Authority.

8. Resignation of office by the Chairman or an elected or nominated member - The Chairman or an elected or nominated member of the Authority may resign his office by giving notice in writing to the Central Government, and shall, on such resignation being accepted by that Government, be deemed to have vacated his office.

9. Temporary absence of any member.- If any member of the Authority is by infirmity or otherwise rendered temporary incapable of carrying out his duties or is absent on leave or otherwise in circumstances not involving the vacation of his appointment, the Central Government may appoint another person to act in his place.

10. Vacancies amongst members or defect in the constitution not to invalidate acts or proceedings of the Authority.- No act or proceeding of the Authority shall be

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invalid by reason only of the existence of any vacancy amongst its members or any defect in the constitution thereof.

11. Temporary association of persons with the Authority for particular purposes.--(1) The Authority may, with the previous approval of the Central Government, associated with itself in such manner and for such purposes as may be determined by regulations made under this Act any persons whose assistance or advice it may desire in carrying out any of the provisions of this Act.

(2) A person associated with it by the Authority under sub-section (1) for any purpose shall have a right to take part in the discussions of the Authority relevant to that purpose, but shall not have a right to vote at a meeting of the Authority, and shall not be a member for any other purpose.

12. Meetings of the Authority.--(1) The Authority shall meet at such times and places and shall, subject to the provisions of sub-sections (2) and (3), observe such rules of provisions of sub-sections (2) and (3), observe such rules of procedure in regard to transaction of business at its meeting as may be provided by regulations, made under this Act.

(2) The Chairman or, in his absence, any member chosen by the members present from among themselves, shall preside at a meeting of the Authority.

(3) All Question at a meeting of the Authority shall be decided by a majority of votes of the members present, and in the case of an equality of votes, the Chairman or, in his absence, any other person presiding shall have a second or casting vote.

(13) Authentication of orders and other instruments of the Authority.-- All orders and decisions of the Authority shall be authenticated by the signature of the Chairman or any other member authorised by the Authority in this behalf, and all other instruments issued by the Authority shall be authenticated by the signature of the secretary or any other officer of the Authority authorised in like manner in this behalf.

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14. Allowances or fees for attendance at meetings or for performance of other duties.-- Every member referred to in clauses (a), (b) and (c) of sub-section (1) of section 4 or other person associated with the Authority under section 11, shall be entitled to receive such allowances or fees as may be prescribed for attendance at meetings of the authority or for performance of any duty assigned to him by the Authority for the purposes of this Act.

15. Officers and servants of the Authority.--(1) There shall be a General Manager and a Chief Accounts Officer of the Authority who shall be appointed by the Central Government.

(2) The Authority may appoint such other officers and servants as it considers necessary for the efficient performance of its functions.

(3) The conditions of appointment and service and the scales of pay of the officers and servants of the Authority shall:-

(a) in respects the General Manager and the Chief Accounts Officer be such as may be prescribed, and

(b) in respects the other officers and servants be such may subject to the provisions of section 39, be determined by regulations made under this Act.

16. Functions and duties of the General Manager and the Chief Accounts Officer:-- (1) the General Manager shall be the Chief Executive Officer of the Authority and all other officers and servants of the Authority shall be subordinate to him.

(2) The General Manager shall also be the ex-officio Secretary of the Authority and shall have the right of being present at any meeting of the Authority and of taking part in the discussions there at, but he shall not vote upon any proposition or make any motion at such meeting.

(3) The Chief Accounts Officer shall have the right to record his views on every proposal involving expenditure from the fund of the Authority prior to the consideration of such proposal by the Authority.

(4) The other functions and duties of the General Manager and the Chief Accounts Officer shall be such as may be prescribed.

17. General disqualification of all officers and servants.- No person who has directly or indirectly, by himself or his partner or agent, any share or interest in any contract, by or on behalf of the Authority, or in any other road Transport undertaking, shall become or remain an officer or servant of the Authority.

18. Appointment of Advisory Council.- There shall be constituted by the Central Government an Advisory Council consisting of not more than fifteen members to advise the Authority and the functions of the procedure to be followed by, the number and term of office of, and the manner of filling casual vacancies among, members of the Advisory Council shall be such as may be prescribed.

CHAPTER - III

Powers and duties of the Authority

19. General duty of the Authority.- It shall be the General duty of the Authority so to exercise its powers under this Act as progressively to provide, or secure or promote the provision of, an efficient, adequate, economical and properly co-ordinated system of road Transport services for passengers and goods in the Union Territory of Delhi and in any extended area.

Provided that nothing in this section shall be construed as imposing on the Authority either directly or indirectly, any form of duty or liability enforceable by proceedings before any court of tribunal to which it would not otherwise be subject.

20. Powers of the Authority.- (1) Subject to the provisions of this Act, the Authority shall have power -

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Delhi Transport Authority
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(3) The Chief Accounts Officer shall have the right to record his views on every proposal involving expenditure from the fund of the Authority prior to the consideration of such proposal by the Authority.

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Provided that nothing in this section shall be construed as imposing on the Authority either directly or indirectly, any form of duty or liability enforceable by proceedings before any court of tribunal to which it would not otherwise be subject.

20. Powers of the Authority.--(1) Subject to the provisions of this Act, the Authority shall have power -

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10/10/52
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- (a) to operate road transport services in the Union Territory of Delhi and in any extended area;
 - (b) to provide for any ancillary service;
 - (c) to provide for its employees suitable conditions of service including the establishment, of Provident Fund, living accommodation, places for rest and recreation and other amenities
- (2) Subject to the provisions of this Act, the powers conferred by sub-section (1) shall include power -
- (a) to manufacture, purchase, maintain and repair rolling stock, vehicles, appliances, plant equipment or any other thing required for the purpose of any of the activities of the Authority referred to in sub-section(1).

Explanation - In this clause, the expression "manufacture" does not include the construction of the complete unit of a motor vehicle except for purposes of experiment or research.

- (b) to acquire and hold such property, both movable and immovable, as the Authority may deem necessary for the purpose of any of the said activities, and to lease, sell or otherwise transfer any property held by it.

- (c) to prepare schemes for the acquisition of, and to acquire, either compulsorily in accordance with such procedure may be prescribed or by agreement, whether absolutely or for any period, the whole or any part of any undertaking of any other person to the extent to which the activities thereof consist of the operation of road transport services or ancillary services in the Union Territory of Delhi or in any extended area.

- (d) to purchase by agreement or to take on lease any land and to erect thereon such buildings as may be necessary for the purpose of carrying on its undertaking;

- (e) to authorise the disposal of scrap vehicles, old tyres, used oils, or any other stores of scrap value;

(f) to enter into and perform all such contracts as may be necessary for the performance of its duties and the exercise of powers under this Act;

(g) to determine, with the previous approval of the Central Government, and, in the case of a road transport service operated in any extended area, also with the previous approval of the Government of the State within which such extended area is situated, the fares and freights for the carriage of passengers and goods in any road transport service operated by the Authority;

(h) to dispose of, without the previous sanction of the Central Government, during any year assets of which the total valuation, determined in the prescribed manner, is less than fifty thousand rupees if the disposal of such assets is, after consultation with the Chief Accounts Officer of the Authority, considered necessary by the Authority in the interests of any of its activities referred to in sub-section (1);

(i) to purchase vehicles of such type as may be suitable for use in the road transport service operated by the Authority;

(j) to purchase or otherwise secure by agreement vehicles garages, shade, office buildings, depots, land, workshops equipment, tools, accessories to and spare parts for vehicles, or any other article owned or possessed by any dealer or the owner of any other undertaking for use thereof by the Authority for the purposes of its undertaking;

(k) to do any thing for the purpose of advancing the skill of persons employed by the Authority or the efficiency of the equipment of the Authority or of the manner in which that equipment is operated, including the provision by the Authority, and the assistance by the Authority to others for the provision of facilities for training, education and research;

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(1) to enter into and carry out agreements with any person carrying on business as a carrier of passengers or goods providing for the carriage of passengers or goods on behalf of the Authority by that other person at a through fare or freight;

(m) with the prior approval of the Central Government to do all other things to facilitate the proper carrying on of the business of the Authority.

(3) Nothing in this section shall be construed as authorising the Authority, except with the previous permission of the Central Government.-

(1) to manufacture or maintain any thing which is not required directly or indirectly for use for the purpose of the undertaking of the Authority, or to repair, store or provide any service for, any vehicle which does not belong to the Authority or is not used directly or indirectly for the purpose of its undertaking;

(ii) to purchase any vehicle for the purpose of sale to any person, or to sell or supply to any person lubricants, spare parts or equipment for or accessories to, vehicles;

(iii) to let vehicles on hire for the carriage of passengers or goods save as expressly provided by or under this Act.

(4) Except as otherwise provided by this Act, nothing in the foregoing provisions of this section shall be construed as authorising the disregard by the Authority of any law for the time being in force.

(5) The provisions of this section shall not be construed as limiting any power of the Authority conferred by or under any subsequent provision of this Act.

21. Delegation of powers and duties to the General Manager. The Authority may, by general or special order in writing, delegate to the General Manager, subject to such conditions and limitations (if any) as may be specified in the order, such of its powers and duties under this Act as it may deem necessary for the efficient running of day-to-day administration of its undertaking.

22. Preparation of schemes.-- With view to nationalising or developing road transport service on any route or in any area within the Union Territory of Delhi, the Authority may from time to time prepare schemes not inconsistent with this Act for starting new road transport services or augmenting its existing road transport services on such route or in such area, in which provision may be made for all or any of the following matters, namely:-

- (a) the purchase of chassis of motor vehicles of a suitable type;
- (b) the making of arrangements for building suitable types of bodies for vehicles;
- (c) the erection of stands and sheds for passengers and goods, and the setting up of office and workshops;
- (d) the purchase or acquisition of sites and lands suitable for any of the purpose specified in clause (c);
- (e) the purchase of equipment tools and spare parts for, and accessories to, vehicles;
- (f) the recruitment of additional supervisory, operational and workshop staff necessary for the operation of the scheme; and
- (g) such supplemental, incidental and consequential provisions as may appear to be necessary or expedient for any of the purposes aforesaid.

for
Manager, Delhi Transport Corporation
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23. Sanction of Schemes.- (1) The Authority shall, after a scheme has been prepared under section 22, obtain the advice of the Advisory Council thereon.

(2) The Authority may after considering the advice so obtained and making such modifications in the scheme as it may deem necessary, sanction the scheme;

Provided that no sanction shall be accorded by the Authority to any scheme estimated to result in a capital expenditure exceeding fifty thousand rupees without the previous approval of the Central Government.

24. Extension of the operation of the road transport service of the Authority to areas within another State; - (1) If the Authority considers it to be expedient in the public interest to extend the operation of any of its road transport service to any route or area situated within another State, it may with the permission of the Central Government negotiate with the Government of that State regarding the proposed extension.

(2) If the Government of the other State approves the proposed extension, the Authority shall, after consulting the Advisory Council, prepare a scheme for the purpose and forward the same to that Government for its consent, and after such consent has been received, the Authority may, with the previous approval of the Central Government, sanction the scheme.

(3) After the scheme has been so sanctioned it shall be competent for the Authority to extend the operation of its road transport service to such route or area and when the operation of such service is so extended the Authority shall operate the service on that route or in that area subject to the provisions of any law in force in the State within which such route or area is situated.

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25. Power to alter or extend schemes.- The Authority may from time to time alter or extend a scheme by a supplementary scheme prepared and sanctioned in the manner provided in the foregoing provisions of this Chapter.

26. Issue of passes.-Subject to any regulations made under this Act, the Authority may authorise the issue of passes to its employees and other persons either free of cost or at concessional rates and on such conditions as it may deem fit to impose.

27. Refund in respect of unused tickets and concessional passes.- The Authority may, subject to any regulations made under this Act, authorise the grant of refund in respect of unused tickets and concessional passes.

28. Disposal of unclaimed articles and property.- (1) When any articles or goods have come into the possession of the Authority for carriage or otherwise and are not claimed by the owner or any other person appearing to the Authority to be entitled thereto, the Authority shall, if such owner or other person is known, cause a notice to be served upon him requiring him to remove the articles or goods within seven days of the service of such notice.

(2) If such owner or other person is not known or the notice cannot be served upon him or he does not comply with the requisition in the notice the Authority may, after the expiration of such period as may be specified by regulations made under this Act, sell the articles or goods by public auction and shall, after deducting from the sale-proceeds, expenses for holding the sale or any amount which may be due to the Authority, credit the surplus sale-proceeds, if any, to the fund of the Authority and the sale-proceeds so credited may be paid on demand to any person who establishes his right thereto in a court of competent jurisdiction or within one year of such sale to the satisfaction of the Authority.

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CHAPTER - IV

Finance, Accounts and Audit

29. General principles for Authority's finance.- In carrying on its undertaking under this Act, the Authority shall act as far as possible on business principles.

30. Authority to assume obligations of the Central Government in respect of matters to which this Act applies.- All obligations incurred, all contracts entered into and all matters and things engaged to be done by, with or for the Central Government for any of the purposes of the Act before the establishment of the Authority, shall be deemed to have been incurred, entered into or engaged to be done by, with or for the Authority; and all suits or other legal proceedings instituted or which might but for the issue of the notification under sub-section (1) of section 3 have been instituted by or against the Central Government, may be continued or instituted by or against the Authority.

31. Capital of the Authority.- (1) all non-recurring expenditure incurred by the Central Government for and in connection with the Delhi Transport Service upto the date of establishment of the Authority and declared to be capital expenditure by that Government shall be treated as to the capital provided by the Central Government to the Authority.

(2) The Central Government may provide any further capital that may be required by the Authority for the carrying on the undertaking of the Authority or for purpose connected therewith on such terms and conditions, not inconsistent with the provisions of this Act, as the Central Government may determine.

(3) The Central Government may empower the Authority to borrow by issue of bonds or stocks or otherwise and to make necessary arrangements with banks for meeting its obligations and discharging its functions under this Act.

32. Vesting of property in the Authority.- All property, assets and funds owned or acquired by the Central Government for the purposes of the Delhi Transport Service before the establishment of the Authority shall on such establishment vest in the Authority.

33. Fund of the Authority.- (1) The Authority shall have its own fund and all receipts of the Authority shall be carried thereto and all payments by the Authority shall be made therefrom.

(2) Except as otherwise directed by the Central Government all moneys belonging to that fund shall be deposited in the Reserve Bank of India or with the agents of the Reserve Bank of India or invested in such securities as may be approved by the Central Government.

34. Payment of interest.- The Authority shall pay interest on the amount or capital provided by the Central Government under section 31 at such rate as may from time to time be fixed by the Central Government and such interest shall be deemed to be part of the expenditure of the Authority.

35. Provision for depreciation and reserve and other funds.- (1) The Authority shall make such provisions for depreciations and, for reserve and other funds as the Central Government may from time to time direct.

(2) The management of these funds, the same to be carried from time to time to the credit thereof and the application of the moneys comprised therein shall be determined in accordance with such directions as the Central Government may from time to time issue.

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36. Powers of the Authority to spend.- the Authority shall have power to spend such sums as it thinks fit on object authorised under this Act and such sums shall be treated as expenditure payable out of the fund of the Authority.

37. Budget.- (1) The Authority, in consultation with its Chief Accounts Officer shall by the 31st day of October in each year prepare and submit to the Central Government for approval budget for the next financial year showing the estimated receipts and expenditure during that financial year in such form as may be prescribed.

(2) Subject to the provisions of sub-section (3), no sum shall be expended by on behalf of the Authority unless the expenditure of the same is covered by a current budget grant approved by the Central Government.

(3) The Authority may, with the previous approval of the Central Government--

(a) sanction any re-appropriation within the grant from one head of the expenditure to another or from a provision made for one scheme to that in respect of another, subject to the condition that the aggregate budget grant is not exceeded.

(b) incur expenditure in excess of the limit provided in the budget approved by the Central Government under any head of the expenditure or in connection with any particular scheme.

38. Accounts and Audit.- (1) The Authority shall cause to be maintained such books of account and other books in relation to its accounts in such form and in such manner as may be prescribed in consultation with Comptroller and Auditor General of India.

(2) The Accounts of the Authority shall be audited by the Comptroller and Auditor General of India at such times and in such manner as may be prescribed.

(3) As soon as the accounts of the authority have been

audited, the authority shall send a copy thereof together with copy of the report of the auditor thereon to the Central Government and on receipt thereof the Central Government shall cause the audited accounts together with such report to be laid before Parliament.

CHAPTER - V

MISCELLANEOUS

39. Directions by the Central Government.- (1) The Central Government may, after consultation with the Authority give to the Authority the general instructions to be followed by the Authority, and such instructions may include directions relating to the conditions of service and training of its employees, wages to be paid to its workers, reserves to be maintained by it and disposal of its profits or stocks.

(2) In the exercise of its powers and performance of its duties under this Act, the Authority shall not depart from any general instructions issued under sub-section (1).

40. Returns and reports.- (1) The Authority shall furnish to the Central Government such returns, statistics, accounts and other information with respect to its property activities or in regard to any proposed schemes the Central Government may from time to time require.

(2) without prejudice to the provisions of sub-section (1), the Authority shall as soon as possible after the end of each financial year, submit to the Central government a report on the activities of the Authority under this Act during that year and on its policy and programme, and the Central Government shall cause a copy of every such report to be laid before Parliament as soon as may be after it is received.

41. Power to order inquiries.- (1) The Central Government with a view satisfy itself that the powers and duties of the Authority under this Act are being exercised

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Min. Secy. to Govt.
Dept. Secy. to Govt.
Chief of A.C. Secy. to Govt.
I.P. Estate, New Delhi - 110002

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and performed properly may at any time institute inquiries into all or any of the activities of the Authority.

(2) The Authority shall give all facilities for the proper conduct of such inquiries and shall produce before, or furnish to, the person or persons making such inquiries any document, account or information in the possession of the Authority which such person or persons may demand for the purposes of the inquiries.

42. Power to control a part of the undertaking of the Authority.- (1) If, on receipt of the report of any inquiry held under section 41 or otherwise, the Central Government is satisfied that it is necessary so to do in the public interest, the Central Government may, by notification in the Official Gazette, authorise any person to take over from the Authority, and, so long as that notification is in force, to administer in accordance with such directions as may be issued from time to time by that Government such part of the undertaking of the Authority as may be specified in the notification, and any person so authorised may, for the purpose of administering the said part of the undertaking, exercise all or any of the powers of the Authority or of any officer of the Authority issue such directions as he thinks fit to the officers or servants of the Authority and employ any outside agency.

(2) The Central Government may by such notification direct that all charges and expenses incurred by the person so authorised together with such remuneration as the Central Government may allow from time to time to such person shall be paid within such time as may be fixed by the Central Government from the fund of the Authority and if the expenses are not so paid the Central Government may make an order directing the person having the custody of that fund to pay

to the person so authorised such expenses in priority to any other charges against such fund and he shall so far as the funds to the credit of the Authority admit, comply with the order of the Central Government.

43. Power to supersede the Authority.- (1) If the Central Government is of opinion that the Authority is unable to perform, or has persistently made default in the performance of the duties imposed on it by or under this Act or has exceeded or abused its power, the Central Government may by notification in the Official Gazette, supersede the Authority for such period as may be specified in the notification:

Provided that before issuing a notification under this sub-section the Central Government shall give a reasonable time to the Authority to show cause why it should not be superseded and shall consider the explanations and objections, if any, of Authority.

(2) Upon the publication of a notification under sub-section (1) superseding the Authority.-

(a) all the members of the Authority shall, as from the date of supersession, vacate their offices as such members

(b) all the powers and duties which may, by or under the provisions of this Act, be exercised or performed by or on behalf of the Authority shall, during the period of supersession, be exercised and performed by such person or persons as the Central Government may direct; and

(c) all property vested in the Authority shall, during the period of supersession vest in the Central Government.

(3) on the expiration of the period of supersession specified in the notification issued under sub-section (1), the Central Government may -

(a) extend the period of supersession for such further term as it may consider necessary; or

(b) reconstitute the Authority in the manner provide in section 4.

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Dhaka, 10/10/50
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44. Laying of report before Parliament of action taken under section 42 of section 43.- The Central Government shall cause a full report of any action taken under section 42 or section 43 and the circumstances leading to such action to be laid before Parliament at the earliest possible opportunity.

45. Compulsory acquisition of land for the Authority.- Any land required by the Authority for carrying out any of the purposes of this Act shall be deemed to be needed for a public purpose and such land shall be acquired for the Authority as if the provisions of Part VII of the Land Acquisition Act, 1894 (I of 1894) were applicable to it and the Authority were a company within the meaning of clause (a) of section 3 of the said Act.

46. Compensation for acquisition of road transport undertakings.- Whenever the Authority acquires under this Act the whole or any part of any undertaking, there shall be paid by the Authority compensation the amount of which shall be determined in the manner and in accordance with the principles hereinafter set out, that is to say,-

(a) where the amount of compensation is fixed by agreement and is approved by the Central Government, it shall be paid in accordance with such agreement;

(b) Where no such agreement can be reached or the amount agreed is not approved by the Central Government, the amount shall, subject to rules made under this Act, be determined by an arbitral tribunal consisting of one nominee of the Authority, one nominee of the person to be compensated and a Chairman to be nominated by the Chief Justice of the High Court exercising jurisdiction in relation to the State of Delhi;

(c) an appeal shall lie to the district judge against the decision of the tribunal and the order of the district judge on such appeal shall be final.

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47. Application of the provisions of the Motor Vehicles Act, 1939, or any rules made thereunder, to vehicles and employees of the Authority.- The Motor Vehicles Act, 1939 (in this section referred to as the said Act) shall have effect subject to the following provisions, namely:-

(a) The Central Government may, by notification in the Official Gazette, authorise, subject to such terms and conditions if any, as it may think fit to impose, any person to exercise and perform to the exclusion of the Licensing Authority, Registering Authority, Motor Vehicles Inspector, Traffic Inspector, Regional Transport Authority or State Transport Authority, as the case may be, and without following the procedure laid down for the purpose in the said Act, all or such of the powers, functions and duties of any Licensing Authority any Registering Authority, any Motor Vehicles Inspector, any Traffic Inspector, any Regional Transport Authority or the State Transport Authority under the said Act or under any rules made thereunder in relation to the motor vehicles of the Authority and the drivers and conductors of these vehicles, as may be specified in the notification.

(b) The Central Government may, if it so thinks necessary, by order cancel, suspend or vary the conditions of any State carriage, contract carriage or public carriers' permit which has been granted or countersigned under Chapter IV of the said Act by any Regional Transport Authority in the Union Territory of Delhi or by the State Transport Authority Delhi, and is valid within the whole or any part of that Union Territory of and any order so passed shall be final.

(c) If the Central Government by order in writing so directs, any Regional Transport Authority within the Union Territory of Delhi, or the State Transport Authority, Delhi, shall not grant, countersign or renew any permit under

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Chapter-IV of the said Act other than a private carrier's permit.

(d) The Central Government may, by order in writing exempt the motor vehicles of the Authority or its employees from the provisions of the said Act or of any rules made there under relating to the carrying of certificates of registration and fitness and from all or any of the provisions of Chapter IV of the said Act.

(e) The Central Government may, by notification in the Official Gazette, exempt the motor vehicles of the Authority from the operation of the provisions of Chapter VIII of the said Act.

48. Provision as to third party risks.--No notification shall be issued under clause (e) of section 47 unless a fund has been established and is maintained by the Authority in accordance with the rules made in that behalf by the Central Government under this Act for meeting any liability arising out of the use of any vehicle of the Authority which the Authority or any person in the employment of the Authority may incur to third parties.

49. Power of the Central Government to exempt vehicles of the Authority from the payment of certain charges.-- The Central Government may, by order in writing, exempt all or any of the vehicles of the Authority from the payment of any tolls or other charges leviable under any enactment for the use of the road within the Union Territory of Delhi.

50. Power of entry.-- Whenever it is necessary for the Authority to carryout any of its works or to make any survey, examination or investigation, preliminary or incidental to the exercise of powers or the performance of duties by the Authority under this Act, any officer or servant of the Authority generally or specially empowered by the Authority may, with the

previous permission of the district magistrate, enter upon any land or premises between sunrise and sunset, after giving reasonable notice of the intention to make such entry to the owner or occupier of such land or premises, and at any other time, with the consent in writing of the owner or occupier of such land or premises, for the purpose of the carrying out of such works or the making of such survey, examination or investigation.

51. Members, Officers and servants of the Authority to be public servants.- All members of the Authority and all officers and servants of the Authority, whether appointed by the Central Government or the Authority, shall be deemed, when acting or purporting to act in pursuance of any of the provisions of this Act, to be public servants within the meaning of section 21 of the Indian Penal Code (Act XLV of 1860).

52. Power to make rules.- (1) the Central Government may by notification in the Official Gazette, make rules to give effect to the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-

(a) the allowances or fees to be paid to any member or associate member of the Authority under section 14;

(b) the conditions of appointment and service and the scales of pay of the General Manager and the Chief Accounts Officer of the Authority.

(c) the functions and duties of the General Manager and the Chief Accounts Officer other than those specified in this Act.

(d) the functions of the procedure to be followed by the number and term of office of, and the manner of filling casual vacancies among, members of the Advisory Council;

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(e) the procedure for the compulsory acquisition by the Authority of the whole or any part of any undertaking.

(f) the manner in which the total valuation of assets referred to in clause (h) of sub-section (2) of section 23 shall be determined.

(g) the form in which the budget shall be prepared and submitted under sub-section (1) of section 37;

(h) the form and the manner in which the accounts of the Authority shall be maintained;

(i) the time at which and the manner in which the Accounts of the Authority shall be audited;

(j) the form in which any return, statistics or report shall be furnished or submitted under section 40;

(k) the procedure to be followed in determination of compensation by an arbitral tribunal under section 46;

(l) the establishment and maintenance of a fund for meeting any liability referred to in section 48;

(m) the service of notices and orders under this Act.

(3) All rules made under this section shall be laid for not less than fourteen days before Parliament as soon as possible after they are made and shall be subject to such modifications as Parliament may make during the session in which they are so laid.

53. Power to make regulations.--(1) The Authority may, with the previous sanction of the Central Government, make regulations not inconsistent with this Act and the rules made thereunder for the administration of the affairs of the Authority and for carrying out its functions under this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such regulations may provide for all or any of the following matters, namely;--

(a) the manner in which and the purposes for which persons may be associated with the Authority under section 11;

(b) the time and place of meetings of the Authority and the procedure to be followed in regard to transaction of business at such meetings;

(c) the conditions of appointment and service and the scales of pay of officers and servants of the Authority other than the General Manager and the Chief Accounts Officer.

(d) the issue of passes to the employees of the Authority and other persons under section 26;

(e) the grant of refund in respect of unused tickets and concessional passes under section 27;

(f) the period after the expiration of which unclaimed articles or goods may be sold by public auction under sub-section (2) of section 28;

(g) the regulation of the carriage of passengers and goods in the road transport service of the Authority.

(3) All regulations made under this section shall, as soon as possible, be published in the Gazette of India.

54. Penalty for breach of any regulation made by the Authority under section 53.- The Central Government may by rule provide that the breach of any regulation made by the Authority under section 53 shall be punishable with imprisonment which may extend to three months, or with fine which may extend to five hundred rupees, or with both and when the breach is a continuing one, with a further fine not exceeding twenty rupees for every day after the date of the first conviction during which the offender is proved to have persisted in the offence.

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Government of India

Law and Justice (Ministry of)

THE DELHI ROAD TRANSPORT LAWS (AMENDMENT) ACT, 1971

No. 71 of 1971

(24th December, 1971)

An Act to provide for the establishment of a Road Transport Corporation for the Union territory of Delhi, and, for that purpose, further to amend the Road Transport Corporations Act, 1950, and the Delhi Municipal Corporation Act, 1957, and for matters connected therewith or incidental thereto.

BE it enacted by Parliament in the twenty-second year of the Republic of India as follow:-

1. (1) This Act may be called the Delhi Road Transport Laws (Amendment) Act, 1971. Short title and commencement

64 of 1950

(2) It shall be deemed to have come into force on the 3rd day of November, 1971.

2. In the Road Transport Corporations Act, 1950, in section 1.-
Amendment of section I

(i) in sub-section (2) the words "except the Union territory of Delhi" shall be omitted;

(ii) to sub-section (2), the following provision shall be added, namely:-

"Provided that on and from the commencement of the Delhi Road Transport Laws (Amendment) Act, 1971, this Act, as amended by the said Act, shall extend to, and be in force in the Union Territory of Delhi."

Manager, Delhi Transport Corporation
Delhi Transport Corporation
(East of N.C.T. of Delhi)
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Delhi Road Transport Laws (Amendment)

3. In this Act, unless the context otherwise requires, - Definitions.

(a) "Municipal Corporation of Delhi" means the Municipal Corporation of Delhi established under the Delhi Municipal Corporation Act, 1957; 66 of 1957

(b) "new Corporation" means the new Road Transport Corporation for the Union territory of Delhi established under section 3 of the Road Transport Corporation Act, 1950. 64 of 1950

4. On the establishment, under the Road Transport Corporations Act 1950, of a new Corporation; - Vesting of assets, etc. in the new Corporation. 64 of 1950

(a) all properties, movable and immovable, and all interests of whatsoever nature and kind therein belonging to, or vested in, the Municipal Corporation of Delhi, for the purpose of the Delhi Transport Undertaking immediately before such establishment, shall vest in the new Corporation;

(b) all debts, obligations and liabilities incurred, all contracts entered into, and all matters and things engaged to be done by, with or for, the Municipal Corporation of Delhi for the purpose of the Delhi Transport Undertaking, and subsisting immediately before such establishment, shall be deemed to have been incurred, entered into or engaged to be done by, with or for, the new Corporation;

(c) all licences and permits granted to the Municipal Corporation of Delhi for the purpose of the Delhi Transport Undertaking, and in force immediately before such establishment, shall be deemed to have been granted to the new Corporation and shall have effect accordingly;

(d) all suits, prosecutions and other legal proceedings instituted, or which might have been instituted, by, for or against, the Municipal Corporation of Delhi for the purpose of Delhi Transport Undertaking, may, -

(i) if such suit, prosecution or other legal proceeding was pending immediately before the establishment of the new Corporation, or

(ii) if the cause of action for such suit, prosecution or other legal proceeding arose before such establishment and the institution of such suit, prosecution or other legal proceeding was not barred before such establishment by any law for the time being in force.

be continued or, as the case may be, instituted, by, for or against, the new Corporation;

(e) all rules, regulations, appointments, notifications, bye-laws, schemes, orders, standing orders and forms relating to transport services, whether made under the Delhi Road Transport Authority Act, 1950, or under the Delhi Municipal Corporation Act, 1957 and in force immediately before such establishment, shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to be regulations made by the new Corp. 13 of 1950 under section 45 of the Road Tpt. Corp. Act, 1950, unless 66 of 1957 and until they are superseded by regulations made under that section; 64 of 1950

(f) notwithstanding anything contained in any other law for the time being in force or in any contract to the contrary, every officer and other employee of the Municipal Corporation of Delhi appointed or deemed to be appointed for the purpose of the Delhi Transport

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Delhi Road Transport Laws (Amendment)

Undertaking shall be transferred to, and become an officer or other employee of, the new Corporation with such designation as the new Corporation may determine and shall hold such office by the same tenure, on the same remuneration and on the same terms and conditions of service and with the same right to pension, gratuity and other matters as he would have held the same if the new Corporation had not been established and shall continue to do so unless and until such employment, tenure, remuneration and terms and conditions of service are duly altered or terminated by the new Corporation :

Provided that the tenure, remuneration and other terms and conditions of service of any such officer or other employee shall not be altered to his disadvantage without the approval of the Central Government:

Provided further that any service rendered, or deemed to have been rendered, in relation to road transport service, under the Municipal Corporation of Delhi, by any such officer or other employee before the establishment of the new Corporation shall be deemed to be service rendered under the new Corporation.

5. (1) Where the sum total of the value of the properties and interests referred to in clause (a) of section 4, vested in the new Corporation (hereinafter in this section referred to as "the assets") exceeds the sum total of the debts, obligations and liabilities which are deemed to have been incurred by the new Corporation under clause (b) of that section (hereinafter in this section referred to as "the liabilities"), such excess shall be paid by the new Corporation to the Municipal Corporation of Delhi on such terms and conditions as may be determined by the Central Government in this behalf.

(2) Where the sum total of the liabilities exceeds the sum total of the value of the assets, such excess shall be paid by the Municipal Corporation of Delhi to the new Corporation on such terms and conditions as may be determined by the Central Government in this behalf.

(3) The sum total of the value of the assets and the sum total of the liabilities shall be such amounts as may be arrived at by agreement between the Municipal Corporation of Delhi and the new Corporation and where no such agreement can be reached, the amounts shall be determined by an arbitral tribunal consisting of one nominee of the Municipal Corporation of Delhi, one nominee of the new Corporation and a Chairman, to be nominated by the Chief Justice of the High Court of Delhi.

(4) An appeal shall lie to the High Court of Delhi against the decision of the tribunal and the order of that High Court on such appeal shall be final.

6. The Central Government may, by order, in writing, exempt all or any of the vehicles of the new Corporation from payment of any tolls or other charges leviable under any enactment for the time being in force, for the use of the roads within the Union territory of Delhi.

Power of
the Central
Government to
exempt vehicles
of the new Cor-
poration from
payment of
certain charges.

Manager (Admin) Dept.
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Amendment
of Acts 64 of
1950, 66 of 7.
1957 and
4 of 1939.

---4--- Delhi Road Transport Laws (Amendment) (Act 71)

On and from the commencement of this Act--

(a) the Road Transport Corporations Act, 1950, shall, in its application to the Union territory of Delhi, be subject to the amendments specified in the First Schedule ;

(B) the Delhi Municipal Corporation Act, 1957, shall, in relation to the transport services in the Union territory of Delhi, be subject to the amendments specified in the Second Schedule and references therein to "this Act" shall be construed as references to the "Road Transport Corporations Act, 1950";

(c) the Motor Vehicles Act, 1939, shall, in its application to the Union Territory of Delhi, have effect subject to the provisions specified in the Third Schedule.

Repeal and savings. 8. (1) The Delhi Road Transport Laws (Amendment) Ordinance, 1971, is hereby repealed.

(2) Notwithstanding such repeal, anything done or any action taken under the Road Transport Corporation Act, 1950, or the Delhi Municipal Corporation Act, 1957, or the Motor Vehicles Act, 1939, as amended by the said Ordinance shall be deemed to have been done or taken under the corresponding provisions of the Road Transport Corporations Act, 1950, the Delhi Municipal Corporation Act, 1957, or the Motor Vehicles Act, 1939, as the case may be, as amended by this Act.

THE FIRST SCHEDULE

(See Section 7 (a))

AMENDMENTS TO THE ROAD TRANSPORT CORPORATIONS ACT, 1950

Section 1.--Omit sub-section (3).

Section 3.--For "the whole or any part of the State", substitute "the whole or any part of the Union territory of Delhi".

Section 5.--In sub-section (3), for "both of the Central Government and of the State Government concerned in the corporation in such proportion as may be agreed to by both the Governments and of nomination by each Government", substitute "of the State Government in the Corporation and of nomination by the Government".

Section 3.--Omit the proviso.

Section 12.--In clause (b), for "Chairman or Vice-Chairman", substitute "Chairman, Vice-Chairman, Chief Executive Officer, the General Manager, the Deputy General Manager or the Chief Accounts Officer or the Corporation".

Section 18.--For "State or part of the State", substitute "Union territory of Delhi or part thereof".

Section 19.--(1) In sub-section (1), in clause (A), for "State" substitute "Union territory of Delhi":

(ii) in sub-section (2)--

(a) in clause (c)--

(1) for "State concerned", substitute "Union territory of Delhi";

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Delhi Road Transport Laws (Amendment)

(2) for "that State", substitute "that Union territory";

(b) after clause (m). Insert-

"(n) to determine with the previous approval of the State Government, and in case of a road transport service operated in any extended area, also with the previous approval of the Government of the State within which such extended area is situated, fares and freights for the carriage of passengers and goods in any road transport service provided by the Corporation".

After section 19, insert--

"19A. (1) When any articles or goods have come into the possession of a Corporation for carriage or otherwise and are not claimed by the owner or any other person appearing to the Corporation to be entitled thereto, the Corporation shall, if such owner or other person is known, cause a notice to be served upon him requiring him to remove the articles or goods within seven days of the service of such notice. Disposal of unclaimed articles and property.

(2) If such owner or other person is not known or the notice cannot be served upon him or he does not comply with the requisition in the notice, the Corporation may, after the expiration of such period as may be specified by regulations made under this Act, sell the articles or goods by public auction and shall, after deducting from the sale-proceeds expenses for holding the sale or any amount which may be due to the Corporation, credit the surplus sale-proceeds, if any, to the Fund of the Corporation; and the sale-proceeds, so credited may be paid on demand to any person who establishes his right thereto in a court of competent jurisdiction or within one year of such sale to the satisfaction of the Corporation.

1? B. In the exercise of any of its powers under this Act, the Corporation shall not incur on any single work, service or scheme or for any other purpose a capital expenditure of more than twenty five lakhs of rupees except with the previous approval of the Central Government". Corporation to obtain the approval of the Central Government.

Section 21.--For "the Central Government in consultation with the State Government", substitute "that Government". in certain cases.

Section 23.--(a) For sub-section (1), Substitute--

"(1) The State Government may provide to a Corporation established by the Government any capital that may be required by the Corporation for the purpose of carrying on its undertaking or for purposes connected therewith on such terms and conditions, not inconsistent with the provisions of this Act, as that Government may determine";

(b) in sub-section (3), omit "the Central Government" and "in consultation with the Central Government".

Section 26.--In sub-section (2), omit "and the Central Government";

Section 28.--In sub-sections (1) and (2), omit "in consultation with the Central Government".

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Section 30.-- Omit "and the Central Government".

Section 33.-- In sub-section (4), for "the Legislature of the State", substitute "each House of Parliament".

Section 35.--(a) In sub-section (2), for "Central and the State Government", substitute "State Government";

(b) in sub-section (3), for "the Legislature of the State" substitute "each House of Parliament",

Section 37.--In sub-section(3), for "the Legislature of the State", substitute "each House of Parliament".

Section 38.--Omit, "with the previous approval of the Central Government".

Section 39.--In sub-section (2), for "Central and the State Government", substitute "State Government".

Section 40.--(i) In clause (b), for "High Court exercising jurisdiction in relation to the State concerned", substitute "High Court of Delhi",

(ii) in clause (c)---

(a) for "lie to the High Court", substitute "lie to the High Court of Delhi".

(b) for "order of the High Court", substitute "order of that High Court".

Section 44.--In sub-section (2)---

(i) in clause (a), for "the Central and the State Government" substitute "the State Government".

(ii) after clause (m), insert---

"(mm) the service of notice and orders under this Act"

Section 45.--In sub-section (2), after clause (e), insert---

"(f) the period after the expiration of which unclaimed articles or goods may be sold by public auction ;

(n) the regulation or the carriage of passengers and goods in the road transport services of the Corporation".

Section 46.-- After" rules made by it under section 44", insert "or any regulations made by a Corporation under section 45".

After Section 48, insert---

"CHAPTER VI"

SPECIAL PROVISIONS APPLICABLE TO THE UNION TERRITORY OF DELHI

Prose-
cution
and

cognizance

of offences.

49. (1) No court shall proceed to the trial of any offence made punishable by or under this Act except on the complaint of, or on an information received from, the General Manager of the new Corporation or a person authorised by him by general or special order in this behalf in writing.

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Section 30.- Omit "and the Central Government".

Section 33.- In sub-section (4), for "the Legislature of the State", substitute "each House of Parliament".

Section 35.- (a) In sub-section (2), for "Central and the State Government", substitute "State Government";

(b) in sub-section (3), for "the Legislature of the State" substitute "each House of Parliament",

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"(mm) the service of notice and orders under this Act;"

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"(f) the period after the expiration of which unclaimed articles or goods may be sold by public auction ;

(g) the regulation of the carriage of passengers and goods in the road transport services of the Corporation".

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"CHAPTER VI"

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Delhi Road Transport Laws (Amendment)

(2) All offences against this Act or any rule or regulation made thereunder, or any bye-law continued thereunder, whether committed within or without the limits of Union territory of Delhi, shall be cognizable by a magistrate.

50. (1) The State Government may appoint one or more magistrates of the first or second class for the trial of offences against this Act or any rule or regulation made thereunder or any bye-law continued thereunder and may prescribe the time and place at which such magistrate or magistrates shall sit for the despatch of business.

(2) Such magistrates and the members of their staff shall be paid such salary, pension, leave and other allowances as may, from time to time, be fixed by the State Government.

(3) The new Corporation shall, out of its fund, pay to the State Government the amounts of the salary, pension, leave and other allowances as fixed under sub-section (2) together with all other incidental charges in connection with the establishments of the said magistrates.

(4) Such magistrates shall have jurisdiction over the whole of the Union territory of Delhi.

(5) For the purposes of the Code of Criminal Procedure, 1898, all magistrates appointed under this section shall be deemed to be magistrates appointed under section 12 of that Code.

51. (1) The General Manager of the new Corporation or any officer or other employee specially empowered by him in this behalf in writing may, either before or after the institution of the proceedings compound any offence made punishable by, or under this Act.

(2) Where an offence has been compounded, the offender, if in custody, shall be discharged and no further proceedings shall be taken against him in respect of the offence so compounded.

52. No person shall be liable to punishment for any offence against this Act or any rule or regulation made thereunder or any bye-law continued thereunder, unless complaint of such offence is made before a magistrate within six months next after--

(a) the date of the commission of such offence, or
(b) the date on which the commission or existence of such offence was first brought to the notice of the complainant.

53. If any person summoned to appear before a magistrate to answer a charge of an offence against this Act or any rule or regulation made thereunder, or any bye-law continued thereunder, fails to appear at the time and place mentioned in the summons, or on any date to which the hearing of the case is adjourned, the magistrate may hear and determine the case in his absence, if--

(a) service of the summons on such person is proved to his satisfaction, and
(b) no sufficient cause is shown for the non-appearance of such person.

THE SECOND PART

AMENDMENTS TO THE DELHI MUNICIPAL CORPORATION ACT, 1957.
Section 2,-- Omit clauses (13) and (20).

Delhi Road Transport Laws (Amendment) -39- (Act 71

Section 9-In sub-section (2), in sub-clause (iii) of clause (b), omit "or the Delhi Transport Committee".

Section 36-In sub-section (3), for clause (b), substitute "(b) from the General Manager (Electricity) on any matter connected with the administration of the Delhi Electric Supply Undertaking".

Section 39-In sub-section (1), omit "the Delhi Transport Committee".

Section 42-Omit sub-clause (ii) of clause (d).

Section 44-Omit clause (c).

Section 50-(i) In the heading, omit "the Delhi Transport Committee".

(ii) in sub-section (1), omit "the Delhi Transport Committee".

(iii) in sub-section (2), omit clause (b).

Section 52-Omit "the Delhi Transport Committee".

Section 53-Omit "the Delhi Transport Committee" and "the Delhi Transport Undertaking".

Section 59-(i) In the opening paragraph, omit "or the Delhi Transport Undertaking".

(ii) in clause (d), omit "or the General Manager (Transport)".

Section 60-(i) In the heading, omit "and the General Manager (Transport)".

(ii) in sub-section (1), for "two suitable persons respectively as the General Manager (Electricity) and the General Manager (Transport)", substitute "a suitable person as the General Manager (Electricity)".

(iii) in sub-section (2), for "Each of the two General Managers", substitute "The General Manager (Electricity)".

(iv) in sub-section (3), for "any of the General Managers", substitute "the General Manager (Electricity)".

(v) in sub-section (4), for "Any of the General Managers", substitute "The General Manager (Electricity)".

Section 61-For "Each of the General Managers", substitute "The General Manager (Electricity)".

Section 62-(i) In sub-section (1), omit clause (b);

(ii) in sub-section (2), for "any of the General Managers", substitute "the General Manager (Electricity)".

(iii) in sub-clause (3), for "any of the General Managers", substitute "the General Manager (Electricity)".

Section 63-For "two General Managers", substitute "General Manager (Electricity)".

Section 64-Omit sub-section (2).

Section 65-In sub-section (1), omit "the Delhi Transport Committee".

Section 66-(i) In sub-section (1), for "the General Manager (Electricity) or the General Manager (Transport)", substitute "or the General Manager (Electricity)".

contd.....

Manager (Comm) Hdr
Del. Trans. & Road
(100 of 100)
12-1-1972

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or 1971) Delhi Road Transport Laws (Amendment) --9--

(ii) in sub-section (2), for "any of the General Managers", substitute "the General Manager (Electricity)".

Section 67-(i) In sub-section (1), omit ", the Delhi Transport Committee";

(ii) in sub-section (2), omit ", the Delhi Transport Committee".

Section 68-Omit", the Delhi Transport Committee".

Section 69-Omit", the Delhi Transport Committee".

Section 70-(i) In sub-section (1),-

(a) in clause (b), omit ", or the Delhi Transport Undertaking".

(b) in clause (c), omit ", or the Delhi Transport Undertaking".

(ii) in sub-section (3), omit "or the Delhi Transport Undertaking" and, or as the case may be, the words and brackets "General Manager (Transport)".

Section 71-In sub-clause (i) of clause (6), omit "or the Delhi Transport Committee".

Section 81-(i) In sub-section (1), omit "and the General Manager (Transport) or any municipal officer authorised by him in this behalf";

(ii) In sub-section (8),-

(a) omit "and the General Manager (Transport)";

(b) for "respectively to the Delhi Electric Supply Undertaking and the Delhi Transport Undertaking", substitute "to the Delhi Electric Supply Undertaking".

Section 83-In sub-section (1), omit ", the Delhi Transport Committee".

Section 90-In sub-section (7), omit clause (ii).

Section 92-In sub-section (1),-

(i) in clause (i) of clause (a), omit ", the Delhi Transport Committee" and ", the Delhi Transport Undertaking";

(ii) in sub-clause (b), omit ", the General Manager (Transport)".

Section 96-Omit "or the General Manager (Transport)".

Section 99-(i) In sub-section (1), in clause (h), omit ", the Delhi Transport Undertaking";

(ii) in sub-section (2), omit clause (b).

Section 100-Omit sub-section (3).

Section 101-In sub-section (1), in clause (b), omit sub-clause (iii).

Section 104-(i) For "clauses (c), (d) or (f)", substitute "clause (c), (e) or (f)".

(ii) omit "or the General Manager (Transport)" and "or the Delhi Transport Committee".

Section 106-(i) In sub-section (1), omit ", the General Manager (Transport) in the case of any work in connection with the Delhi Transport Undertaking";

(ii) in sub-section (3), omit "or the General Manager (Transport)".

- 10--- Delhi Road Transport Laws (Amendment) (Act 71)
- Section 109-In sub-section(1), omit clause (c).
- Section 110-(i) In sub-section (1), omit clause (c);
(ii) in sub-section (5), in clause (a), omit sub-clause(ii).
- Section 112-Omit "or the Delhi Transport Committee".
- Section 115-In sub-section (4), in clause (b), omit "or the Delhi Transport Undertaking".
- Section 204-Omit clause (b).
- Section 208-(i) In sub-section (3), omit "the Delhi Transport Committee";
(ii) in sub-section (4), omit "the Delhi Transport Committee".
- Omit Chapter XIV- Sections 287 to 297 (both inclusive).
- Section 431-(i) In the opening paragraph, omit "or the General Manager (Transport)";
(ii) in clause (b), omit "or the General Manager (Transport)".
- Section 432- In sub-section (1), omit "or the General Manager (Transport)".
- Section 433- In sub-sections (1) and (2), omit "or the General Manager (Transport)".
- Section 438- Omit "or the General Manager (Transport)";
- Section 440- Omit "or the General Manager (Transport)".
- Section 442-In sub-section (1), omit, "or the General Manager (Transport)".
- Section 443-For "the Commissioner, the General Manager (Electricity) or the General Manager (Transport)", substitute "the Commissioner or the General Manager (Electricity)".
- Section 450-Omit "and the General Manager (Transport)", "respectively" and "and the Delhi Transport Committee".
- Section 462-Omit "the Delhi Transport Committee" and "the General Manager (Transport)".
- Omit sections 467 to 473 (both inclusive).
- Section 476- In sub-section(2), omit clause (b).
- Section 481- In sub-section (1), omit the paragraph "D Bye-laws relating to transport services" and the entries occurring thereunder.
- Section 487-In sub-section (2), omit "or the Delhi Transport Undertaking".

Manager, Comm. Hqr.
Delhi Transport Commission
(Secy. to D.T. of Delhi)
P.P. Estate, New Delhi-110002

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of 1971) Delhi road transport laws (Amendment)

Section 499-In sub-section (1), omit "the General Manager (Transport)".

Section 500-Omit "the General Manager (Transport)".

Section 502-In sub-section (1), in clause (a), omit sub-clause (ii).

Section 509-In sub-section (1), omit "or the General Manager (Transport)".

The second Schedule-Omit item 12.

THE THIRD SCHEDULE.
(See section 7(c).)

Application of the Motor Vehicles Act, 1939 in relation to the Union Territory of Delhi :

The Central Government,-

(a) may, by notification in the Official Gazette, authorise subject to such terms and conditions, if any, as it may deem fit to impose, any person to exercise and perform, to the exclusion of the Licensing Authority, Registering Authority, Motor Vehicles Inspector, Traffic Inspector, Regional Transport Authority or State Transport Authority, as the case may be, and without following the procedure laid down for the purpose in the Motor Vehicles Act, 1939, all or such of the powers, functions and duties of the Licensing Authority, Registering Authority, Motor Vehicles Inspector, Traffic Inspector, Regional Transport Authority or the State Transport Authority under the said Act or under the rules made thereunder in relation to motor vehicles of the new Corporation and the drivers and conductors of those vehicles as may be specified in the notification;

(b) may, if it so thinks necessary, by cancel, suspend or vary the conditions of any stage carriage, contract carriage or public carrier's permit which has been granted or countersigned under Chapter IV of the Motor Vehicles Act, 1939, by any Regional Transport Authority in the Union territory of Delhi or by the State Transport Authority, Delhi, and is valid within the whole or any part of that territory, and any order so passed shall be final;

(c) if it so directs by order in writing, any Regional Transport Authority within the Union territory of Delhi or the State Transport Authority, Delhi, shall not grant, countersign or renew any permit under CHAPTER IV of the Motor Vehicles Act, 1939, other than a private carrier's permit ;

(d) may, by order in writing, exempt the motor vehicles of the new Corporation or the employees of its Undertaking from the provisions of the Motor Vehicles Act, 1939, or of any rules made thereunder relating to the carrying of certificates of registration and fitness.

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

No. AdmI-8(20)/71 Vol.V

Dated: 6.11.71

OFFICE ORDER NO.1

With effect from Wednesday the 3rd November, 1971 the Delhi Transport Undertaking hitherto being controlled by the Delhi Municipal Corporation Act, 1957 has been replaced by the Delhi Transport Corporation, established by the notification of the Govt. of India in the Ministry of Shipping & Transport No.5-TAG(23)/71 dated the 3rd November, 1971. The D.M.C. Act in so far as the DTU is concerned stands amended. The title of the Organisation which has hitherto been known as Delhi Transport Undertaking (of the Municipal Corporation of Delhi) will with effect from 3rd November, 1971 be-

"Delhi Transport Corporation".

2. The business of the "Delhi Transport Corporation" shall hence forward be transacted under the title as given above. The entire executive power for the purpose of carrying out the provisions of the Road Transport Corporation Act, 1950 read with Delhi Road Transport Laws (Amendment) Ordinance, 1971 (No.21 of 1971) will vest in the Delhi Transport Corporation and the General Manager will be the Chief Executive Officer.

3. In order to fall in line with the provisions of the Road Transport Corporation Act, 1950 read with Delhi Road Transport Laws (Amendment) Ordinance, 1971 (No. 21 of 1971), the following steps will be taken by all concerned immediately:-

i) The title of the Organization should be changed to "Delhi Transport Corporation" wherever at present the words "D.T.U." are used. On the premises of the various Units, i.e. Head office, Depots, Central Workshop, Bus Queue Shelters, etc.etc., the later words, if existing, should be removed and replaced by words representing the correct title of the organisation as indicated above. The words "DTU (of the Municipal Corporation of Delhi)" as existing on the iron gates etc. of the Depots be also changed accordingly.

ii) On the buses and other vehicles and also elsewhere wherever the emblem with the word "D.T.U." and Municipal Corporation emblem has been used, action should be taken to substitute the words "D.T.U." by "D.T.C." or Delhi Transport Corporation.

iii) All letter-heads, forms, registers, receipts and all other documents which at present have the title "D.T.U." (of the Municipal Corporation of Delhi) printed on them should be changed to "Delhi Transport Corporation". The necessary rubber stamps for carrying out the corrections, etc. should be ordered forthwith and used for this purpose. Until such time, as the rubber stamps become

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available, the corrections should be carried out either in hand (by ink) or the use of the type writer, whichever may be more convenient. This change should be effected on the existing stock of time-tables, passes, etc. etc.

iv) All future printing of the letter-heads, forms, registers, receipts and all other documents will be arranged adopting the correct title of the Organisation.

v) All the supplier on the approved list of the Organisation should be advised by the Departments concerned about the change in the title of the Organisation. This can be done by means of cyclostyled circular letter. This will facilitate clearance of any legal complications that may arise later. Similar action will be taken in the case of any other parties with whom we may be conducting transactions regularly, including the suppliers of vehicles, bus bodies, building contractors, spare-parts dealers, debtors, creditors, etc. etc. The list of the parties for purpose of mailing the circular should be made as comprehensive as possible. This circular should be sent under postal certificate to all parties concerned without standing orders or transactions exceeding Rs.1,000/- in value. This will be the responsibility of each departmental head concerned.

vi) The law Officer and other counsels handling legal cases of the organisation should refer to the Road Transport Corporation Act, 1950 read with Delhi Road Transport Laws (Amendment) Act, 1971.

vii) The designation of the General Manager of the Delhi Transport Corporation will be "GENERAL MANAGER". The correct designation should, therefore, be used henceforward in all correspondence and while conducting all transactions. This does not, however, effect the designations of other officers including Departmental Heads.

viii) The posts and telegraphs department will be advised by Administration Department of the change in title of the Organisation with particular reference to delivery of letters, post Box No., Telephone installations, and Telegraphic addresses. The telegraphic address "DELIBUS" and "DELHI STORES" will, however, remain unchanged.

ix) The Traffic Manager shall maintain status quo in regard to operations, time-tables, frequencies, routes etc. and will make no changes, whatsoever.

If any difficulty is fore seen in carrying out the above instructions in the event of any doubt or necessity of clarification, the officers concerned should get in touch with the Deputy General Manager for further orders.

sd/-

(R.P.VAISH)
GENERAL MANAGER.

1. All Officers & Sections.
2. All Sectional Heads at Head-Office, Depots, Central Workshop and E.E.'s Office.
3. Notice Boards at H.O., Depots, CWS and E.E.'s Office.
4. All Unions (in duplicate).

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.B. ESTATE: NEW DELHI

No. Adm I-7(42)/85

Dated:- 19.11.1985

OFFICE ORDER NO. 43

Subject:- Delhi Transport Corporation (Free and
Concessional Passes) Regulations, 1985.

In exercise of the powers conferred by Section 45 (2) (d) and Section 19(1) (d) of the Road Transport Corporations Act, 1950 (No. 64 of 1950) read with Delhi Road Transport Laws (Amendment) Act, 1971, the Delhi Transport Corporation with the previous sanction of the Central Government have framed the Delhi Transport Corporation (Free & concessional passes) Regulations, 1985, which are circulated herewith for the information, guidance and necessary action by the all concerned.

The Delhi Road Transport Authority (Free and Concessional Passes) Regulations, 1954 stand repealed with immediate effect. This will also supersede Office Order No. 12 dated 27.4.1985.

Encls:- As above.

sd/-
(Same Chand)
Sr, Administrative Officer

All Officers & Sections.

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**DELHI TRANSPORT CORPORATION (FREE & CONCESSIONAL PASSES)
REGULATIONS-1985.**

In exercise of the powers conferred by Section 45(2) (d) and Section 19(1) (a) of the Road Transport Corporations Act, 1950, (No.64 of 1950) read with Delhi Road Transport Laws (Amendment) Act, 1971, the Delhi Transport Corporation with the previous sanction of the Central Government, hereby makes the following regulations; namely:-

1. Short title and Commencement: These Regulations may be called the Delhi Transport Corporation (Free & Concessional passes) Regulations, 1985.
2. Definition- In these Regulations, unless the context otherwise requires:-
 - (a) "Corporation" means Delhi Transport Corporation.
 - (b) "Vehicle" means any mechanically propelled vehicle operated by the Corporation.
 - (c) "Student/Trainee" means person studying or under training at University or educational institution and dependent on parents/guardian and not recipient of any stipend.
3. Free Passes: (i) The members of the DTC Board and Advisory Council shall be entitled to receive free all route passes for travel by the city services of the Corporation.
- (ii) The officers and employees of the corporation shall be entitled to receive free passes as laid down in the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952, as amended from time to time.
- (iii) The Corporation may also issue free passes for journey in its vehicles between specified places to such Government employees as have to make the journeys for official work connected with the Corporation.
- (iv) Free all route passes may also be issued by the Corporation to representatives (not exceeding two in number) of each recognised Union of the Employees of the Corporation.
- (v) The Chief Executive may grant free travel concession on ordinary city and sub-urban routes only to disabled persons of such categories for which reservations have already been made by the Government for giving employment provided that the disability in each individual case is certified by the Directorate of Social Welfare, Delhi Administration. The Chief Executive may also grant 50% concessions under this sub-para would be valid only on ordinary city and sub-urban routes.
- (vi) The members of the Metropolitan Council, Delhi and also those of Municipal Corporation of Delhi and New Delhi Municipal committee shall be entitled to receive free all routes passes for travel by the city service of the Corporation.

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4. GENERAL CONCESSIONAL PASSES :

- (i) Destination (Monthly): These passes shall be available for travel in the vehicles of the corporation @ 40 single fares for 60/62 journeys, as the case may be.
- (ii) All route (Monthly): All route monthly passes shall be available to general public at the concessional rates fixed by the corporation from time to time with prior approval of the Central Government.

These concessional passes shall be valid on ordinary city services of the Corporation and shall be of non-transferable nature

5. STUDENT CONCESSION PASSES:

These passes shall be available to the bonafide students of educational institutions in Delhi, recognised by the following:-

- (i) Universities set up in Delhi by the Acts of Parliament.
- (ii) Central Government, Delhi Administration, and Municipal Corporation of Delhi.
- (iii) Monthly retarded students who are receiving guidance in the Institutes run by the Government, Delhi Administration, local bodies or by the Societies aided by the Government.
- (b) The various types of student concessional passes that shall be available to the students are as under:
 - (i) Destination (monthly): These passes shall be available to the students @ 30 single fares per pass subject to maximum limit fixed by the DTC Board with the prior approval of the Central Government.
 - (ii) All Route (Monthly/Quarterly): These passes shall be available to the students at the rate fixed by the Corporation from time to time with prior approval of the Central Government.
 - (iii) Students of correspondence courses shall be entitled to student destination monthly concessional passes only.

6. Police Concession Passes:- Monthly Police Concessional passes shall be available to officers and servants of Delhi Police Department @ fixed by the Corporation from time to time with prior approval of the Central Government. These passes will be issued on requests made by the Police Departments and not be individual employees of that Department.

7. Press Passes (Monthly/Quarterly):- These passes shall be available to the Press Representatives @ fixed by the Corporation from time to time, with prior approval of the Central Government. These passes shall be transferable.

8. In respect of concessional passes, the Chief Executive shall be competent to prescribe from time to time with the concurrence of the Chief Accounts Officer the form of the Security Deposit, if any, to be obtained thereon, the conditions for the use of the pass and the refund of the deposit. In respect of other passes, the Chief Executive shall also similarly prescribe the form of passes and their conditions of issue.

NOTE:- Circulated vide Office Order No. 43 Dated 19.11.1985.

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NO. TR-1/10(2)-1/72/9248

Dated:- 30.05.1972.

OFFICE ORDER NO. 35

Subject: Travel Concession to the blind.

The J.T.C. Board vide resolution No. 96 dated 28.4.1972 has approved the proposal to grant travel concession to the blind.

With effect from Monday, the 5th June, 1972 persons who are totally blind and produce a certificate from the National Association for the Blind to this effect, will be granted a concession in fare and will be charged half the adult fare as in the case of children between the age of 3 and 12 for their travel by the city bus services only, operated by the Corporation.

As far as possible, such blind persons should be given preference while boarding the bus and also in respect of seating accommodation. A blind person shall not be eligible to this concession and facility if the purpose of his travel is for begging or any reason other than in furtherance of his legitimate profession.

sd/-

TRAFFIC MANAGER

All Officer's of the Corporation & Section.

Under Secy. to the Govt. of India, Ministry of Shipping & Transport, (Transport Wing), Transport Bhawan, New Delhi.

copy for: AdmI-8(1)/72
copy for: O.S.(A) with 20 spare copies

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THE NATIONAL ASSOCIATION FOR THE BLIND
12, Nizamuddin East, New Delhi.

Certificate for Travel Concession

Valid Upto _____

This is to certify that the holder of this certificate whose particulars are furnished below is a completely blind person.

Particulars of the blind person.

1. Name and address.....
2. Father's/Husband's name.....
3. Sex.....
4. Personal Identification Mark.....
5. Occupation.....
6. Left/Right hand thumb impression of signature of the blind person.

Verified
Photograph
with seal
of the
Association.

Station.
Date....

Signature of the (seal)/Stam of
Head of the Institute)

The personal mark of identification should be such as can be easily verified, if necessary, by conductor/Ticket Checking Staff.

Note:- This certificate in original should be produced for inspection at the time of purchase of a ticket in DTC buses.

Signature

Secretary, N.A.B.

Signature

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE: NEW DELHI

No: AdmI-7(42)/82

Dated:- 21.5.1982

OFFICE ORDER NO.12

In terms of Board Resolution No.70/81 dated 24.4.81 and with prior approval of the Central Government as required under section 45 of Road Transport Corporation Act, 1950 read with Delhi Road Transport Laws (Amendment) Act, 1971, following new sub-para 5 is added to para 3 of Delhi Road Transport Authority (Free and Concessional Passes) Regulations, 1954.

"3(5): Chairman-cum-General Manager may grant free travel concession to disabled persons of such categories for which reservations have already been made by the Government for giving employment provided that the disability in each individual case is certified by the Directorate of Social Welfare, Delhi Administration. Chairman-cum-General Manager may also grant 50% concession to an Attendant accompanying a blind person. Concessions under this sub para would be valid only on ordinary city and sub-urban routes.

Sd/-
(YASHWANT SINHA)

ALL OFFICERS & SECTIONS.

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DELHI TRANSPORT CORPORATION
I.P. ESTATE: NEW DELHI

No. ADMI-7(42)/82

Dated: 21.5.1982

It is notified for the information of and necessary action by all concerned that following procedure shall be adopted for the purpose of grant of free travel concession to the handicapped persons of such categories for which reservation have already been made by the Govt. of India for giving them employment, provided that the disability in each individual case is certified by the Directorate of Social Welfare, Delhi Administration, Delhi and also for grant of 50% concession to an attendant accompanying the blind person in pursuance of clause 5 of the regulation 3 of the DRTA (Free and Concession Passes) Regulations, 1954.

1. The concession under the above para will entitle the holder to travel on all the ordinary city and sub-urban routes within the Union Territory of Delhi.

2. An handicapped person will be defined, as under, for this purpose:

"Definitions of the categories of the handicapped for purposes of reservation in employment.

The Blind.

The blind are those who suffer from either of the following conditions:-

- (a) Total absence of sight.
- (b) Visual equity not according 5/60 or 20/200 sheldon in the better eye with correcting lenses.
- (c) Limitation of the sight of vision subtending an angle of 20 degrees or worse.

The Deaf.

The Deaf are those in whom the sense of hearing is non-functional for ordinary purposes of listening. They do not hear, understand sounds of all events with speech. Less more than 90 decibels in the better ear (profound impairment or total loss of hearing in both ears).

The Orthopadically handicapped.

The orthopadically handicapped are those who have a physical defect or deformity which cause an interference with the normal functioning of the bones, muscles and joints."

3. The disability in each individual case will be certified by the Directorate of Social Welfare, Delhi Administration, Delhi or any other officer authorised by him in this behalf whose specimen signatures will be forwarded to this office.

4. The free travel concession passes to the above said handicapped persons will be issued in the shape of an identity Card-cum-Bus Pass, as per the specimen enclosed as Annexure 'A' having a photograph of the disabled person duly attested by the issuing authority of the DTC. These passes will be initially issued for a period of 3 months and will be renewed after every 3 months. For this purpose, renewal slips indicating period of 3 months will be used. In the case of a blind person, an attendant will be allowed who will be charged half the adult fare rounded off to the fraction of 5 paise at the upper stage. The attendant will not be allowed to travel by

[Handwritten signature]
Manager (Admin) Hqr
Delhi Transport Corporation
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himself, and the attendant pass will be attached to that of the blind person. The attendant pass will contain a stipulation, as under:-

Attendant to _____ (Name of the Blind person)

5. The initial cost of identity card-cum-free travel pass will be Rs.10/- which will be charged at the time of issue. No further payment will be chargeable at the time of renewal.

However, in case a duplicate identity card-cum-free travel pass is issued in the event of the original being reported to have been lost by the handicapped person, an amount of Rs.10/- will be charged for issuing a duplicate identity card-cum-free travel pass. The handicapped person will produce a copy of the report of the loss of the pass lodged with the Police. No changes will be made from the handicapped persons in the event of the identity card-cum-free travel concession pass being disfigured, mutilated and the same is to be replaced after proper investigations. Issue of all these passes will be centralised at Central Pass Section situated at Scindia House or such other places as may be notified from time to time. Complete record of such passes will be maintained at Scindia House. Before issue of these passes, a thorough check will be made by an officer of the rank of AGM(T)/TS and by the Incharge of the Pass Section, Scindia House, so as to ensure that passes are issued only to the genuine handicapped persons. These passes will not be valid on routes other than ordinary city and sub-urban routes within the Union Territory of Delhi i.e. these passes will not be valid on Mini buses, Deluxe, Railway Special, Night Services and Inter-State services. The pass will also not be in whose name it has been issued.

Sd/-
(T.D.GUPTA)
DEPUTY GENERAL MANAGER(P)

ALL OFFICERS & SECTIONS.

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ANNEXUREPHOTOGRAPH

(Attested by the
issuing Authority
with Stamp)

Identity CARD-CUM-TRAVEL CONCESSION
PASS FOR HANDICAPPED PERSONS.

(Valid only on ordinary city and
sub-urban services within the Union
Territory of Delhi.)

1. Name _____

2. Date of Birth _____

3. Occupation _____

4. Residential Address _____

5. Official Address _____

6. Type of degree of disability _____

7. Signature or thumb impression of
the card holder _____

Signature of the issuing authority
with stamp.

INSTRUCTIONS.

1. The Card is valid for a period of three months from the date of issue, subject to renewal after every three months.
2. This is not transferable and should be kept and used by the person in whose name it is issued.
3. In case the card is lost, a new card will be issued on the payment of a penalty of Rs.10/-

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ANNEXURE

Photograph
(Attested by the issuing
authority with Stamp).

IDENTITY CARD-CUM-50% CONCESSIONAL
PASS FOR ATTENDANT ACCOMPANYING
THE BLIND MAN.

(Valid only on ordinary City and
Sub-Urban services within the Union
Territory of Delhi).

1. Name _____
2. Date of Birth _____
3. Occupation _____
4. Residential Address _____
5. Signature or thumb impression of
the Attendant _____
6. Attendant to _____
(Name of the Blind man)

Signature of the issuing authority
with Stamp.

Handwritten signature
Manager, Delhi
Delhi Transport Corporation
(General Office)
12, Esplanade, New Delhi - 110001

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Handwritten mark

DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
IP, ESTATE: NEW DELHI.

No. AdmI-3(22)/93

Dated: 16-2-93

OFFICE ORDER NO. 6

Sub: D.T.C. (Period of Disposal of Unclaimed
Articles) Regulations, 1992

In exercise of the power conferred by Section 45(1) & (2) and Section 19-A of the Road Transport Corporation Act, 1950 (No. 64 of 1950) read with Delhi Road Transport Laws (Amendment) Act, 1971, the DTC with the previous sanction of the Central Govt. has framed the DTC (Period of Disposal of Unclaimed Articles) Regulations, 1992, which are circulated herewith for the information, guidance and necessary action by all concerned.

The Delhi Road Transport Authority (Period of Disposal of Unclaimed Articles) Regulations, 1992 stand repealed with immediate effect.

Sd/-

Enc: As above.

(R. R. SINGH)
CHAIRMAN-CUM-MANAGING DIRECTOR

ALL OFFICERS & SECTIONS.

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Sub:- D.T.C. (Period of Disposal of Unclaimed
Articles) Regulations, 1992.

In exercise of the power conferred by Section 45(i) & (2) and Section 19-A of the Road Transport Corporation Act, 1950 (No. 64 of 1950) read with Delhi Road Transport Laws (Amendment) Act, 1971, the DTC with the previous sanction of the Central Govt., hereby makes the following regulations namely:

1. Short title and commencement:

- (i) These regulations may be called the Delhi Transport Corporation (Period of Disposal of Unclaimed Articles) Regulations 1992.
- (ii) These Regulations shall come into force at once.

2. Definitions:

- (a) "Corporation" means the Delhi Transport Corporation.
- (b) "Act" means the Road Transport Corporation Act, 1950.

3. Period of Disposal of unclaimed articles of goods:

- (i) The period after the expiration of which unclaimed articles of goods may be sold by the Corporation by public auction from the date, the articles or goods come into the possession of the Corporation shall be as indicated below:

Category of Articles of Goods.	Period after which they are to be disposed of.
(a) Perishable Goods	After the expiry of 24 hours or earlier if they are likely to become offensive
(b) Foodgrains	After two months.
(c) Other goods or articles not covered by (a) or (b) above.	After three months.

(2) Notwithstanding anything, contained in sub-clause

- (i) above arms, ammunition, explosives and other dangerous goods, intoxicating liquor, opium and its preparation and hemp drugs, the sale

of which by unlicensed persons is prohibited by law, shall be made over to the Police or Excise authorities as soon as possible after they come into possession of the Corporation.

4. Storage Charges:

A storage charge not exceeding one rupee per article per day for the period during which it remains in the possession of the Corporation as lost property: subject to a maximum amount of fifty rupees, shall be made.

2. The D.R.T.A.(Period of Disposal of Unclaimed Articles) 1954 is hereby repealed.

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Deputy Commissioner
at Corporation
LP 1074-1075/2002
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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE: NEW DELHI

No. AdmI-3(8)/94

Date: 17.4.94

OFFICE ORDER NO. 6

Sub: DTC Carriage of Passenger and Goods Regulations
and DTC (Contravention of Regulations) Penalty Rules.

In exercise of the power conferred under Section 45 of Road Transport Corporation Act, 1950 read with the Delhi Transport Laws (Amendment) Act, 1971, the DTC with the previous sanction of the Central Govt. has framed the DTC Carriage of Passenger and Goods Regulations and DTC (Contravention of Regulations) Penalty Rules 1994 which are circulated herewith for the information, guidance and necessary action by all the concerned.

The Delhi Road Transport Authority (Carriage of Passenger) Regulation, 1954 stand repealed from the date of notification made under clause 1 above.

Encl: As above.

Sd/- 4/4/94
CHAIRMAN-JUM-MANAGING DIRECTOR

ALL OFFICERS & SECTIONS.

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DELHI TRANSPORT CORPORATION
INDRAPRASTHA ESTATE: NEW DELHI.

NOTIFICATION

Dated the

In exercise of powers conferred by Section 46 of Road Transport Corporation Act, 1950 read with the Delhi Road Transport Laws (Amendment) Act, 1971, the Central Government hereby makes the following rules, namely:-

1. ~~Short title and commencement:~~ (1) These rules may be called the Delhi Transport Corporation (Contravention of Regulations) Penalty Rules, 1994.
2. They shall come into force at once.
2. Definitions: (1) In these rules, unless the context otherwise required:-
 - a) the 'Act' means the Road Transport Corporation Act, 1950 read with the Delhi Road Transport Laws (Amendment) Act, 1971.
 - b) 'Regulations' means regulations framed by the Corporation under Section 45 of the above Act.
 - c) 'Section' means a Section of the Act(all other expressions have the meanings respectively assigned to them in the Regulations.
3. Penalty: Any person who commits a breach of any of the provisions of the Delhi Transport Corporation (Carriage of passenger and Goods) Regulations, 1994, shall be punished with fine, which may extend to Rs.100/-
4. Repeal: The Delhi Road Transport Authority (Contravention of Regulations) Penalty Rules, 1954 are hereby withdrawn and repealed

[Handwritten signature and stamp]

Delhi Transport Corporation
(A Govt. of India Undertaking)
I.P. Estate: New Delhi

Dated the

In exercise of the powers conferred under Section 45 of Road Transport Corporations Act, 1950 read with the Delhi Road Transport Laws Amendment Act, 1971, the Delhi Transport Corporation with the previous sanction of the Central Government, hereby makes the following regulations with a view to make necessary provisions in regard to carriage of passengers and goods in its vehicles.

SHORT TITLE AND COMMENCEMENT:

(1) These Regulations may be called 'the Delhi Transport Corporation Carriage of passengers & Goods Regulations, 1994 and shall come into force at once from the date of notification by Delhi Transport Corporation.

Definitions:

In these regulations, unless, the context otherwise requires:

- a) 'Corporation' means Delhi Transport Corporation
- b) 'Passenger' means any person who travels in any public service vehicle of the Corporation.
- c) 'Vehicle' means any mechanically propelled vehicle operated by the Corporation, and includes a bus, tram car, trolley, trailer attached with the bus or tram-car or a stage carriage; as defined in the Motor Vehicles Act, 1988;
- d) 'Checking staff' means and include all of the officers of the Corporation and other staff working in supervisory capacity in Traffic Department including, Traffic Supervisor Traffic Inspector, Asstt. Traffic Inspector and any other person specially appointed for checking purposes by the General Manager or Depot Manager or any of the Officers working in Supervisory capacity in the Traffic Department.
- e) 'Conductor' means a person engaged by the Corporation for receiving fares and issuing tickets to the passengers and performing such other functions as may be prescribed by the Corporation from time to time.
- f) 'Ticket' includes a single ticket, a return ticket or a season ticket.
- g) 'Pass' means a duty, privilege or courtesy or free pass entitling the person to whom it is given to travel in Corporation vehicle gratuitously and includes a pass issued on payment for travel in a Corporation vehicle for a period and destination specified therein.
- h) 'Goods' means and include any bag, suit case, or any other light material or luggage which can be easily carried on by the passenger, but it will not include transport heavy goods or goods meant for commercial purposes.
- i) 'Fare' shall mean and include the fare prescribed by the Corporation under the Act or by any Competent Authority prescribed in this behalf from time to time

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3. DUTIES AND CONDUCT OF THE PASSENGER.

- 1) No person shall enter or remain in any stage carriage for the purpose of travelling therein unless he/she has with him a proper pass or ticket for the intended journey.
- 2) Every passenger is required to disclose his/her destination of journey, pay fare and obtain ticket before boarding the Corporation Vehicle in case, there is a provision for advance booking other-wise he/she is required immediately to disclose his/her destination of journey, pay fare to the conductor and collect the ticket from him on boarding the vehicle.
3. A passenger travelling in a Corporation Vehicle is bound to produce ticket on demand by any authorised person or checking staff of the Corporation.

EXPLANATION:

- A passenger who does not possess or produce a ticket on demand by the checking staff or conductor either while travelling in the bus or after alighting, it will be presumed that he is travelling or has travelled without ticket.
4. No passenger shall ^{over}travel from the destination for which he has purchased a ticket. In case any passenger is found so travelling, it will be presumed that he is travelling without ticket.
 5. A passenger is prohibited from alighting from the entry gate of the vehicle.
 6. A passenger is prohibited from boarding the bus from the exit Gate of the Vehicle.
 7. A passenger is prohibited from boarding and alighting from the Corporation Vehicle other than a Bus Stop.
 8. No passenger is allowed to travel on the footboard of the Vehicle.
 9. No person/passenger shall alight or board the moving bus at any place.

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- 11) On the bus stop, every passenger shall stand in a queue and shall not break the queue.
- 12) No passenger while travelling in vehicle shall take any part/limb of his body out of the window or any gates of the vehicle.
- 13) A passenger will not damage the vehicle or any other property of the Corporation lying in or on the vehicle.
- 14) A male passenger occupying the ~~XX~~ seat reserved for the lady shall vacate the same either at the request of any lady passenger standing in the bus or at the request of the Conductor or any checking staff of the Corporation.
- 15) A passenger is prohibited from carrying any inflammable material either in liquid or solid form in Corporation Vehicle.
- 16) A passenger shall not smoke in the bus.
- 17) A passenger can carry goods free of charge upto 10 Kgs. in all and in case the weight exceeds, he is required to pay 50% of the fare of the passenger ticket on each item provided that the carriage of goods in Corporation Vehicle will be at the risk and responsibility of the passenger.

4. REPEAL.

The Delhi Road Transport Authority (Carriage of Passengers) Regulations, 1954 stand repealed from the date of Notification made under clause 1 above.

5. Contravention of any of the provisions of these regulations shall be punishable as provided in Delhi Transport Corporation (Contravention of Regulations) Penalty Rules, 1994- -

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 Mr. [illegible]
 Director
 Delhi Transport Corporation
 10, [illegible]
 New Delhi - 110002

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DELHI ROAD TRANSPORT AUTHORITY
NOTIFICATION
NEW DELHI THE 11TH NOVEMBER, 1953

NO. AMDI-3(3)/453:- In exercise of the powers conferred by clause (c) of sub-section (2) of section 53 of the Delhi Road Transport Authority Act, 1950 (XIII of 1950), the Delhi Road Transport Authority as pleased with the previous sanction of the Central Government to make the following regulations, namely:-

REGULATIONS:-

1. Short Title, Commencement and Application:-
 - (i) These regulations may be called the Delhi Road Transport Authority (Employees Provident Fund) Regulations.
 - (ii) They shall come into force at once.
 - (iii) They shall apply to all officers and servants of the Delhi Road Transport Authority other than the General Manager, Deputy General Manager and the Chief Accounts Officer, subject to the exceptions mentioned in this regulation.
2. DEFINITIONS:-
For the purpose of these regulations.
 - (a) "Salary" means monthly salary including special pay but excluding House Rent, Dearness, Compensatory, Travelling, Conveyance and other such allowances.
 - (b) "Subscriber" means an employee who is required or permitted to subscribe to the provident fund.
 - (c) "Interest" means interest accrued at the rate prescribed in section 5(a) of the balance at credit of a subscriber to the Provident Fund calculated as if such balance were a deposit in the Post Office Saving Bank.
 - (d) "Service" includes continuous service rendered under the Gwalior and Northern India Transport Co. and under the Delhi Transport Service.
 - (e) "Fund" means Provident Fund.
 - (f) "Regular" employee means an employee, other than a casual or a temporary employee who holds a lien on a permanent post sanctioned by the Delhi Road Transport Authority.
 - (g) "Family" means
 - (i) in the case of male subscriber, the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber;

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Director General
(G.O. No. 1000)
1953

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Provided that if a subscriber proves that the wife has been judicially separated from him or has ceased under the Customary Law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, by express notification in writing to the Authority that she shall continue to be so regarded;

(ii) In the case of a female subscriber, the husband and children of the subscriber and the widow or widows and children of a deceased son of the subscriber;

Provided that if a subscriber by notification in writing to the General Manager expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently cancels formally in writing her notification excluding him.

NOTE-I. "Children" means legitimate children.

NOTE-II "An adopted child shall be considered to be child only when the General Manager, after taking legal advice where necessary, is satisfied that under the Personal law of subscriber adoption is legally recognised as conferring the status of natural child.

3. Subscription:-

(a) Every regular employee on monthly rate of pay will be permitted to subscribe to the Provident Fund. The amount of subscription shall be fixed by the subscriber himself which shall remain unchanged throughout the financial year, provided that it shall not exceed $12\frac{1}{2}\%$ of his salary.

(b) No employee shall subscribe to the Fund while on leave without pay or absent without leave or under suspension. A subscriber may at his option which shall be communicated to the General Manager in writing before proceeding on leave, subscribe during leave with pay.

(c) The subscription to the Fund shall be recovered by deduction from the salary bill of the subscriber provided that the amount of subscription shall be rounded off to nearest anna.

4. Special provisions with respect to certain employees:-

(1) The Authority may permit any regular employee who is not already a subscriber of the existing Provident Fund to join the Fund established under these Regulations with retrospective effect from

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the first day of July, 1950, or from the date when he becomes such regular employee whichever date is later and in the case of such employee arrears of contribution by the employee and the Authority shall be paid in such manner as the Central Government, may in consultation with the Authority direct.

(2) The amount standing to the credit of any subscriber in the existing Provident Fund immediately before the commencement of these Regulations shall be transferred to the credit of that subscriber in the Provident Fund established under these Regulations, be treated as if it had formed part of the Provident Fund and the amount so credited shall for all the purposes of these regulations established under these Regulation.

EXPLANATION:-

"Existing Provident Fund" means the contributory Provident Fund maintained for its employees by the Delhi Transport Service before the commencement of these Regulations.

5. Contribution by the Authority:-

The Authority shall contribute to the Provident Fund of each subscriber monthly an amount equal to be contribution of the subscriber himself for that month subject to the condition that the amount of the Authority's contribution shall not be increased beyond 6-1/4% of the salary of the subscriber for that month provided that:

(1) If a subscriber is removed or dismissed from the service of the authority as a disciplinary measure in pursuance of Section XV of Delhi Road Transport Authority (Conditions of Appointment and Service) Regulations, the Authority may with-hold the whole of the contribution made to his Provident Fund by the Authority and the interest thereon.

(ii) If a subscriber resigns before completing 5 years of service including period of leave with pay but excluding the period of probation, the Authority may also with hold its contribution and interest thereon.

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Deputy Secretary (Admin.)
Delhi Transport Authority
12, 1st Floor, Connaught Place
New Delhi
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5-A. Special Contribution by the Authority-(GRATUITY):-

The Authority shall also contribute to the Provident Fund of an employee at the time of his leaving the service of the Authority after completing a minimum service of 15 years including periods of leave with pay but excluding the periods of leave without pay but excluding the periods of probation, at the rate of half a month's basic pay for each completed year of service subject to the maximum of 15 months basic pay to be calculated on the terminal basic pay drawn at the time of leaving the service, if the Authority is satisfied that the service rendered by the employee has been good faithful, and efficient. Provided that the special contribution shall not be payable if an employee is removed or dismissed from the service of the Authority as a disciplinary measure in pursuance of clause 15 of the Delhi Road Transport Authority(Conditions of Appointment and Service) Regulations, 1952.

(2) The benefit of the special contributions under this clause shall be deemed to have come into force on the 1st April, 1957 and it shall not be admissible to the employees who ceased to be in the service of the Authority prior to that date".

6. Subscriber's Accounts:-

(a) A separate account shall be maintained for each subscriber which will show separately (i) the amount of subscriber's contribution with the proportionate amount of interest earned thereon, (ii) the amount of Authority's contribution with the proportionate amount of interest earned thereon and (iii) temporary withdrawals and their refund; (iv) final withdrawals and monthly balances.

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Manager (Admin.) Hqr
Delhi Transport Corporation
(Govt. of India)
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(b) The amount of interest accrued on the balance at the credit of the subscriber shall be calculated at the end of the year or when the account is closed to the nearest pie on the lowest balance, including fractions of a rupee, at the credit of the subscriber between the close of the tenth day and the last day of each month.

(c) Interest should be credited to be subscriber's portion and Authority's portion of the contribution in proportion to the balances under these portions. Withdrawals for purposes of temporary advances should be shown as having been made from the subscriber's portion only.

7. Payment of contributions in Post Office Savings Bank:- The Authority shall open an account, called D.R.T.A. Provident Fund Accounts with the Post Office Savings Bank and as soon as may be after the commencement of each, and if possible before the tenth day of the month shall pay into such account the amount of all subscriptions received under the provisions of clause (2) above and of the contributions payable by the Delhi Road Transport Authority under clause (3) above as well as the amounts received in repayment of temporary advance.

8. Withdrawals:-

No sum shall be withdrawn from the Provident Fund Account with the Savings Bank except:

- (a) for purpose of investment in accordance with the provisions of any standing orders of the Authority in this respect; or
- (b) Under provisions of clause (3) of these regulations for the purpose of making an advance to a subscriber; or
- (c) Under the provisions of clause (10) of these

[Signature]
 Member (Admin) Hqr.
 Delhi Road Transport Corporation
 (C. 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100)

[Signature] *[Signature]*

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regulations when a subscriber's account is to be closed for payment to the subscriber or his heirs.

9. Advances:-

- (i) The General Manager in consultation with Chief Accounts Officer may grant a temporary advance to a subscriber of an amount not exceeding 3 times the amount of his monthly salary provided it does not exceed $\frac{3}{4}$ th of the balance in the subscriber's portion of the account for either of the following purposes and for no other purpose-
 - (a) To pay expenses in connection with the illness of the subscriber or a member of his family; or
 - (b) To pay expenses in connection with marriage, funeral or other ceremonies which by the religion of the subscriber, it is incumbent upon him to perform ~~and in connection~~ with which it is obligatory that expenditure shall be incurred; provided that no such advance shall be sanctioned unless the pecuniary circumstances of the subscriber are such that indulgence in the opinion of the General Manager is absolutely necessary.
- (ii) When an advance has already been granted to a subscriber a subsequent advance shall not be granted until at least 12 months have elapsed since the complete repayment of the last advance taken, except under special circumstances which should be recorded by the General Manager in writing.
- (iii)(a) The amount of advance together with interest thereon shall be repayable in not more than 24 equal instalments as may be fixed by the General Manager when sanctioning the advance, and such instalment shall be recovered as if they were subscriptions in the manner provided in sub clause (2) of this regulation commencing from the month succeeding the month in which the advance is granted.

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(b) Interest shall be recovered with the last instalment at the post office saving bank rate prevailir at the time of recovery of the last instalment.

10. Nominations:-

(i) Each subscriber shall, as soon as may be after joining the Fund make a nomination, conveying on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before the amount has become payable, or having become payable has not been paid: Provided that if, at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person other than the members of his family (ii) If a subscriber nominates more than one person under sub-clause(i), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(iii) Every nomination shall be in each one of the Forms set forth in Annexure III as is appropriate in the circumstances.

(iv) A subscriber may at any time cancel a nomination by sending a notice in writing to the General Manager.

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of this clause.

(v) A subscriber may provide in a nomination.

(a) in respect of any specified nominee that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination.

(b) that the nomination shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making the nomination he has no family, he shall provide in the nomination that it shall become invalid if the subscriber in the event of his subsequently acquiring a family.

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11. Closing of Accounts:-(i) On the death of the subscriber: -

Subject to the provisions of Section 4 of the Provident Fund Act, 1925 and to any deduction under clause (II) of these regulations when a subscriber dies the amount shown to the credit of his account in the Provident Fund plus interest accrued to date shall be withdrawn from the Bank, and payment of such amount shall be made.

A. When the subscriber leaves a family:-

(1) If a nomination made by the subscriber in accordance with the provisions of clause (9) (ii) above of these regulations in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

(2) If no such nomination subsists or such nomination relates only to a part of the amount standing to the credit of the subscriber, the whole amount or the part not covered by the nomination shall, notwithstanding any nomination purporting to be in favour of any person other than a member of the subscriber's family, become payable as to one moiety to the husband or the widow (or in equal shares to the widows) as the case may be, and as to the other moiety in equal share to the children of the subscriber; provided that;

(i) If one or more of his sons have died leaving behind their widows or children or both, the respective shares of each such deceased son shall be payable in equal shares amongst their children or widows or both without regard to the fact whether the deceased son if he had survived the subscriber would or would not have been excluded from a share under item (a) of sub-clause (iii) below.

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Manager (Admin) Hqr

Date: 12/12/2019

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(ii) If the subscriber has left only a husband or widow/s as the case may be, the amount should become payable to such husband or widow/s or in equal shares to such widows as the case may be, or if the subscriber has left only children, the whole of the amount shall become payable to such children in equal shares subject to sub-clause (i) above, and

(iii) No share shall be payable to:-

- (a) sons who have attained legal majority.
- (b) sons of a deceased son who have attained legal majority.
- (c) married daughters whose husbands are alive,
- (d) married daughters of a deceased son whose husbands are alive, if there is any other member of the family.

B. When the subscriber leaves no family:

(1) If a nomination made by him in accordance with the provisions of sub clause 9(iii) above of these regulations in favour of any person or persons subsists the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in proportion specified in the nomination.

(2) If no such nomination subsists or such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate shall be payable-

(a) If it does not exceed five thousand rupees to any person appearing to the disbursing authority to be otherwise entitled to receive it, and

(b) If it exceeds five thousand rupees, to any person who produces probate or letters of administration evidencing the grant to him of administration of the estate of the deceased or a certificate granted under the Indian Succession Act, 1925, entitling the holder thereof to receive payment of the amount.

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 Director, Joint War
 Corporation
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EXPLANATION:

(1) For the purpose of this sub clause a subscriber's posthumous child shall be considered to be member of his family at the time of his death and if born alive, shall be treated in the same way as a surviving child born before the subscriber's death.

(2) The case of posthumous child already born when the case is taken up by the disbursing officer will present no difficulty. For the rest if the possibility of the birth of a posthumous child is brought to the notice of the disbursing officer, the amount which will be due to the child in the event of its being born alive, should be retained and the balance distributed in the normal way. If the child is born alive, payment of the amount retained should be made as in the case of a minor child, but if no child is born or the child is still-born the amount retained should be distributed among the family.

(ii) On the subscriber ceasing to be in the service of the Delhi Road Transport Authority.

Subject to provisions of clauses (3) & (11) of these regulations when a subscriber ceases to be a servant of the Authority the amount showed to the credit of his account in the Provident Fund plus interest accrued to date shall be with drawn and shall be paid to him;

Provided that--

(a) a subscriber who has been dismissed from the service and is subsequently reinstated in the Service, shall, if required to do so by the Authority, repay any amount paid to him from the Provident Fund in pursuance of this rule with interest thereon. the amount so repaid shall be credited to his account in the Provident Fund.

(b) if a subscriber is transferred otherwise than temporarily to the service of an other local body which maintains Provident Fund, or when having been transferred temporarily from the service of another local body for credit to his Provident Fund account with such local body;

[Signature]

Minister (Admin) Hqs.

[Signature]

- (e) provided such local body agrees to the transfer.
- (i) if a subscriber is transferred temporarily to the service of another local body. The amount shown to the credit of his account in the Provident Fund ledger shall not be withdrawn but shall remain to the credit of his account.
- (iii) On the subscriber proceeding on leave preparatory to retirement.
- (a) When a subscriber has proceeded on leave preparatory to retirement or.
- (b) While on leave, has been permitted to retire or declared by competent medical authority to be unfit for further service, the amount of subscriptions and interest thereon standing to his credit in the Provident Fund shall, upon application made by him in that behalf to the General Manager become payable to the subscriber. Provided that the subscriber, if he returns to duty, shall be required to do so by the Authority, repay to the Provident Fund, for credit to his account, the whole or part of any amount paid to him from the Provident Fund in pursuance of this sub section with interest thereon in cash or securities, or partly in cash and partly in securities, by instalments or otherwise, by recovery from the salary or otherwise, as the Authority may direct.
- (iv) Notwithstanding any thing contained in sub clause (i) (ii) and (iii) above of this clause no amount shall be withdrawn for payment to a subscriber or his heirs under the provisions of this clause unless actual payment to such subscribers or their heirs can be made immediately; provided that if such payment cannot be made within one year if the amount at the credit of the subscribers provident fund account is ten rupees or less, or within three years, if such amount is more than ten rupees, the Authority shall

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withdraw such amount and credit it to their ordinary revenues; and no payment shall thereafter be made to the subscriber or his heirs except under the order of the Authority.

12. DEDUCTIONS:-

Notwithstanding any thing contained in clause (10) above of these regulations, if any sum is due from subscriber to the Authority at the time when his account is closed, the Authority may deduct the amount of such sum before making payment of the amount at the credit of his Provident Fund account;

Provided that the deduction shall not exceed in any case the total amount of any contribution made by the Authority under Regulation 5 and of any interest which has accrued thereon

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ANNEXURE - I

Clause 6 (b) refers

NAME			ACCOUNT NO.			
Month & Year	Subscription.	Refund of withdrawals	TOTAL	Withdrawals.	Monthly balance on which interest is calculated.	R E M A R K S.
April,						
May						
June						
July.						
Aug.						
Sept.						
Oct.						
Nov.						
Dec.						
Jan.						
Feb.						
March.						
BALANCE FROM 19.....19....			Balance from 19.....19.....			
Deposits and refunds as above			Authority's contribution as above.			
Interest for 19.....19.....			Interest for 19.....19.....			
TOTAL:			TOTAL:			
Deduct withdrawals as above.			Deduct withdrawals as above.			
Balance on 31st March 19.....			Balance on 31st March 19.....			

ANNEXURE -II.

(Clause 6(e) refers).

SUBSCRIBER'S ANNUAL ACCOUNT FOR 19.

Name of Subscriber.....

Number of account

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Particulars	Opening Balance	Deposits..	Interest.	Total	With dra- wals.	Clos- ing Bal- ance.
Subscriptions.						
Authority's Contribution.						

The subscriber should satisfy himself as to the correct-
ness of this account and errors should be brought to the
notice of the General Manager, Delhi Road Transport
Authority in writing within six months from the date of
the receipt of the account

Date.....

DELHI ROAD GENERAL MANAGER
TRANSPORT AUTHORITY.

INITIALS OF ACCOUNTANT.

ANNEXURE- III

(Clause II (iii) refers).

1. When the subscriber has a family and wishes to nominate
one member thereof.

I hereby nominate the person mentioned below who is a
member of my family as defined in clause 2 of the D.R.T.A.
(Employees Provident Fund) Regulations. to receive the amount
that may stand to my credit in the fund, in the event of my
death before that amount has become payable, or having become
payable has not been paid:-

[Signature]
Manager (Admin) Hgt.
Delhi Road Transport Authority
19/11/2014

[Signature] *[Signature]*

Name and address of Nominee.	Relationship with subscriber	Age.	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber
------------------------------	------------------------------	------	---	---

Dated this..... day of.....19.....
at

Signature of subscriber

Two witness to signature.

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II. When the subscriber has family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in clause 2 of the D.R.T.A. (Employees Provident Fund) Regulations; to receive the amount that may stand to my credit in the fund, in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:-

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Dated this day of 19
at

Signature of subscriber.

Two witness to signature.

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*NOTE:- Here a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

IV. When the subscriber has no family and wishes to nominate more than one person.

I, having no family as defined in clause 2 of the DRTA(Employees provident Fund) Regulations hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the fund in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:--

Name & address of nominee	Relation with subscriber	Age.	*Amount of share of accumulation to be paid to each,	*Contingencies or the happening of which the nomination shall become invalid	Name, address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
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DATED THIS. DAY OF 19
at

Signature of Subscriber.

Two witness to signature.

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*NOTE:- This column should be filled in so as to cover whole amount that may stand to the credit of the subscriber in the fund at any time

~~the subscriber is to be paid to the credit of the subscriber in the fund at any time~~

**NOTE:- Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

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Delhi
(330)

(SHANKAR PRASHAD)
CHAIRMAN
DELHI ROAD TRANSPORT AUTHORITY.

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DELHI ROAD TRANSPORT AUTHORITY
SECRETARIA HOUSE: NEW DELHI

No.AMDI-8(1)/55

Dated the 14th February, 1956

OFFICE ORDER NO.21.

It is notified for the information of all concerned that the Delhi Road Transport Authority have, with the previous sanction of the Central Government, made the following amendment to the D.R.T.A.(Employees Provident Fund), Regulations, 1952:-

The following shall be substituted for sub clause (a) of clause 3:-

"(a) Every regular employee on a monthly rate of pay will be permitted to subscribe to the Provident Fund from the date on which he becomes a regular employee. Every temporary employee on a monthly rate of a pay who has rendered not less than one year's continuous service on monthly rate of pay, will also be permitted to subscribe to the Provident Fund with effect from the date on which he completes such service. The amount of subscription shall remain unchanged throughout the financial year, provided that it shall not exceed 12 1/2% of his salary."

The following shall be substituted for sub clause

(4) of clause 4:-

"(1) The Authority may permit any employee on a monthly rate of pay who is not already a subscriber of the existing Provident Fund to join the Fund established under these Regulations with retrospective effect from the 1st day of July, 1950 or from the date when the completed one year of continuous service on monthly rate of pay whichever date is later, and in the case of such employee the amount of contribution by the employee and the Authority shall be paid in such manner as the Central Government may, in consultation with the Authority Direct."

ASSISTANT GENERAL MANAGER(A)

To

1. All officers and sections at Head Office
2. A 1 T.Ss and Assistant Works Manager, Central Workshop (with 2 spare copies for H.O.).
3. All Internal Audit Units.
4. Officer Incharge Training School, Executive Engineer and Medical Officer.
5. Stationery Clerk with 383 spare copies.

- CC:-
1. D.T.S.Worker's Union, Delhi
 2. Concurrent Audit Party(in duplicate).
 3. File No.AMDI-3(5)/55.

[Signature]
Manager (Admin) H.O.
Delhi Road Transport Corporation
10, Connaught Place, New Delhi

DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P.ESTATE: NEW DELHI

No. AdmI-PS-3(29)/75

Dated:- 22.8.1975.

OFFICE ORDER NO. 25.

It is notified for the information of and necessary action by all concerned that the D.T.C. Board in the meeting held on 21.7.1975 has decided that the Payment of Gratuity Act, 1972 which has been made applicable to the Motor Transport Undertakings in which ten or more persons are employed by the Central Government be made applicable to this Corporation with effect from 20.4.1974.

Sd/-
(I.J.TALWAR)
PLANNING OFFICER

ALL OFFICERS & SECTIONS.

CC TO:- As usual.

CC TO: A.P.O.(P). The relevant files of the P.L.D.
are returned herewith.

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P.ESTATE: NEW DELHI

NO.AdmI-3(29)/77

Dated: 23.12.1977

Office Order No.62.

Sub:-Applicability of the payment of Gratuity Act, 1972 to the officers/employees drawing wage of Rs.1000/- or above p.m.

It is notified for the information of and necessary action by all concerned that the DTC Board vide its Resolution No.657 dated 5.9.1977 decided that the benefits extended by the payment of Gratuity Act, 1972, be also made applicable to the officers/employees of the Corporation, whose pay exceed Rs.1000/- per mensem, subject to the conditions that for the purpose of calculation of the total admissible amount of gratuity, the maximum limit of emoluments will be Rs.2500/- and the maximum amount of gratuity payable will be Rs.30,000/-

It has further been decided by the Board that the Officers/employees will be given option to receive the gratuity under Clause 5(A) of the D.R.T.A.(Employees' Provident Fund) Regulations, 1952 but the option once given shall be irrevocable.

All Officers/employees, falling in the aforesaid category (employed in Managerial or Administrative capacity) and intending to be governed by Clause 5(A) of the D.R.T.A.(Employees' Provident Fund) Regulations, 1952 should exercise their option and send the same to the personnel department by 28.2.1978, failing which it shall be presumed that they are not interested in being governed by the said Regulation.

These orders will take effect from 5.9.1977, i.e. the date on which the decision was taken by the DTC Board.

Sd/-
(A.K.DUTT)
DEPUTY GENERAL MANAGER

ALL OFFICERS & SECTIONS.

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. OFFICE: NEW DELHI

No. Admin-5(41)/80

Dated: 1-1-1981

OFFICE ORDER NO. 1.

Subject:- Functioning of DTC Employees'
Provident Fund Trust.

It is notified that DTC Board vide Resolution No. 16/80 d 18.2.1980 has decided to transfer the administration and functioning of the Provident Fund of the DTC employees to the Provident Fund Board of Trustees with immediate effect. It has further been decided by the Board that the Provident Fund Board of Trustees, shall administer the Provident Fund strictly in accordance with DTC Employ Provident Fund Regulations, 1978 which have been provisionally approved by the Regional Provident Fund Commissioner vide letter No. B/DL-17 (Exempted) 6007 dated 8.8.1979. A copy of the letter has been annexed with the Provident Fund Regulations which are circulated herewith.

In pursuance of the aforesaid decision of the Board, the administration and functioning of the Provident Fund of the DTC employees are hereby transferred to the Provident Fund Board of Trustees which was constituted on 19.2.1964.

The Chief Accounts Officer will arrange the transfer of all the assets of the Fund to the Provident Fund Board of Trustees.

The powers for management of the Fund, already delegated by the DTC Board from time to time to various officers also stand withdrawn forthwith as the same now vest in the Provident Fund Board of Trustees.

Necessary instructions for the change over and transfer of Provident Fund Management shall be notified to the Banks and other Institutions separately by the Accounts Department.

The Chairman of the Provident Fund Board of Trustees, will arrange the take over of the Management of the Fund and take further inconvenience to the members of the Fund.

Sd/-
(A. K. GUPTA)
DEPUTY GENERAL MANAGER

ALL OFFICERS & SECTIONS.

- cc to: Chairman Provident Fund Board of Trustees.
- cc to: Chief Accounts Officer.
- cc to: All Unions of Workers.
- cc to: Regional Provident Fund Commissioner.
- cc to: Assistant Audit Party (Two Copies)
- cc to: All Notice Boards.

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**D.T.C. EMPLOYEES PROVIDENT FUND
REGULATIONS, 1978**

1. SHORT TITLE:

- a) These Regulations may be called the "Delhi Transport Corporation Employees Provident Fund Regulations, 1978".
- b) These Regulations shall come into force on such date as will be prescribed by the Corporation.
- c) The object of these Regulations is to accumulate for the benefit of each member, as a future provision for him and his family, a sum of money and amount which shall be ascertained in accordance with these Regulations.
- d) These Regulations shall apply to the Employees of the Delhi Transport Corporation other than excluded employees.

2. DEFINITIONS:

Under these Regulations the following expression shall unless excluded by or repugnant to the interpretation of the context for the meaning hereafter attach to that namely:

- i) "An apprentice" means a person who according to the certified standing orders applicable to DTC is an apprentice or who is declared to be an apprentice under the apprentice Act, 1961 or who is declared to be an apprentice by the authority specified in this behalf by the appropriate Govt.
- ii) "Board" means the Board of Trustees constituted under these Regulations for administering the Fund.
- iii) "Corporation" means Delhi Transport Corporation established under the Road Transport Corporation Act, 1951 read with the Delhi Transport Laws (Amendment) Act, 1971 (21 of 1971)
- iv) "Commissioner" means the Commissioner for Employees Provident Fund appointed under the Employees Provident Fund Scheme, 1952.
- v) "Contribution" means contribution payable in respect of a member under these Regulations.
- vi) "Employee" means any person who is employed for wages for any kind of work, manual or otherwise and he gets his wages from the Corporation and further whose pay and allowances are debited to the Corporation.
- vii) "Excluded employee" means:
 - a) An employee who having been member of the Fund once withdraws full amount of his accumulation in the Fund under the rules governing final settlement of account in respect of superannuation, migration of permanent settlement abroad.
 - b) Employee who is on deputation with this Corporation from Central or State Govt. Services.
 - c) An apprentice.
 - d) An employee whose pay at the time he is otherwise entitled to become a member of the Fund, exceeds Rs. 1600/- P.M.

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- e) Any employee to whom these regulations would have applied but for the exemption granted under sec. 17 of the E.P.F. Act, 1952.
- viii) "Foreign Service" means service in which an employee of the Corporation receives his remuneration from other employer.
- ix) "Family Pension Fund" means Family Pension Fund established under the Family Pension Scheme.
- x) "Family Pension Scheme" means employees Family Pension Scheme framed U/s 5(a) of the Employees Provident Funds and Misc. Provision Act, 1952.
- xi) "Financial Year" means period of 12 calendar months ending on 31st March, in each year.
- xii) "Fund" means Delhi Transport Corporation Employees Provident Fund governed by these Regulations.
- xiii) "Family" means

- a) In the case of a male member his wife, his children, whether married or unmarried, his dependent parents and his deceased son's widow and children. Provided that if a member proves that his wife has ceased, under personal law governing him or the customary law of the community to which the spouses belong, to be entitled to maintenance she shall no longer be deemed to be part of the member's family for the purpose of this scheme, unless the member subsequently intimates by express notice in writing to the trustees that she shall continue to be so regarded; and
- b) In case of a female member, her husband, her children whether married or unmarried, her dependent parents, her deceased son's widow and children, her husband's dependent parents.

Provided that if a member by notice in writing to the Board expresses her desire to exclude her husband from the family, the husband and his dependent parents shall no longer be deemed to be a part of the member's family for the purpose of the scheme unless, the member subsequently cancels in writing any such notice.

EXPLANATION:

- a) In either of the above two cases, if the child of a member (or as the case may be, the child of a deceased son of the member) has been adopted by another person and if, under the personal law of the adopter, adoption is legally recognised, such a child shall be considered as excluded from the family of the member.

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- b) Children means all legitimate children.
- c) An adopted child shall be considered to be a child when, if the Trustees are satisfied that under the Personal law of the subscriber adoption is legally recognised as conferring the status of a natural child.
- xiv) "Government Securities" shall have meanings assigned to it in the public Debt Act, 1944 (XVIII of 1944).
- xv) "General Manager" means General Manager of the Delhi Transport Corporation.
- xvi) "Leave" means any variety of leaves recognised by the condition of service in force from time to time and applicable to different categories of employees of the Corporation.
- xvii) "Member" means member of the Delhi Transport Corporation Employees Provident Fund. Member of the Fund shall continue to be member until he withdraws the amount standing to his credit in the fund under the rules hereinafter contained and such membership shall be deemed to have terminated from the date of payment authorised to him by the Board of Trustees irrespective of the date of claim.
- xviii) "Pay" means basic wages including personal pay, special pay, dearness allowance and all other emoluments which are earned by employee on duty or leave with wages in accordance with the terms of contract of employment which are paid or payable in cash to him but does not include:
 - a) Value of food concession.
 - b) House rent allowance, city compensatory allowance.
 - c) Change allowance.
 - d) Overtime allowance, commutation remunerations for holiday work, honorarium, good performance reward, washing allowance, accident free reward, commission or any other similar allowance payable to the Employee in respect of his employment or the work done in such employment.
 - e) Any present made by the employee or reward or payments under the incentive schemes or bonus.
- xix) "Prescribe" means prescribed by these Regulations.
- xx) Note- (a) All terms and conditions not defined herein shall have the same meaning respectively assigned to them under the Employees Provident Fund Act, 1952, Employees Provident Fund Scheme, 1952 and Employees Family Pension Scheme, 1971 and service regulations of the Corporation in force from time to time;

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Manager, Delhi Transport Corporation

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- b) Provisions of D.M.T.A. Employees Provident Regulations and Employees Provident Fund Act and Scheme, 1952 not expressly provided herein shall, in as far as the same are not inconsistent with the provisions of these regulations, be deemed to be applicable to the Employees of this Corporation unless and until the same are superseded by any notification, order, scheme, rule, form notice or by law made or issued with concurrence of the Govt. of India.
- xxd) Service means continuous service rendered under D.B.S.T., D.E.C.P.A., G.N.I.T., D.T.S., D.A.T.A.; D.T.U. of the Municipal Corporation of Delhi and the Delhi Transport Corporation including service which is interrupted by sickness, accident, authorised leave, strike which is not illegal or cessation of work not due to employee's fault.
- xxi) Subscriber means a person who is required or is permitted to subscribe to the Fund under these Regulations.
- xxii) Trustees means members of the Board of Trust.

2.A. MANAGEMENT OF FUND

The Provident Fund shall vest in a Board of Trustees and their successors in the Trust and there shall be a valid instrument in writing which adequately safeguards the interest of the subscribers and such instrument shall be duly registered under Sec.5 of the Indian Trusts Act, 1882.

3. A. Constitution of the Board of Trustees.

- a) The Board shall have as its office bearers a Chairman, a Vice-Chairman, a Secretary and a Joint Secretary. The Chairman and the Joint Secretary shall be elected every year.
- b) The Management shall nominate one of its representatives in the Board as the Chairman, who may exercise casting vote.
- c) The Board shall elect the Secretary and the Jt. Secretary provided that where the Secy. is elected from amongst the representatives of the Management, the Jt. Secy. shall be elected from amongst the workers representatives of the Fund and vice-versa.

B. Term of Office of Trustees.

- a) The workers representatives of the Board of Trust shall hold office for 5 years unless his seat becomes vacant earlier, as laid down in these regulations. The term of 5 years will commence from the date of first meeting in which the election of the office bearers of the Trust must be held.

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The office of the trustees shall become vacant, if a Trustee (i) dies or (ii) resigns his office, retires from service, termination, removed, dismissed from service, or (iii) is adjudged insolvent or (iv) becomes of unsound mind or (v) is convicted of a criminal offence involving moral turpitude, or (vi) his nomination is withdrawn by the Management.

Provided that the trustees shall, notwithstanding the expiry of the said period of 5 years which will start from the date of the election of the office bearers continue to hold office until the new election of the trustees is held and their office bearers are elected.

b) A trustee may resign his office by letter in writing addressed to the Chairman Board of Trustees and his office shall fall vacant from the date of his resignation accepted by the Board of Trustees.

c) Any dispute arising out of the qualification/ disqualification of the member shall be referred to the R.F.F.C. and the decision of the R.F.F.C. on such issue shall be final.

(3) Special Vacancies:

A) In the event of trustee, (elected or nominated) ceasing to be a member during the tenure of the Board, his successor shall be elected or nominated as the case may be in the manner prescribed.

Provided that the Trustee(s) so elected or nominated shall hold the office for the unexpired term of the Board.

b) No act or proceedings of the Board of Trustees shall be invalidated merely by reason of vacancy(s) amongst the Trustees.

(4) Meetings of the Trust:

a) The Board of Trustees shall meet at such place and time as may be fixed by the Chairman or in his absence, Vice Chairman as often as may be necessary.

Provided that the Board of Trustees shall meet atleast once in every two months.

b) The Chairman or in his absence the Vice-Chairman shall within 15 days of the receipt of a requisition from not less than 1/3 of the members call a meeting.

In the absence of the Chairman, the Vice-Chairman will preside over the meeting and shall exercise all the powers of the Chairman at the meeting.

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- c) As far as possible notice not less than seven days for every ordinary meeting (together with a list of business) shall be dispatched to the trustees.
- d) The Chairman may call emergent meeting for considering any matter by giving such reasonable time as he may considered necessary.
- e) No business shall be transacted unless atleast of the number of trustees out of which half are workers representatives are present.
- f) Adjourned meeting will take place on seventh day or maximum ten days from the date of adjournment at the same place and time and it shall thereupon be lawful to dispose of the business irrespective of the quorum.
- g) Every question considered in the meeting of the Board shall be decided by majority of votes and the Chairman shall have a casting vote in the event of the opinion amongst the trustees being equally divided. In case, however, the opinion is equally divided and the Chairman does not exercise his casting vote the matter shall be referred to Regional Provident Fund Commissioner whose decision in the matter shall be final.
- h) The minutes of the meeting of the Board shall be circulated to all members not later than 15 days from the date of the meeting.
- i) The records of the minutes of such meeting shall be signed by the Chairman in confirmation with such modification, if any, as may be considered necessary at the next meeting. The minutes shall thereafter be recorded in a minutes book as a permanent record.
- j) The Secy. shall in consultation with Chairman convene meetings of the Board, keeps the records of its minutes and shall take necessary steps for carrying out the decision of the Board.
- k) In the absence of the Secy., Joint Secy. will discharge all the functions of the Secy. and also will assist him in all matters.
- l) The Board may coopt. any member of the fund on the board for a period not exceeding one year. Such member however, shall not have the right to vote.

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A. Constitution of the Trust

Delhi Transport Corporation shall constitute Board of Trustees, Delhi Transport Corporation Employees Provident Fund (here-in-after referred as the Board). The Board shall consist of 12 members of whom six shall be the representatives of the management and six of the members of the Fund/Workers.

B. Employer's representatives.

The General Manager of the Corporation shall nominate six representatives from amongst the officers employed in managerial and administrative capacity in the Corporation.

C. Election of the employees representatives.

The representatives of the employees shall be elected by the members of the fund in an Election to be held for the purpose on any working day.

Provided that wherever there is a recognised Union under code of discipline or any Act such Union(s) shall nominate the employees representatives.

Provided further that when there is no recognised Union under the code of discipline or under any Act Any registered Union existing in the Corporation shall nominate the employees representatives. When there is more than the such union, the procedure for the Election of workers representatives will be as follows:

Six employees representatives shall be elected on the basis of one representative from each of the following six constituencies:

- | | |
|---------------------------|---|
| a) Conductor | 1 |
| b) Driver | 1 |
| c) Workshop staff | 1 |
| d) Ministerial staff | 1 |
| e) Checking & Supr. Staff | 1 |
| f) Class IV staff | 1 |

D. Qualification of candidates for Elections

Any member of the Fund of not less than 21 years of age and who will be in the service of the Corporation may be a candidate for Election or Re-election as a Trustee of the Board. All outgoing Trustees shall be eligible for re-election or re-nomination as the case may be.

All members of the Provident Fund who are not less than 18 years of age and who are in the service of the Corporation shall be entitled to vote.

E. Procedure for Election.

- a) The Corporation shall fix date as the closing date for receiving nomination from candidate for Election on the Board of Trustees and also fix a date for withdrawal of nomination by the candidate.

b) For holding election, the Corporation shall also fix a date which shall not be earlier than three days and later than 15 days after withdrawal date for nomination.

c) The date as fixed shall be notified atleast 7 days in advance to the members. Such notice shall be fixed on the Notice Board and given due publicity amongst the members, and notice shall specify the constituencies and the number of representatives to be elected as prescribed in these rules. A copy of such notice shall also be sent to the Regional Trade Union concerned in the Corporation and to the Regional President, Ward Commissioners.

The Election notice shall be published in Hindi as well as in English.

F. Nomination of candidates for Election.

Every nomination shall be made in the form annexed to these rules. Each nomination paper shall be signed by the candidate to whom it relates and attested by atleast two members of the Ward other than the proposer and shall be delivered to the officer nominated by the Corporation for the purpose before or on the closing date fixed for receiving the nominations.

G. Scrutiny of Nomination Papers.

The officer deputed by the Corporation for this purpose shall scrutinize the nomination papers on the date following the last date fixed for withdrawing the nomination papers. The candidate or his nominee, the proposer of the nomination paper, may be present if they so desire. The invalid nomination papers shall be rejected.

a) For the purpose of these regulations the nomination paper shall be held to be not valid if a candidate nominated is not eligible for membership under these regulations.

b) Conditions of these regulations have not been complied.

H. Withdrawal of candidate formally nominated.

Any candidate whose nomination for election has been accepted may withdraw his candidature within 48 hours of the completion of scrutiny of nomination papers.

I. Voting in Election.

a) If the nomination of candidate(s) who have been validly nominated is equal to the number of seat(s) in any constituency such candidate(s) shall forthwith be declared duly elected.

b) If the nomination of candidate is more than the number of seats in any constituency voting shall take place on the date fixed for election.

c) Every member of the fund shall have as many votes as there are seats to be filled on the Board.

Provident that each such member shall be entitled to cast only one vote in favour of any one candidate.

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- 7) Arrangement for elections:

7) Arrangement for election

The Corporation shall be responsible for all the expenditures in connection with the election.

5. Trust Property:

The Trust property shall consist of the following:

- a) The accumulations transferred to the Fund from the old fund established under the L.C.S./S.C. (Semi-yearly Provident Fund) Regulations.
 - b) Subscriptions of the members and contributions of the S.C.
 - c) Any accumulations or accretions to the Fund by way of interest or otherwise.
 - d) Any securities purchased with the accumulations or accretions.
 - e) The forfeited amount from provident fund.
6. Powers and functions of the Trust.
- a) All matters of procedure and other matters not herein specifically provided for and requiring the framing of regulations to effectively administer the fund, shall be regulated by such regulations, as the Board of Trustees may make in that behalf.
 - b) The Board of Trustees may authorize any two or more of the trustees jointly or severally to sign renewal receipts and sale, purchase, encasement, transfer, negotiate or otherwise deal with such Govt. securities on behalf of the Trust.
 - c) The Board of Trustees or any two or more of the trustees jointly or severally may open an account in the State Bank or banks or in such other scheduled Bank or banks as may be approved by the Board from time to time and open account or accounts in such Bank or banks in the name of the Trust and authorize any two or more of the Trustees jointly or severally to operate upon such account or accounts.
 - d) The Board of Trustees shall be authorized to delegate any of their duties powers, rights and discretions to such one or more of the Trustees such officers of the Corporation as are members of the fund jointly or severally as they may from time to time think fit and they may vary, alter, withdraw, modify or cancel such delegation as they may from time to time think fit.

6. Duties and functions of the Trust.

- a) All matters of procedure and other auxiliary matters not herein specifically provided for and requiring the framing of regulations to effectively administer the fund shall be regulated by such regulations, as the Board of Trustees may make in that behalf.
- b) The Board of Trustees may authorize any two or more of the trustees jointly or severally to sign renewal receipts and sale, purchases, encasement, transfer, negotiate or otherwise deal with such Govt. securities on behalf of the Trust.
- c) The Board of Trustees shall deposit m m may all m m m m to the fund in the Syndicate Bank or in such other scheduled bank or banks as may be approved by the Board from time to time and open account or accounts in such bank or banks in the name of the Trust and authorize any two or more of the Trustees jointly or severally to operate upon such account or accounts.
- d) The Board of Trustees shall be authorized to delegate any of their duties powers, rights and discretions to such one or more of the Trustees such officers of the Corporation as are members of the fund jointly or severally as they may from time to time think fit and they may vary, alter, withdraw, modify or cancel such delegation as they may from time to time think fit.

e) The Board of Trustees shall not accept with previous sanction of the Govt. except the moneys belonging to the fund for any purpose other than for the payment of sums adding to the credit of individual members of the fund or to their nominees or heirs or legal representatives in accordance with the regulations of the fund.

7. Supervision

(i) Every employee employed in the Corporation other than an excluded employee shall be required to become a member of the fund from the date on which the regulations are deemed to have come into force if he had actually worked for not less than 60 days during the period of 3 months or less or had put in 3 months continuous service or has been declared permanent whichever is earlier in the Corporation. Every employee, other than excluded employee taking up employment, whether before, or after the commencement of these regulations, in the Corporation shall also become a member from the beginning of the month following that in which he completes 3 months continuous service, or has actually worked for not less than 60 days during the period of 3 months or less or has been declared permanent whichever is earlier. Provided secondly that an employee who is a member of the fund shall not cease to be a member thereof on his leaving the Corporation except as provided hereafter. Provided thirdly that a person who is a member of the Provident Fund of an exempted or unexempted factory or establishment under the Employees Provident Fund Act, 1952, and who after leaving the services of that factory or establishment but before withdrawing his accumulation in the fund takes up employment in the Corporation shall be entitled and required to become a member of the fund from the date he takes up employment.

Provided that when the pay of member exceeds Rs. 150/- he shall be allowed to continue/contribute towards Provident Fund under this scheme if he is so desirous of continuing; provided the member of the Employees Provident Fund Scheme. The Corporation shall pay the Insurance charges thereon.

ii) Declaration of persons taking up employment

The Delhi Transport Corporation shall, before taking any person into employment, ask him to state in writing whether or not he is a member of the fund and if he is, ask for Account No. and/or the name and particulars of the last employer. If he is unable to furnish the Account Number, he shall require such person to furnish and such person shall, on demand, furnish to him for communication to the Commissioner, particulars regarding himself and his nominee required for the Declaration Form. Such employer shall enter the particulars in the Declaration Form. ~~Such~~ and obtain the signature or thumb-impression of the person concerned. Provided that in case of any such employee who has become a member of the Family Pension Scheme the employees Family Pension Scheme, 1971, the aforesaid Declaration Form shall also contain such particulars as are necessary to comply with the requirements of that scheme.

Explanation.

In computing the period of work, for 60 days under this regulation:

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- a) Periods of involuntary unemployment caused by stoppage of work due to shortage of raw material or fuel, changes in the line of production, break down of machinery or any other similar cause.
- b) Period of authorized leave : and
- c) In the case of a female employee, period of maternity leave for any number of days not exceeding twelve weeks shall also be deemed to be days on which the employee has worked in the Corporation.
- iii) The accumulations, if any standing to the credit of an employee in the old fund on the date he becomes a member of the fund shall be transferred to the fund with effect from such date.

3. Dispute regarding membership

- iv) If any question arises as to whether an employee is required to become or continue as a member of the fund or as regards the date from which he is so required to be to become a member, the decision thereon of the Regional Provident Fund Commissioner (Delhi) shall be final.

Provided that no decision shall be given unless both the employer and employee have been heard.

4. Additional Contributions

A subscriber may subscribe any amount to the fund in addition to the compulsory subscription under regulation No. 12 subject to the following conditions:

- i) that the limits for the exemption as laid down in the Income Tax shall be applicable.
- ii) that the employer's share of contribution shall be 1/5 of the pay.
- iii) that the rate of contribution can be enhanced by the subscriber on the higher side at any time during the financial year but the rate so declared shall remain unchanged during the said year. The option can be revised towards lower side before 15th of April in each year.

10. NOMINATIONS

- i) Each subscriber shall, as soon as may be after joining the fund make a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the fund in the event of his death before that amount has become payable or having become payable has not been paid. Provided that if, at the time of making the nomination, the subscriber has a family the nomination shall not be in favour of any persons or person other than the members of his family.
- ii) If a subscriber nominates more than one person under sub-regulation (i) he shall specify in the nomination the amount or share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.

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- iii) Every nomination shall be in the prescribed form given in Annexure II.
- iv) A subscriber may at any time cancel a nomination by sending a notice in writing to the Trustees in the prescribed form given in Annexure III provided that the subscriber shall transmit such notice with a fresh nomination made in accordance with the provisions of this regulation.
- v) Where the nomination is wholly or partly in favour of a minor, the member may, for the purposes of this scheme, appoint a major person of his family, as defined in clause (xiii) of Paragraph 2, to be the guardian of the minor nominee in the event of the member predeceasing the nominee and the guardian so appointed.
Provided that where there is no major person in that family, the member may, at his discretion appoint any other person to be a guardian of the minor nominee.
- vi) A subscriber may provide in a nomination,
 - a) In respect of any specific nominee that in the event of his predeceasing the subscriber, the right conferred upon the nominee shall pass to such other persons as may be specified in the nomination.
 - b) That the nomination shall become invalid in the event of the happening of a contingency specified therein, provided that if at the time of making the nomination he has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.
- vii) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under Clause (a) of sub-regulation (v) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-regulation (vi), the subscriber shall send a notice in writing to the Trustees cancelling the nomination in the prescribed form given in Annexure III together with a fresh nomination made in accordance with the provisions of these regulations.
- viii) Every nomination made, and every notice of cancellation given, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Trustees.

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ix) Notwithstanding the provisions of sub-regulations(i) to (viii) of these regulations, the nomination already made by members may be old fund shall stand unless they are in any way not in accordance with these regulations.

11. SUBSCRIBER'S ACCOUNT :

A separate account shall be maintained for each subscriber in form to be specified by the Board.

12. CONTRIBUTION TO THE FUND OF SUBSCRIPTION :

- i) Every member shall subscribe $\frac{1}{8}$ of his basic wages and dearness allowance, retaining allowance if any, and cash value of food concession if any, provided that if the quantum of his subscription in the basis of $\frac{1}{8}$ on his basic wages and dearness allowance, retaining allowance if any, and cash value of food concession if any, is less than at the rate of $1\frac{1}{3}\%$ of his basic wages, he shall subscribe at the rate of $1\frac{1}{3}\%$ of his basic wages. The subscription of each member shall be deducted from his basic wages and dearness allowance retaining allowance if any, and cash value of food concession if any of each month by the employer and paid over to the Board. The Corporation shall contribute an equal amount subscribed by the members each month and such contributions shall be paid to the Board of Trust as by 15th of the following month alongwith subscriptions collected from the members. The Corporation shall not contribute beyond $\frac{1}{8}$ of basic wages and dearness allowance retaining allowance if any, and cash value of food concession if any, or $1\frac{1}{3}\%$ of his basic wages of the subscriber whichever is higher for that month as the case may be. Each contribution shall be calculated to the nearest quarter of a rupee, 12.50, or more being counted as the next higher quarter of a rupee.
- ii) In respect of all employees who have become members of the Provident Fund on or after 1st March, 1971, and those who being member of the Provident Fund as on 22.7.71 have opted for employees share of contributions towards provident fund shall be the balance of basic wages, dearness allowance and retaining allowance including cash value of food concession, if any payable to them, after deducting $1\frac{1}{3}\%$ of the basic wages, dearness allowance and retaining allowance including cash value of food concession, if any rounded off to the nearest 25 paise in respect of each member being the contributions towards the family pension fund.

Explanation:

For the purpose of this rule, retaining allowance means an allowance payable for the time being for an employee of this Corporation during any period in which this establishment is not working but retaining his services.

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- iii) The Corporation shall in the first instance pay both the contributions payable by himself and also on behalf of the members employee by the Corporation directly or by through a contractor.

The amount of member's contributions paid by the employer shall be recoverable by means of deductions from wages of the member and not otherwise. Provided that no such deduction may be made from any wages other than that which is paid in respect of the period or part of the period in respect of which the contribution is payable.

13. RELATION OF SUBSCRIPTION :

- a) When the monthly emoluments of a subscriber are paid by the Corporation, recovery of subscription on account of these emoluments and of any advance granted under Regulation 13 to 25 shall be made simultaneously provided that no such deduction may be made from any wage other than that which is paid in respect of the period or part of the period in respect of which the contribution is payable.

Provided further that the Corporation shall be entitled to recover the employee's share from a wage other than that for which it is paid in respect of the period for which the contribution has been paid or is payable where the employee has in writing given a false declaration at the time of joining service with the Corporation that he was not already member of the Fund.

Provided further that where no such deductions have been made on account of the accidental mistake or a clerical error, such deductions may be made from the subsequent wages.

- b) Deduction made from the wages of a member paid on daily, weekly, or fortnightly basis shall be totalled up to indicate the monthly deductions.
- c) Any sum deducted by the Corporation from the wages of an employee under these rules shall be deemed to have entrusted to Corporation for the purpose of paying the contribution in respect of which it is deducted.

14. EMPLOYER'S SHARE NOT TO BE DEDUCTED FROM THE MEMBER :

Notwithstanding any contract to the contrary the Corporation shall not be entitled to deduct the employer's contribution from the wages of a member or otherwise recover it from him.

15. INSPECTION BOOK :

The Trust shall maintain an inspection note book in such form as the Commissioner may specify, for an inspection to record his observation on his visit to the Establishment.

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16. INVESTMENT OF FUND :

- a) All moneys contributed to the fund (whether by the Corporation or by the Subscriber) or securing by way of interest or otherwise to such fund shall be ~~invested~~ in approved Government Securities strictly as per pattern of investment laid down by the Govt. of India from time to time provided that such securities are payable both in respect of Capital and in respect of interest in India.
- b) All expenses incurred in respect of, and loss, if any, arising from any investment shall be charged to the fund.
- c) Interest Suspense Account
All interest, rent and other income realised, and net profits or losses, if any from the sale of investments not including therein the transaction of the Administration account, shall be credited or debited, as the case may be, to an account called the "Interest Suspense Account". Brokerage and Commission on the purchase and sale of securities and other investments shall be included in the purchase or sale price, as the case may be, and not separately charged to the "Interest Suspense Account".
- d) All expenses involved in the administration of these provident fund regulations including the maintenance of accounts, submission of accounts and returns and payment of inspection charges shall be borne by the Corporation.

17. INTEREST :

- i) Interest shall be credited to the accounts of a subscriber at such rate as may be determined for each year according to the method of calculation prescribed from time to time by the Trustees depending on the income from provident fund deposits and investments. Provided that the aggregate amount of interest credited to the account of the members shall not be less than the interest payable on the balance standing to the credit of the member on the 1st day of April falling within the period of ~~current~~ currency at the rate declared by Government of India for the members of the Employees Provident Fund Scheme, 1952.
- ii) Interest shall be credited at the rate determined in accordance with the sub-regulation (i) of this regulation with effect from 31st March, of each year in the following manner:
 - a) the amount at the credit of a subscriber on the 31st March of the preceding year, interest will be credited for twelve months.
 - b) on sums withdrawn during the current year interest will be paid from the 1st April of the current year up to the last day of the month preceeding the month of withdrawal.

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e) on all sums credited to the subscriber's account after the 31st March of the proceeding year interest from the date of deposit up to the 31st March of the current year. Provided that when the amount standing to the credit of a subscriber has become payable interest shall thereon be credited under this sub-regulation only for a period from the beginning of the current year or from the date of deposit as the case may be upto the last day of month previous to that in which the account is settled.

iii) For the purpose of this regulation the date of deposit shall, in the case of recoveries from emoluments, be deemed to be the first day of the month following the month to which the payrelates.

iv) In addition to any amount paid under regulations 26, interest thereon upto the end of the month proceeding that in which payment is offered shall be payable to person to whom such amount is to be paid.

v) The agreement amount of interest credited to the accounts of the members shall be debited to "Interest Suspense Account".

vi) In determining the rate of interest the Trustees shall satisfy itself that there is no overdrawal on the interest suspense Account as a result of the debit thereto of the interest, credited to the Account of Members.

vii) Interest shall not be credited to the Account of a Member if he informs the Trust in writing that he does not wish to receive it, if however, the member subsequently asks for interest, it shall be credited to his account with effect from the first day of the period of currency in which he makes request therefor.

18. ADVANCES & WITHDRAWALS FROM THE FUND

1) An advance may be granted by the Trustees to a subscriber from the amount standing to his credit in the fund, subject to the following conditions.

2) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it and that it will be expended on the following object or objects and not otherwise.

i) To pay expenses in connection with the illness of the subscriber or a member of his family or repair of his house .

ii) To pay obligatory expenses in connection with marriage, funeral or other ceremonies which by the religion of the subscriber, it is incumbent upon him to perform and in connection with which it is obligatory that expenditure shall be incurred.

iii) To meet expenditure on building or purchasing a house or site for a house.

3. No advance from the provident fund shall exceed the amount of his own subscription and interest thereon at the members credit in the fund at the time the advance is granted.

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4. The grant of an advance under these regulations shall be subject to the condition that its recovery shall be so arranged that the net pay drawn by the subscriber after compulsory deductions including instalments of the house building advance are made (for example Provident Fund subscription, income-tax recovery of loans, advanced) shall not be less than half his basic wages and dearness allowance plus personal or special pay, if any, provided that if some amount becomes recoverable after a house buildings or any other non refundable advance has been sanctioned which has the effect of reducing the net pay to less than half the basic pay such additional recovery shall be made.
5. An advance for the purposes specified in sub-regulations 2(i) & (ii) of the regulation shall not exceed three months pay at the time the advance is granted or 1/4th of the subscriber's own subscription whichever is lesser.
6. An advance for the purpose specified in sub-regulation 2(iii) shall be limited to the amount not exceeding twenty-four months basic wages and D.A. of the subscriber of his own total contribution with interest thereon, whichever is less, and shall be further subject to the terms and conditions set out in regulations 18 to 21.
7. a) A subsequent advance for the purpose specified in sub-regulation 2(i) & (ii) of this regulation shall not be permitted until a period of 12 months has elapsed from the date of payment of the previous loan. The Trustees may, however, under special circumstances, recorded in writing allow the subsequent advance earlier, subject on the following conditions.
 - i) Recovery of 50% of previous advance has been made and the period equal to one half of the total duration of the running advance has elapsed
 - ii) Notwithstanding the provisions contained in sub-regulation 7(a) above, the Board of Trustees may also grant subsequent advance even at an earlier stage in extremely hard cases.
- b) Advance for purposes specified in sub-regulations 2(iii) of this regulation may be permitted not withstanding that an advance for any one of the purpose specified in sub-regulations 2(i) and (ii) has not been fully repaid.
- c) Advance for purposes specified in sub-regulations 2(i) and (ii) may be permitted not withstanding that the sum advanced for purposes specified in sub-regulation 2(iii) of this regulation has not been fully repaid.
8. An advance granted under sub-regulation 2(i) and (ii) of this regulation shall be recovered from the subscriber in not more than 24 equal instalments or such instalments as may be fixed by the Trustees while sanctioning the advance

9) The Corporation shall deduct such instalments from the subscriber's emoluments and pay to the Fund. These deductions shall commence from the second monthly payment made after the advance or in the case of an employee on leave without pay from the second monthly payment after his return to duty.

19. ADVANCE FROM THE FUND FOR THE PURCHASE OF DWELLING HOUSE OR A DWELLING SITE OR FOR CONSTRUCTION OF A DWELLING HOUSE.

1) The Board may, on an application from a member, sanction from the amount standing to the credit of the member in the fund an advance of an amount not exceeding his twenty-four months' (basic wages and dearness allowance) or his own total contribution with interest thereon, whichever is less, for purchasing a dwelling house (outright), or on hire-purchase basis from the State Government, or a Cooperative Society, Institution, Trust, Local Body, Housing Finance Corporation or dwelling site or for the constructions of a dwelling house; provided that where the advance is sanctioned for the purchase of a dwelling site (in a non-municipal area) the amount that shall be initial: paid towards such advance shall not exceed twelve months (basic wages and dearness allowance) of the member or half of his own total contributions with interest thereon, whichever is less, and the balance which shall not exceed twelve months (basic wages and dearness allowance) of the member or his own total contributions with interest thereon, then standing to his credit, whichever is less, may be paid to the member at the request at the time of the construction of a dwelling house on such dwelling site; provided further that where the advance is in respect of the construction of a dwelling house, it may be sanctioned in such number of instalments as the Board thinks fit; provided further that a member desiring to take advance for purchasing a dwelling house/site on hire purchase basis, may authorise the board in writing in such form as may be prescribed by the Board to make withdrawals from his provident fund account for the purpose of paying the amount of hire-purchase instalments every year direct to the State Govt., or as the case may be, to the cooperative society, Institution, Trust, local body, and housing finance Corporation. In such cases the total amount of such instalments shall not, however, exceed his twenty-four months' basic wages and dearness allowance or his own total contribution with interest thereon whichever is less; provided also that where the advance is for the purchase of a dwelling house or dwelling site the payment of advance shall be made direct to the State Government or the Cooperative Society, Institution, Trust, Local body or Housing Finance Corporation as the case may be and not to the member.

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- 1.A) where a dwelling site is to be acquired or houses are to be constructed by a cooperative society on behalf of its members with a view to their allotments to the members, the Board may, on an application from any such member who is also a member of the fund, sanction an advance subject to the limitation prescribed in sub-paragraph (1) and pay the amount direct to the said society, to the account of the member.
- 2) No advance under this paragraph shall be sanctioned unless a member has completed five years' membership of the fund and unless his own total contributions with interest thereon in the amount standing to his credit in the Fund is one thousand rupees or more.
- 3) Where an advance is sanctioned for the construction of a dwelling house, the construction shall commence within six months of the withdrawal of the first instalment and shall be completed within six months of the withdrawal of the final instalment. In the case of purchase of a dwelling house or a dwelling site, the purchase shall be completed within six months of the withdrawal of the amount, provided that this provision shall not be applicable in case of purchase of a dwelling house on hire-purchase basis (and in cases falling under sub-paragraph (1A)).
- 4) Except in the cases specified in sub-paragraph (5), no further advance shall be admissible to a member under this paragraph.
- 5) An additional advance upto his six months' basic wages and dearness allowance may be granted once and in one instalment only for additions, substantial alterations or improvement necessary to the dwelling house owned by the member provided that the advance shall be admissible only after a period of five years from the date of completion of the dwelling house.
- 6) No advance under this paragraph shall be granted unless the dwelling site or the dwelling house or the house under construction is free, from encumbrances. No advance shall be granted for purchasing a share in a joint property or building a house or land owned jointly. An advance may, however, be granted for building a house on land owned by the spouse of the member or jointly by the member and the spouse; provided that where a dwelling site or a dwelling house is mortgaged to the Central Govt., State Govt., a Cooperative Society, Institution, Trust, Local body or Housing Finance Corporation, solely for obtaining funds, for the construction of the house under any housing scheme formulated by the Central or State Govt. (except under the subsidised Housing Scheme for Industrial Workers), such a dwelling site or a dwelling house, as the case may be, shall not be deemed to be an encumbered property; provided further that an advance may be granted to a member for acquiring a flat in a building owned jointly with other, if other conditions in this paragraph are satisfied;

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provided further that a land acquired on perpetual lease or on lease for a period not less than 40 years for constructing a dwelling house or a house built on such a leased land, shall also not be deemed to be an encumbered property

Where an advance is sanctioned for purchasing a dwelling house or a dwelling site or for the construction of a dwelling house, the member shall not sell the dwelling house or dwelling site, as the case may be, at any time after the withdrawal of the first instalment and within a period of five years, of the withdrawal of the final instalment and shall deposit and keep deposited for a period of five years, with the board, the title deeds in respect of such dwelling house, of dwelling site, as the case may be, within such time as the board may direct. Provided that if a member has repaid to the fund the entire amount of advance taken under this paragraph before the expiry of 5 years, the board shall, on the request of the member, return the title deeds deposited with ~~him~~ without waiting for the expiry of the period of five years ;

Provided further that the requirement of depositing the title deeds with the board may be dispensed with if the title deeds of the property stand deposited or mortgaged to any of the authorities specified in sub-paragraph (1) against a loan taken by the member from any such authority for the specific purpose of meeting in part the cost of constructions or acquisition of the same house or purchase of the same house site, as the case may be, and if the authority furnishes a letter of guarantee specifying that the loan has been granted to the member to enable him to meet the cost of construction or acquisition in part of the same house or purchase of the same house site, as the case may be against the title deeds deposited or mortgaged by the member and that he has a clear and marketable title of the land free from encumbrances and attachments and that the title deeds, (a) will be kept deposited with or mortgaged to that authority till the expiry of five years from the date the Fund grants an advance to the member, or (B) will be released in favour of the fund and sent directly to the board in case the loan including the interest thereon is repaid to that authority earlier than the expiry of the five years and that a note regarding the interest of the employees Provident Fund authorities has been duly kept in the records of the authorities ;

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Provided also that the member shall undertake not to part with the possession of the house so built or acquired or house site so purchased by way of sales, mortgage, gift, exchange or lease till the expiry of the period of five years and shall also submit a declaration not later than the 31st day of December of every year to the effect that the house or as the case may be, the house site continues to be in his possession and in case the house site together with the house constructed thereon stand as mortgaged to any of the authorities specified in sub-paragraph (1) in consideration of a house building advance taken from that authority the above declaration will specify that the house site for the construction of which or for the acquisition of which loan has also been taken from the authority continues to be in his possession but stand as mortgaged to that authority in consideration of the loan.

- 7) If the advance granted under this paragraph exceeds the amount actually spent for the purpose for which it was sanctioned, the excess amount shall be refunded by the member to the fund within thirty days of the finalisation of the purchase or, as the case may be, within thirty days of the completion of the constructions, of, or necessary additions, to, a dwelling house.
- 8) If the Board is satisfied that the advance granted under this paragraph has been utilised for a purpose other than for which it was granted, or that the conditions of a advance have not been fulfilled, or that there is a reasonable apprehension that they will not be fulfilled wholly or partly, or that the excess amount will not be refunded in terms of sub-paragraph (7), the Board shall forthwith taken steps to recover the amount due with interest at the rate which would be 2% above the rate of interest as may be determined by the Board of Trustees under paragraphs 17 of these regulations, from the wages of the member in such number of instalments as the Board may determine. For the purpose of such recovery the Board, may direct the Corporation to deduct each such instalments from the wages of the member and on the receipt of such direction the Corporation shall deduct accordingly. The amount so deducted shall be remitted by the Corporation to the Board within such time and in such manner as may be specified in this behalf by the Board, or being credit to the Member's account. Provided only that portion of the interest which might have been credited to the member's account by way of interest had he not taken any such advance shall be credited to the members account and the excess shall be credited to the interest suspense Account.
- 9) Where any advance granted under this paragraph has been misused, no further advance shall be granted to the member under the said paragraph.

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20. ADVANCE FROM THE FUND TOWARDS THE ALLOTMENT OF TENEMENT CONSTRUCTION OR BE CONSTRUCTED UNDER SUBSIDISED HOUSING SCHEMES FOR INDUSTRIAL WORKERS:

- 1) Where any tenements have been constructed or are to be constructed by any State Government or Cooperative Society under the Subsidised Housing Scheme for Industrial Workers, a member, who has completed five years membership of the Fund and whose own total contribution with interest thereon in the amount standing to his credit in the Fund is not less than five hundred rupees may authorise the Board in such manner, as may be approved by him to remit from his account in the Fund to such State Government or Cooperative Society or which he is an member, a sum not exceeding his 24 months basic wages and dearness allowance or his own total contributions with interest thereon, or his own share of cost whichever is less, towards the allotment of such tenement;

Provided that where the tenements are allotted on hire-purchase basis, the member may authorise the Board to make withdrawals from his provident fund account of hire-purchase instalments every year direct to the State Govt. or the Cooperative Society as the case may be. In such cases the total amount of such instalments shall not, however, exceed his 24 months basic wages and dearness allowance or his own total contributions with interest thereon, whichever is less.

- 2) The Board on being satisfied that the authorisation has been made in the manner approved by him, shall thereupon remit such sum to the State Govt, or Cooperative Society as the case may be.
- 3) In the event of the member refusing to accept an allotment under the said Scheme, he shall be liable to refund to the Fund, the amount remitted to the State Govt. or the Cooperative Society under this paragraph together with interest thereon at a rate not exceeding 2% p.a. above the rate fixed under Regulation No. 17. The amount so refunded shall be credited to the member's account.

Provided that only such portion of the interest as would have been credited to the member's account by way of interest, had he not taken any such advance, shall be credited to his account and the excess shall be credited to the Interest Suspense Account.

- 4) In the event of the member not having been allotted a tenement or in the event of the cancellation of an allotment made to the member under the said Scheme the member shall be liable to refund to the Fund, the amount remitted to the State Govt. or the Cooperative Society under this paragraph. The amount so refunded shall be credited to the member's account.

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3) In the event of the member refusing to acquire the site of purchase or construct a house under the said scheme he shall be liable to refund to the fund, the amount remitted to him or to the individuals, cooperative societies, Institutions, Trusts, local bodies, Housing Finance Corporations or State Governments as the case may be, under this paragraph, together with interest thereon at a rate not exceeding 2% per annum above the rate fixed under paragraph 17. The amount so refunded shall be credited to the members account provided that only such portion of the interest as would have been credited to the member's account by way of interest, and he not taken any such advance, shall be credited to his account and the excess shall be credited to the interest Suspense Account.

1) In the event of the member not being able to acquire the site or purchase or construct a house or in the event of the cancellation of a allotment made to a member under the said scheme, the member shall be liable to refund to the Fund, the amount remitted to him or to the individuals, cooperative societies, Institutions, Trusts, local bodies, Housing Finance Corporations or the State Govt. as the case may be under the paragraph.

The amount so refunded shall be credited to the member's account.

) Where a member is required to refund the amount under sub-paragraph (3) of sub-paragraph (4), the Board shall forthwith take steps to recover the amount due from the wages of the member in such number of instalments as Board may determine. For the purpose of such recovery, the Board may direct the Corporation to deduct such instalments from the wages of the member and the amount so deducted shall be remitted by the Corporation to the Board within such time and in such manner as may be specified in the direction.

6) The Board may, if he is satisfied that a member genuinely requires a further advance towards the acquisition of the site or purchase or construction of a house under the said scheme, grant to the member such advance of a sum not exceeding his six months basic wages and dearness allowance or his own total contributions with interest thereon standing to his credit in the Fund, whichever is less.

) In this paragraph, the expression "Cooperative Society" means the society registered or deemed to be registered under the Cooperative Societies Act, 1912. (2 of 1912) or under any other law for the time being in force in any State relating to Cooperative Societies.

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20.c ADVANCE FROM THE FUND FOR THE ALLOTMENT OF A TENEMENT WITHOUT ABSOLUTE OWNERSHIP :

Where under a special multi-storied housing project undertaken by a Govt., Local Body, Cooperative Society or Housing Finance Corporation, the site of the project is held in the name of a Govt., Local body, Cooperative Society or Housing Finance Corporation, and the allottee of the tenement is precluded from transferring or otherwise disposing of the tenement without the prior approval of the Govt., Local body, Cooperative Society or Housing Finance Corporation as the case may be, the mere fact that the allottee does not have absolute right of ownership of the tenement and the site is held in the name of the Govt., local body, Cooperative Society, or Housing Finance Corporation shall not be a bar to the giving of an advance under paragraph 19 and 20 if the other condition mentioned in the paragraph under which advance is given are satisfied.

27.d GRANT OF ADVANCES IN SPECIAL CASES:

- 1) In case a factory or other establishment has been locked up or closed down for more than fifteen days for reasons other than a strike and its employees are rendered unemployed without any compensation, the Board, on being satisfied that no compensation to the employee is likely to be paid by the corporation within a reasonable time, may authorise payments to a member who was employed in such factory or other establishment one or more non-refundable advances from his provident fund account not exceeding his own total contribution including interest thereon upto the date the payment has been authorised.
 - a) In case the factory or other establishment continues to remain locked up or closed down for more than six months and the appropriate Govt. is of the opinion that the said factory or establishment is likely to restart the Board, on being satisfied that a member who has already been granted one or more non-refundable advances to the full extent from his provident fund account under sub-paragraph (1) still continues to be unemployed and no compensation is likely to be paid to him at an early date, may authorise payment to the member of one or more non-refundable advances from his provident fund account not exceeding 50 % of the amount admissible under sub-paragraph (3) of the paragraph 26 if the member had been allowed to withdraw his accumulation on such date, whichever is less.
 - b) The advance granted under clause (a) shall be interest free.
 - c) The advance granted under clause (a) shall be recovered by deductions from the wages of the member in such instalments as may be determined by the Board. The recovery shall commence from the first wages paid to the member immediately after the restart of the factory or establishment.
 - d) The Corporation shall remit the amount so deducted to the Fund within such time and in such manner as may be specified by the Board. The amount on receipt shall be credited to the member's account in the fund.

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20.e COMPUTATION OF PERIOD OF MEMBERSHIP

In computing the period of membership of the fund of a member under paragraph 19 & 20 his total service exclusive of periods of brake under the Corporation or other establishment before this scheme applied to him as well as the periods of his membership, whether of the fund or of private funds of exempted factories, immediately preceding the current membership of the fund, shall be included. Provided that member has not served his membership by withdrawal of his provident fund during such period.

20.f RESTRICTION OF GRANT OF ADVANCE:

A member may be granted an advance either paragraph 19 or 20 (a)20 (b) or 20(c) but not under all for the same purpose.

20.g ADVANCE FROM THE FUND FOR ILLNESS IN CERTAIN CASES:

- 1) A member may be allowed nonrefundable advance from his a/c in the fund in cases of (a) hospitalisation lasting for one month or more, or (b) major surgical operation in a hospital, or (c) suffering from T.B. Leprosy, paralysis or cancer and having been granted leave by this employer for treatment of the said illness.
- 2) The advance shall be granted if,
 - a) The employer certifies that the employees' State Insurance Scheme facility and benefits thereunder are not actually available to the member of the member produces a certificate from the Employees State Insurance Corporation to the effect that he has ceased to be eligible for cash benefits under the Employees' State Insurance Scheme ; and
 - b) A doctor of the hospital certifies that a surgical operation or, as the case may be, hospitalisation for one month or more had or has become necessary.
- 3) A member may be allowed nonrefundable advance from his a/c in the fund for the treatment of member of his family who has been hospitalised, or required hospitalisation, for one month or more
 - a) for a major surgical operation, or
 - b) for the treatment of T.B. Leprosy, paralysis or Cancer, provided that no such advance shall be granted to a member unless he has produced :-
- 1) A certificate from a doctor of the hospital that the patient has been hospitalised or requires hospitalisation for one month or more or that a major surgical operation had or has become necessary and
- 11) A certificate from the Corporation that the Employees' State Insurance Scheme facility and benefits are not available to him for the treatment of the patient.
- 4) The amount advance under this paragraph shall not exceed the member's basic wages for three months or his own share of contribution with interest in the fund, whichever is less.
- 5) No second advance under this paragraph shall be allowed within a period of three years from the date of payment of an advance allowed under this scheme.
- 6) Where the Board is not satisfied with a medical certificate furnished by the member under this paragraph, he may, before granting an advance under this paragraph, demand from the member another medical certificate to his satisfaction.

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20.b ADVANCE FROM THE FUND FOR MARRIAGE OR POST MATRICULATION EDUCATION OF CHILDREN :

- 1) The Board may on an application from a member authorise payment to him/her of a non-refundable advance from the Provident Fund Account not exceeding fifty per cent of his/her own total contribution including interest thereon standing to his/her credit on the date of such authorisation, for his/her daughter's or son's marriage, his/her own marriage, the marriage of his/her dependent sister/brother or for the post-matriculation education of his/her son or daughter.
- 2) No advance under this paragraph shall be sanctioned to member unless the amount of his own total contribution with interest thereon standing to his credit in the fund is Rs.500, or more on the date the payment is authorised.
- 3) No more than two advances shall be admissible to a member under this paragraph.
- 4) If the Board is satisfied that the advance granted under this paragraph has been utilised for a purpose other than that for which it was been granted, or that the conditions of advance have not been fulfilled within a reasonable time, the Board shall forthwith take steps to recover the amount due with interest at the rate 2% p.a. over and above the rates fixed under regulation, from the wages of the members in such number of instalments as the Board may determine. For the purpose of such recovery, the Board may direct the Corporation to deduct each such instalment from the wages of the member and on the receipt of such direction the Corporation shall deduct accordingly. The amount so deducted shall be remitted by the Corporation to the Board within such time and in such manner as may be specified in this behalf by the Board, for being credited to the member's accounts.

Provided that only portion of the interest which might have been credited to the member's account by way of interest had he not taken any such advance shall be credited to the member's account and the excess shall be credited to the Interest Suspense Account.

20.i GRANT OF ADVANCE IN ABNORMAL CONDITIONS:

- 1) The Board may, on an application from a member whose property moveable or immovable, has been damaged by a calamity of exceptional nature, such as floods, earthquakes or riots, authorise payment to him from the Provident Fund Account, a non-refundable advance not exceeding three hundred and fifty percent of his own total contributions including interest thereon standing to his credit on the date of such authorisation whichever is less, to meet any unforeseen expenditure;

Provided that such member produces evident to the satisfaction of the Board that the said property has been damaged.

- 2) No advance under sub-paragraph (1) shall be paid unless the State Govt. certifies that any of the aforesaid calamities has affected the general public in that area.

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20.] GRANT OF ADVANCE TO MEMBERS AFFECTED BY CUT IN THE SUPPLY OF ELECTRICITY.

A member may be allowed a non-refundable advance from his account in the fund, if there is a cut in the supply of electricity to a factory or establishment in which he is employed on the following conditions, namely:

a) The advance may be granted only to such a member whose total wages for the month immediately preceding the month in which the application for advance is made was half or less than half of wages for a month.

b) The advance shall be restricted to the amount of wages for a month or Rs. 200/- or the amount standing to the credit of the member in the fund as his own share of contribution with interest thereon, whichever is less.

c) No advance shall be paid unless that State Govt. certifies that the cut in the supply of electricity was enforced in the area in which the factory or establishment is located and the Corporation certifies that the fall in the member's pay was due to cut in the supply of electricity.

d) Only one advance shall be admissible under the paragraph.

EXPLANATION:

"Wages" means for the purpose of this paragraph, basic wages and dearness allowances excluding lay-off compensation, if any."

21. ADVANCE FROM THE FUND TO BE NON-REFUNDABLE:

Except as otherwise provided, the advance made under regulation 19 or regulation 20 shall be non-refundable.

Advance under Regulation 18 (2) (i) and (ii) are refundable. As regards financing of insurance policy it is refundable in case the policy matures before his retirement, as laid down in regulation 22.

22. FINANCING OF MEMBERS' LIFE INSURANCE POLICIES:

1) Where a member desires that premium due on a policy of Life Insurance taken by him on his own life should be financed from his provident Fund Account, he may apply in a such form and in such manner as may be prescribed by the Board.

2) On receipt of such application the Board, or, where authorised by the Board, any other officer of the Corporation may take payment on behalf of the member to the Life Insurance of India towards premium due on his policy; provided that no such payment shall be made unless the premium is payable yearly.

3) Any payment made under sub-paragraph (2) shall be made out of any debited to the member's own contribution with interest thereon standing to his credit in the fund.

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- 4) Not payment shall be made under sub-paragraph (2) unless the member's own contribution in his provident fund account with interest thereon is sufficient to pay the premium and where the payment is to be made on the first premium, sufficient to pay the premium for two years.
- 5) No payment shall be made towards a policy unless it is legally assignable by the member to the Board.
- 6) The Board shall before making payment in respect of existing policies, satisfy himself by reference to the Life Insurance Corporation that no prior assignment of the policy exists and the policy is free from all encumbrances.
- 7) No educational endowment policy or marriage endowment policy shall be financed from the fund, if such policy is due for payment in whole or in part before the member attains the age of superannuation.
23. CONVERSION OF POLICY IN TO A PAID UP ONE PAYMENT OF LIFE FEE ETC.

Where a policy of Life Insurance of a member is financed from his provident Fund Account, the Board may:

- a) Convert the insurance policy into a paid up one when the credit in his provident fund on account of his share becomes inadequate for the payment of any premium;
- b) Pay late fee and interest out of the member's own contribution in his provident fund account if any premium cannot be remitted to the Life Insurance Corporation in time because of delay in sending to the Board the policy duly assigned to the Board or any other reasons for which the member of Corporation may be responsible.

24. ASSIGNMENT OF POLICIES TO THE FUND:

- 1) The policy shall within six months of the first payment under paragraph 22 be assigned by endorsement thereon, to the Board and shall be delivered to the Board.
- 2) Notice of the assignment of the policy shall be given by the member to the Life Insurance Corporation and the acknowledgement of the said notice by the Corporation shall be sent to the Board within three months of the date of assignment.
- 3) The terms of the policy shall not be altered nor shall the policy be exchanged for another policy without the prior consent of the Board to whom the details of the alteration or of the new policy shall be furnished in such form as he may specify.

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4) If the policy is not assigned and delivered as required under sub-paragraph (1), or is assigned otherwise than to the Board or is charged or encumbered or lapses, any amount paid from the fund in respect of such policy shall, with interest thereon at the rate provided under paragraph 17 be repaid by the member forthwith to the fund. In the event of default, the Corporation may, on receipt of such directions as may be issued by the Board in this behalf, deduct the amount in lump sum or in such instalments as the Board may determine from the emoluments of the members and pay it to the fund within such time and in such manner as may be specified by the Board. The amount so repaid or recovered shall be credited to the members account in the fund.

25.a) BONUS ON POLICY TO BE ADJUSTED AGAINST PAYMENTS MADE FROM THE FUND.

So long as the policy remains assigned to the Board any bonus accruing on it may be drawn by the Board and adjusted against the payment made on behalf of the member under paragraph 22.

25.b) REASSIGNMENT OF POLICIES:

1) Where the accumulation standing to the credit of the member is withdrawn under paragraph 26 or when the member repays to the fund the amount of premium paid by the board with interest thereon at the rate provided in paragraph 17, the board shall reassign by endorsement thereon the policy to the member together with a signed notice of re-assignment addressed to the Life Insurance Corporation.

2) If the member dies before the policy has been re-assigned under sub-paragraph (1) the board shall re-assign by endorsement thereon, the policy to that nominee of the member if a valid nomination subsists and if there be no such nominee to such person as may be legally entitled to receive it together with a signed notice of reassignment addressed to the Life Insurance Corporation.

25.c) RECOVERY OF AMOUNTS PAID TOWARDS INSURANCE POLICIES:

If a policy matures or otherwise falls due for payment during the currency of its assignment, the Board shall realise the amount assured together with bonus, if accrued thereon, place to the credit of the member the amount so realised or the whole of that amount paid from the fund in respect of the policy with interest thereon whichever is less, and refund the balance, if any, to the member.

26. CIRCUMSTANCES IN WHICH ACCUMULATION IN THE FUND ARE PAYABLE TO A MEMBER:

1) A member may withdraw the full amount standing to his credit in the fund.

(a) In retirement from service after attaining the age of superannation;

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Provided that a member, who has not attained the age of superannuation at the time of termination of his services, shall also be entitled to withdraw the full amount standing to his credit in the fund if he attains the age of superannuation before the payment is authorised.

- b) On retirement on account of permanent and total incapacity for work due to bodily or mental infirmity duly certified by the medical board of the corporation or any public hospital or the S.S.I.C.
- c) Immediately before migration from India for permanent settlement abroad.

- d) On termination of service in the case of mass or individual retrenchment;

Provided that in the case of mass retrenchment the payment shall be made immediately and in the case of individual retrenchment payment shall be made if the member has not been employed in any factory or other establishment to which the Act applied for a continuous period of not less than six months immediately preceding the date on which the member makes the application for withdrawal; provided further that in the case of an individual retrenchment pending final withdrawal, the member may, at his option, be paid for the period during which the member is out of employment, monthly withdrawals, not exceeding six of a non-refundable advance for the fund of an amount equal to:-

- i) the pay (including dearness allowance, cash value of any food concession and retaining allowance) drawn by him in the month immediately preceding the month in which he was retrenched or,
- ii) one sixth of the amount standing to his credit (including interest) in the fund, whichever is less and on the expiry of the period of six months referred to in the foregoing provision, the balance amount if any, shall,
 - i) in any case where the member secures employment in any establishment to which the Act applies, be transferred to the new provident fund account of that establishment.
 - ii) in any case where the member secures employment in an establishment not covered by the Act, be paid in cash to him after the expiration of the said period of six months or to be transferred to the credit of the account of such member in the provident fund of the establishment in which he is re-employed provided that it will be so done only if the member so desires and such transfer is permissible under the rules of that provident fund;
 - iii) in any case where the member does not secure employment, be paid in cash.

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d-) on termination of service under a voluntary scheme of retirement framed by the employer and the employees under a mutual agreement specifying, inter-alia that notwithstanding the previous contained in sub clause (a) of clause (ii) of Section 2 of the Industrial Disputes Act, 1947 excluding voluntary retirement from the scope of definition of retirement such voluntary retirement shall for the purpose be treated as ~~retrenchment~~ mutual consent of the parties.

e) in any of the following contingencies, provided the actual payment shall be made only after completing a continuous period of not less than six months immediately preceding the date on which a member makes the application for withdrawal.

i) Where the Corporation closed but certain employees who are not retrenched, are transferred by the employer to other factory or establishment not covered under the Act;

ii) Where a member is transferred from a covered factory or other establishment to another factory or another establishment not covered under the Act, but is under the same employer; and

iii) Where a member is discharged and is given retrenchment compensation under the Industrial Dispute Act, 1947 (14 of 1947).

f) Immediately on ceasing to subscribe to the fund consequent on the employer ceasing to give effect to the provisions of the Act to the establishment

i) for the purpose of clause (b) of sub-paragraph (1) where an establishment has been closed, the certificate of any registered medical practitioner may be accepted.

ii) Where there is no medical officer in the corporation the employer shall designate a registered practitioner stationed in the vicinity of the Corporation or;

iii) Where the establishment is covered by the Employees State Insurance Scheme, medical certificate from a medical officer of the Employees State Insurance Dispensary with which, or from the Insurance Medical Practitioner with whom the employee is registered under that scheme, shall be produced;

Provided that where by mutual agreement of employer and employees, a medical Board exists for any establishment or a group of establishments, a certificate issued by such Medical Board may also be accepted for the purpose of this paragraph;

Provided further that it shall be open to the Board to demand from the member a fresh certificate from civil Surgeon or any doctor acting on his behalf where the original certificate produced by him gives rise to suspicion regarding its genuineness;

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Provided further that the entire fee of the Civil Surgeon or any doctor acting in his behalf shall be paid from the fund in case the findings of the Civil Surgeon or any doctor acting on his behalf agreed with the original certificate and that where such findings do not agree with the original certificate only half of the fee shall be paid from the fund and the remaining half shall be debited to the member's account.

1v) A member suffering from tuberculosis or leprosy, if contracted after leaving the service of an establishment on grounds of illness but before payment has been authorised, shall be deemed to have been permanently and totally incapacitated for work.

2) In case other than those specified in sub-paragraph(1) the Board may permit a member to withdraw, subject to the provisions of such-paragraph(3), the amount standing to his credit in the fund, if

a) he being a national of a country other than India is leaving India atleast for a year; or

b) he has not been employed in any factory or other establishment to which the Act applied for a continuous period of not less than six months immediately preceding the date of which he makes the application for withdrawal;

Provided that the Board may in cases of hardship reduce subject to such rules as may be made in this regard by the board with the previous approval of the Regional Provident Fund Commissioner, the said period of six months to such extent as he may consider necessary.

Explanation:

A declaration in writing made by a member affirming the fact of non-employment as aforesaid may be accepted as proof thereof.

3) When a member withdraws any amount under sub-paragraph the following provisions shall apply namely.

1) 75% of the employer's contribution and interest thereon shall be forfeited to the fund if the period of his membership of the fund is less than 3 years; or

1i) 50% of the employer's contribution and interest thereon shall be forfeited to the fund if the period of membership is 3 years or more but less than 5 years or;

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iii) 25% of the employer's contribution and interest thereon shall be forfeited to the fund if the period of membership is 5 years or more but less than 10 years.

iv) 15% of the employer's contribution and interest thereon shall be forfeited to the fund if the period of membership is 10 years or more but less than 15 years.

4) Notwithstanding the provision in sub-regulation No. 2/3 if a subscriber resigns after completing 5 years of service including period of leave with pay but excluding the period of probation and leave without pay, the employer's contribution and interest thereon will be paid in full.

5) Any member who withdraws the amount due to him under sub-paragraph (2) shall, on obtaining re-employment in a factory or other establishment to which the scheme applies, be required to qualify again for the membership of the fund and on qualifying for membership shall be treated as a fresh member thereof.

6) Any sum forfeited to the fund under this regulation shall not be returned to the PDC but shall be credited to the Forfeited Account of the Fund.

The amount of the credit in the forfeiture Account shall be expended for the following purposes:-

a) Payment of a sum of the nominees/heirs of a deceased member provided that the total amount including the sum proposed to be paid does not exceed Rs. 1000/- the intention is that a sum of Rs. 1000/- shall be assued to such nominees/heirs;

b) For meeting money order commission on remittances from the provident fund to out going members/their heirs;

c) For declaring the interest so that it is not lower than that fixed under the Employees Provident Fund Scheme.

d) For making good the capital loss on the conversion of securities and other instruments, this should however, be limited to cases of absolute necessity;

e) The amount remaining in the credit of the Forfeiture Account as 31st March of each year shall be transferred to the "Interest Suspense Account" after retaining a minimum balance of Rs. 10000/- in the forfeiture Account for meeting the expenses as referred in this para-graph.

f) Organisation of sports games, fil, shows, cultural programmes and athletic meets etc.;

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- g) Organisation of excursions and tours of subscribers to industrial centres in different parts of the country for extending awareness and promotion of cultural intergration;
- h) Community/Welfare Centres for promotion of recreational activities, health and welfare of subscribers and members of the families.
- i) Promotion of cooperative Credit/Consumer Societies for the benefit of subscribers; and
- j) Promotion of Housing facilities for the benefit of the subscribers.

Explanation:

- a) In computing the period of membership under sub-paragraph(3) for the first withdrawal under sub-paragraph(2) in respect of a member, his total services, exclusive of periods of breaks under the same employer of a factory or other establishment before or after the scheme applied to the factory or other establishment as well as the periods of his membership whether of the fund or of private provident funds of exempted factories or other establishments or provident funds exempted, immediately preceding current membership of fund shall be included provided that the member did not withdraw his provident fund moneys during such period.
- b) In computing the period of membership under sub-paragraph (3) for subsequent withdrawals under sub paragraph(2), periods of membership whether of the fund or of the private provident funds exempted immediately preceding the current membership of the fund shall be included provided that the member did not withdraw his provident fund moneys during such periods.
- c) Notwithstanding anything contained in these regulations to the contrary, the amount of accumulations to the credit of a member, in the fund shall when he leaves his employment and obtain re-employment in an exempted factory or an establishment of some other concern to which the provisions of the Employees Provident Fund Act, 1952 apply within the period under clause (b) sub-regulation(2) of Regulation 26, be transferred to the credit of his account in the provident fund establishment in which he has been re-employed, and in case he joins any unexempted factory/establishment, his total provident fund accumulations shall be transferred to the Regional Provident Fund Commissioner.
- d) (i) Notwithstanding anything contained in these regulations to the contrary, the trustees may in exceptionally deserving cases pay the amount of accumulations due to a member in accordance with regulations without waiting for a period of six months.
- ii) In cases where immediate payment of provident fund is made without waiting for period of six months on account of serious illness of the member or any member of his family, a medical certificate in support of illness shall be produced by the member unless for adequate reasons to be recorded, the trustees may decide to dispense with the production of the medical certificates.
- 27. ACCUMULATIONS OF A DECEASED MEMBER TO WHOM PAYABLE:
On the death of a member before the amount standing to his credit has become payable or where the amount has become payable

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before payment has been made.

- i) If a nomination made by the member in accordance with paragraph 10 subsists, the amount standing to his credit in the fund becomes payable to his nominee or nominees in accordance with such nomination or
- ii) If no nomination subsists or if the nomination relates to a person not living at the time of the member's death, the amount standing to his credit in the fund, the not relate, is the case may be shall become payable to the members of his family in equal shares provided that no share will be payable to

- a) sons who have attained maturity
- b) sons of a deceased son who have attained maturity;
- c) married daughters whose husbands are alive
- d) married daughters of a deceased son whose husbands are alive.

If there is any member of the family other than those specified in clauses (a) (b) (c). Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the member and had not attained the age of maturity at the time of the member's death.

- iii) In any case, to which the provisions of clause (i) and (ii) do not apply the whole amount shall be payable to the person legally entitled to it.

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For the purpose of this paragraph a member's posthumous child, if born alive, shall be treated in the same way as a surviving child born before the member's death.

- 28(a) A member of the fund who has already ceased to be in the service of the Corporation and/or joining a local body, and is subsequently reinstated in the service, shall be required to do so by the board repay any amount paid to him from the provident fund in pursuance of these regulations with interest thereon. The amount so repaid shall be credited to his account in the Provident Fund.
- ii) If a subscriber is transferred temporarily to the service of another local body, the amount shown to the credit of his account in the Provident Fund ledger shall not be withdrawn but shall remain to the credit of his account.

28(b) ON THE SUBSCRIBER PROCEEDING ON LEAVE PREPARATORY TO RETIREMENT

- i) When a subscriber has proceeded on leave preparatory to retirement or
- ii) when a subscriber has been permitted to retire or declared by the competent authority to be unfit for further service the amount of subscription and interest thereon standing to his credit in the Provident Fund shall, upon application made by him in that behalf to the Board become payable to the subscriber.

Provided that a subscriber, if he returns to duty, shall be required to do so by the Board, repay to the Provident Fund for credit to his account, the whole or part of any amount paid to him from the Provident Fund in pursuance of this subsection with interest thereon in cash by instalments or otherwise, as the Board may determine.

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REGULATIONS FOR THE BOARD

- 1) When the amount standing to the credit of a member or the balance thereof after any deductions becomes payable it shall be the duty of the Board to make prompt payment as provided in these regulations in case there is no nominee in accordance with these regulations the Board may, if the amount to the credit of the fund does not exceed Rs. 5000/- and if satisfied after enquiry about the title of the claimant pay such amount to the claimant.
- 2) If any portion of the amount which has become payable is in dispute or doubt the Board shall make prompt payment of that portion of the amount in regard to which there is no dispute or doubt, the balance to be paid as soon as may be possible.
- 3) If the person to whom any amount is to be paid under this scheme is a minor for whose estate a guardian under the Guardians and wards Act, 1890 (8 of 1890) has been appointed, the payment shall be made to such guardian. Where no guardian under the Guardians and wards Act, 1890 has been appointed, the payment shall be made to the guardian, if any appointed under sub-paragraph of paragraph 10 where no guardian under the Guardians and wards Act, 1890 (8 of 1890) or under sub-paragraph 10 has been appointed the payment shall be made to the natural guardian and in the absence of a natural guardian, to such person where the amount does not exceed Rs. 10000.00 considers to the proper person representing the minor and the receipt of such person for the amount paid shall be a sufficient discharge thereof. In any other cases, the amount shall be paid to the person authorised by law to receive the payment on behalf of the minor.
- 3A) If the person to whom an amount is to be paid under this scheme is an lunatic for whose estate a Manager under the India Lunacy Act, 1912 (4 of 1912) has been appointed, the payment shall be made to such Manager. If no such manager has been appointed the payment shall be made to the natural guardian of the lunatic and in the absence of any such natural guardian, to such person as the Board where the amount does not exceed Rs. 10000/- considers to be the proper person representing lunatic and the receipt of such person for the amount paid shall be sufficient discharge thereof. In any other case, the amount shall be paid to the person authorised by law to receive the payment on behalf of the lunatic.
- 4) If it is brought to the notice of the board that a posthumous child is to be born to the deceased member he shall retain the amount which will be due to the child in the event of its being born alive and distribute the balance, if subsequently no child is born or the child is still-born, the amount retain shall be distributed in accordance with the provisions of paragraph 27.
- 5) Any person who desires to claim payment under this paragraph shall send a written application for the purpose to the Board through the Corporation if such person is unable to send the application through the Corporation for any reasons whatsoever he may submit it to the Board and the Board may forward such application to the Corporation. The Corporation shall forward or, as the case may be return to the Board every application received by him under this paragraph within fifteen days of the receipt of the application by him. The board may at the option of the person to whom payment is to be

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made, make the payment; (i) by postal money order at the cost of the payee or, (ii) by crossed cheque through post, or (iii) by deposit in the payee a saving bank account if any in bank/post office. Provided that where the provident fund money is remitted by postal money order, the balance, if any remaining after such remittance shall be credited to the forfeiture account and in the case of a claim for the said balance the amount shall be paid by debiting the forfeiture account.

6. Any amount becoming due to a member as a result of (i) supplementary contribution from the Corporation in respect of leave wages/arrears of pay, instalment of arrear contribution received in respect of a member whose claim has been settled an account but which could not be remitted for want of latest address, or (ii) accumulation in respect of any member who has either ceased to be employed or died, but no claim has been preferred within a period of three years from the date it becomes payable, or if any amount remitted to a person, is received back & delivered and it is not claimed against within a period of three years from the date it becomes payable shall be transferred to an account to be called the unclaimed Deposits Account. Provided that in the case of a claim for the payment of the said balance, the amount shall be paid by debiting the unclaimed Deposit Account.

30. ANNUAL STATEMENT OF ACCOUNT

1) As soon as possible after the 31st March of each year the Trustees shall send to each subscriber a statement of his account in the fund, showing the opening balance as on 31st April of the year, the total amount credited or debited during the year, the total amount of interest credited as on 31st March of the year and the closing balance on that date. The statement of ~~account shall~~ included the enquiry as to whether the subscriber a) desires to make any alternation in any nomination made under regulation 10;

b) has acquired a family in case where the subscriber has made no nomination in favour of a member of his family under the provisions to sub-regulation (1) of the regulation 10.

2) Subscribers should satisfy themselves as to the correctness of the annual statement, and arrears should be brought to the notice of the trustees within six months from the date of receipt of the statement. Subscriber can inspect his provident fund account with the permission of the Trustees.

3) The Trustees shall, if required by a subscriber, once but not more than once in a year, inform the subscriber of the total amount standing to his credit in the fund at the end of the last month for which his account has been written off.

31. POWERS OF THE TRUST TO ALTER REGULATIONS

(a) It will be obligatory on the part of the Trust to amend the provident fund regulations etc., if at any time in future, any defects are detected or pointed out in the approved regulation or any other amendments that may be considered necessary by the Trust/Government in future.

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Manager (Admin) HCL
12/3/2020

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10. In case any dispute arises regarding the correct interpretation of these regulations or proper administration of the fund, the matter shall be referred to the Regional Provident Fund Commissioner whose decision shall be final.

PROTECTION AGAINST ATTACHMENT

1) The amount standing to the credit of any member in the fund (or any exempted employee in a provident fund) shall not in any way be capable of being assigned or charge and shall not be liable to attachment under any decree or order of any court in respect of any debt or liability incurred by member (or the exempted employee) and neither the official assignee appointed under the Presidency Towns Insolvency Act, 1909 (30 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.

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 that regulations of the provident fund shall be subject to any deduction authorized by the said scheme or regulations, 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 or the exempted employee.

33. TRANSFER OF ACCOUNT

When a subscriber leaves the service of the Corporation and takes up employment in another factory or establishment to which the provisions of the Act apply and gives notice to that effect the transfer of his account shall be effected to the factory or establishment where he takes up employment, in case that is exempted and to the Regional Provident Fund Commissioner in case that is unexempted.

34. EXPENSES

All expenses in connection with administration and maintenance of Provident Fund Account under these regulations shall be borne by the Corporation.

35. MISC

These regulations shall also apply to the employees of the Corporation who at the time of initial admission to the Provident Fund established under the D.A.P.A. (Employees Provident Fund) Regulations or any earlier provident fund were in receipt of basic wages plus Dearness allowance exceeding Rs. 7500/- per month.

36. TRANSITIONAL PROVISIONS

Until such time as the Trustees are elected and the Board starts functioning, all the powers vested by these regulations in the Trustees shall be exercised, by the General Manager or any other officer nominated by him. Further between 30th April, 1989 and until such time the Trustees start functioning, all acts done by the General Manager or his nominee in connection with Administration of the Fund shall be deemed to have been done by the Trustees and shall not be called in question by the Trustees.

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37. DISSOLUTION OF THE FUND

Upon the winding up of the fund, the amount standing to the credit of the member in Provident Fund shall be dealt with according to the directions of the Regional Provident Fund Commissioner.

38. RULES NOT EXPRESSLY PROVIDED

In the matters which are not expressly provided herein the provisions of the employee's Provident Fund Scheme, 1952 will apply. The terms which have not been defined herein shall have the same meaning as have been assigned in the Employees' Provident Funds and Family Pension Fund Act, 1962 and the Scheme framed thereunder.

39. COMPLIANCE OF FAMILY PENSION

The compliance of the Family Pension Scheme, 1971 will be made as per provisions of the aforesaid scheme in respect of the members entitled to and required to become the members of the said scheme.

40. THE EMPLOYEES' DEPOSIT LINKED INSURANCE SCHEME 1976

The employees Deposit Linked Insurance Scheme, 1976 as framed under the Employees' Provident Fund and Misc. provisions Act, 1952, will be applicable to the member of the D.T.C. Employees Provident Fund.

41. AUDIT

The accounts of the Fund shall be get audited every year by the Auditor to be appointed by the Trustees and a certified copy of the balance sheet shall be submitted to the Regional Provident Fund Commissioner.

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ANNEXURE 'D'

OFFICE OF THE REGIONAL PROVIDENT FUND COMMISSIONER
11/10, SADHU VASWANI MARG, NEW DELHI-10005.

MOST IMMEDIATE

REGISTERED/L.D.

No.E/DL-17(Exemptd)/6007

Dated: 8th August, 79

To

The Secretary,
DTC Employees Provident Fund Trust,
Delhi Transport Corporation,
I.P.Estate,
New Delhi.

Subject: - Functioning of Provident Fund Trust and
Amendment of Provident Fund Rules of
Delhi Transport Corporation Regarding.

Ref: Your Letter No. ACT/EPF/Regulations/79/343
dated the 24th Feb., 1979.

D/Sir,

The Provident Fund Rules submitted by you have been examined and it is found that some of the clauses in rules are not in conformity with the provisions laid down under the Employees' Provident Funds & Misc. Provisions Act, 1952. However, the rules submitted vide your letter under reference is hereby provisionally approved subject to the amendments additions of the following clauses. The newly formed Trust is also allowed to operate Provident Fund Rules with subject to amendments/additions as under:

Rule 2(vi) : The word "Employee" has not been defined per provisions of Section 2(f) of the 'Employees' Provident Funds & Misc. Provisions Act, 1952.

Rule 2(vii)(c) The following explanatory note is required to be added in this regulation:

Explanation: "An apprentice means a person who, according to the certified standing orders applicable to the factory or establishment, is an Apprentice, or who has declared to be an Apprentice by the authority specified in this behalf by the Appropriate Government.

Rule 13(a) : At the end of this regulation, the following words are required to be added:

after obtaining permission in writing from
the Regional Provident Fund Commissioner.

ANNEXURE D-1

- Rule 16 :** In the fifth line after the word securities the following to be added by replacing the words 'as per pattern issued by the Govt. 'Strictly as per pattern of investment laid down by the Government of India from time to time';
2. The following provisions are required to be incorporated the rules;
- (a) The Employees 'Deposit Linked Insurance Scheme'
 - (b) Arbitration: Rules regarding Arbitration viz; in the case of any dispute arises as to the meaning or applicability or interpretation or rules in between the member and the employer, the matter shall be referred to the Regional Provident Fund Commissioner, whose decision shall be final and binding on both the parties; and
 - (c) Audit: Rules providing audit of accounts every year by an Auditor and certified copy of Balance Sheet required to be submitted to the Regional Provident Fund Commissioner.
3. The above discrepancies have already been intimated to the Corporation vide this office letter No. E/DL/171(Exempted)/7441 dated the 16th April, 1977. The Corporation has also agreed to amend certain provisions keeping in view the above said discrepancy vide their letter No. AdmL-5(41)/77 dated 30.6.77. In this regard, a meeting was also held in the office of the Regional Provident Fund Commissioner, Delhi on 9.11.77 to discuss the above proposed amendments in the Draft D.T.C. (E.P.F.) Regulations and certain decision has been arrived at. But it is regretted to point out that inspite of the fact, the management have failed to act upon the decision arrived at and agreed vide letter dated 30.6.1977 and now an attempt is being made as if the matter was pending with this office.
4. You are, therefore, requested to carry out above amendments/additions and forward your Provident Fund Rules amend as above at an early date in order to avoid any legal complications and for the larger interest of the employees.
5. Please acknowledge the receipt of this letter.

Yours faithfully,

SD/-

(S.K. RASTOGI)

Copy to

REGIONAL PROVIDENT FUND COMMISSIONER

1. The General Manager, Delhi Transport Corporation, I.P. Estate, New Delhi for information.
2. The Provident Fund Inspector Grade I (Shri S. Vishwanathan). He is requested to visit the establishment and to submit a detailed report as asked for vide office Memo. dated 22.6.79. This may please be treated as Most Urgent.

SD/-

for Regional Provident Fund Commissioner.

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RECEIVED
17/11/77

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d. 12/11/77

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ANNEXURE 'I'

FORM OF NOMINATION PAPER
(SEL REGULATION No.4)

Name of the Branch/Department _____

I hereby nominate Shri _____ Design _____ P.No. _____

(name of the employees candidate with his
Provident Fund A/z No.)

as a candidate for election to the Board of Trustees.

(Signature of the proposer
with his Provident FundA/c No. _____ B.No. _____
Design _____ Unit _____

Dated _____

Address _____

I hereby declare that I agree to this nomination

(Signature of candidate _____
Unit _____

Dated:- _____

Address _____

Attested by(1) _____

(2) _____

(to be signed by the members of the
Provident Fund)Certificate of deliveryThis nomination paper was delivered to me at my
office on _____ by the candidate/proposer.

Employer

Date
(Signature)
IP-Eng

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ANNEXE II

DELHI TRANSPORT CORPORATION
PROVIDENT FUND REGULATIONS

DECLARATION AND POLLINATION FOR
PARAGRAPHS 10(III)

1. Name _____ Race _____
(in block capitals) (if any)
2. Sex _____
3. Religion _____
4. Father's Name _____
5. Husband's Name _____
(for married women only)
6. Marital Status _____
(Whether unmarried, married, widow or widower)
7. Date of birth day _____ Month _____ Year _____
(Where exact particulars are not available, approximate age may be indicated in consultation with the Medical Officer of the Corporation.)
8. Permanent address. Village _____ Thana _____ Taluk/sub-division _____
Post Office _____ District _____
State _____

I declare that I have not previously been a member of the Employees' Provident Fund and I hereby nominate the person(s) mentioned below to receive the amount standing to my credit in the Fund, in the event of my death before the amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:-

Name and address of the nominee or nominees	Nominees' Age - & relationship nominees with A. members	Amount of share of A-accumulations in the Fund to be paid to each nominee
---	---	---

I hereby direct that in the event of my death during the minority of my above named nominees the person whose particulars are given below shall be deemed to be the guardian of the minor nominees for the purposes of the Delhi Transport Corporation Employees Provident Fund.

Name	Age of the	Relationship of the guardian
address of the guardian		with the member
guardiana		

A horizontal number line with three tick marks labeled 1, 2, and 3 from left to right.

1. Certified that I have no family as defined in para 2 of XII of the Delhi Transport Corporation Provident Fund Regulations and should I acquire a family hereafter the above nomination should be deemed as cancelled.

100-443886-100
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 08-22-2011 BY 60322
[signature]

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ANNEXURE 'III'

DELHI TRANSPORT CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)
I.P. ESTATE : NEW DELHI

DELHI TRANSPORT CORPORATION EMPLOYEESPROVIDENT FUNDPARAGRAPH 10 (iv) and (vi)

I hereby cancel the nomination made by me previously as regards the disposal in the event of my death, of the amount standing to my credit in the Employees Provident Fund and hereby nominate the person(s) mentioned below to receive the amount standing to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner show below against their name:-

Name and address of the nominee or nominees.	Nominee's relationship with the member	Age of the nominee	Amount or share of accumulations in the fund to paid to each nominees
1	2	3	4

2. I hereby direct that in the event of my death during the minority of my above named nominee, the person whose particulars are given below shall be deemed to be the guardian of the minor nominee for the purposes of the Delhi Transport Corporation Employees Provident Fund Regulations.

Name and address of the guardian	Age of the guardian	Relationship of the guardian with them
1	2	3

1. Certified that I have no family as defined in para 2 of the Delhi Transport Corporation Employees Provident Fund Regulation and should I acquire a family hereafter the above nomination should be deemed as cancelled.

2. Certified that my father/mother is dependent upon me,

Date _____ 19__

Signature of left/right hand thumb
impression of member (design. _____
B.No. _____

Certified that the above declaration has been signed/thumb impressed before me by _____ employed in _____

Code No. of the Factory *Signature of the employer or other authorised officer of Factory/Establishment.

Date _____ 19__

Name and address of factory/Establishment or its Stamp.

Signature of left/right hand
thumb impress of the member
thumb impression of the member

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DELHI ROAD TRANSPORT AUTHORITY
D.R.T.A. (CONDITIONS OF APPOINTMENT & SERVICE) REGULATIONS
1952

In exercise of the powers conferred by sub section (1) read with clause (c) of sub section (2) of sub section 53 of the Delhi Road Transport Authority Act 1950 (No. XII of 1950), the Delhi Road Transport Authority with previous sanction of the Central Government hereby makes the following regulations, namely:-

1. Short title, commencement and application-(1) These Regulations may be called the Delhi Road Transport Authority (Conditions of Appointment and Service) Regulations, 1952.
2. They shall come into force with effect from the 1st September, 1952.
- (3) They shall apply to all officers and servants of the Delhi Road Transport Authority other than the General Manager and the Chief Accounts Officer.
2. Definitions:- In these regulations unless the context otherwise requires:-
 - (a) "Authority" means the Delhi Road Transport Authority.
 - (b) "Regular" employee means an employee other than a casual or a temporary employee, who holds a lien on a permanent post sanctioned by the Delhi Road Transport Authority.
 - (c) Service includes service under the Delhi Road Transport Authority and such other service under the Gwalior & Northern India Transport Co. and the Delhi Transport Service as may be specifically included by the Delhi Road Transport Authority for any particular purpose.
3. Duties of the employees:-(1) All employees of the Authority shall perform such duties any carry out such functions and exercise such powers as may be entrusted to them by the Authority or the General Manager or an officer authorised on his behalf subject to the provisions of the Factories Act, 1948 (LXIII) Motor Vehicles Act, 1939 (IV of 1939) and any other law that may be applicable.
- (2) No employee shall directly or indirectly engaged in any other business, occupation or employment and shall not except any fees emoluments or commission whatsoever from any party other than the Authority.
- (3) The whole time of an employee shall be at the disposal of the Authority.

Manager (Admin.) Hdr
Delhi Road Transport Authority
1.P. 1111
1952

(4) Hours of duty shall be as laid down in standing Orders issued by the General Manager from time to time.

4. Classification of employee:- (1) For the purpose of these regulations, unless otherwise specified all employees under the Authority shall be classified as follows:-

- (a) Class I- Civil Engineer.
- (b) Class II - Assistant General Manager (Administration), Assistant Engineers, Publicity Officer, Assistant General Manager (Traffic, Assistant Store Officer, Medical Officer Secretary to General Manager, Works Manager and Technical Adviser, Traffic Superintendent (Head Quarters & Operation), Stores Officer, Personnel Officer, Statistical Officer, Accounts Officer Labour Officer, Assistant Personnel Officer, Assistant Works Manager, Labour Welfare Officer.
- (c) Class III(i) Ministerial:- Office Superintendent, Accountant, Cost Accountant, Assistant-in-charge, Clerks, Stenographers, Typists, Compounder, Cashiers, Assistant Cashiers, Store Keeper, Watch and Ward Inspector, Head Draftsman, Translator, Motor Cycle Messenger, Draftsman, Section Officers.
- (ii) Operation- Traffic Controller, Traffic Staff, Instructor, Inspector, Depot Supervisor, Chief Traffic Inspector, Traffic Inspectors, Traffic Ticket Examiners, Time Keepers, Job Keepers, Conductors, Box Makers, Drivers.
- (iii) Workshop - Foreman, Assistant Foreman, Workshop Supervisor, Chief Store Keeper, Works Assistant, Assistant Store Keeper, Skilled labour.

Note:- Without prejudice to the Classification laid down above, a separate internal classification may be adopted so far as the workshop staff is concerned in accordance with the provisions of Industrial Employment Standing Orders Act, 1947.

- (d) Class IV- Daftry, Peon, Chowkidar, Waterman, Sweeper, Mazdoor, Semi-skilled and Un-Skilled Labour.

Note:- The conditions of service of employees on deputation will be such as may be laid down in their terms of deputation as approved by the Delhi Road Transport Authority.

5. Recruitment:- Subject to the condition that neither a person disqualified under section 17 of the Delhi Road Transport Authority Act, 1950 nor an employee of the Authority dismissed from service for misconduct

Delhi Road Transport Authority
 (General Manager)
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by the Authority, nor an employee of the Central & State Government who has been debarred from employment in any Government Department, shall be taken into employment and further subject to such standing Orders as may be framed by the General Manager, with the approval of the Delhi Road Transport Authority regarding age, academic and technical qualification, physical fitness, trade tests, procedure for invitation of applications (namely by advertisements in any other way), appointments against sanctioned posts whether by promotion or by direct recruitment shall be made strictly on merits. In determining the merits of candidates for purposes of promotions, consideration shall be given to service records and seniority in addition to his qualifications. When appointments are proposed to be filled by direct recruitment employees of the Delhi Road Transport Authority shall be eligible to compete for them.

2.(a) Selection to Class III and IV posts will be made by a departmental Committee consisting of the General Manager and/or the Assistant General Manager (Administration), the Chief Accounts Officer and the respective Departmental Heads. When any of them is not available or otherwise engaged he will nominate the senior most available officer of his department to represent him on the Committee.

(b) Selection to Class II posts will be made by a Committee consisting of:-

- (i) Deputy Secretary, Ministry of Finance and Member, Delhi Road Transport Authority.
- (ii) The representative of the Ministry of Transport (Member, Delhi Road Transport Authority)
- (iii) A non-official member of the Authority nominated by the Chairman.
- (iv) General Manager.

Note 1. The Chairman of the Authority may attend any meeting if he considers necessary.

(2) The selection Committee may with the permission of the Chairman, associate with itself and Person whose assistance or advice it may consider necessary in the selection of technical personnel.

(3) Temporary vacancies may be filled by the General Manager in accordance with the powers delegated to him in this respect in the regulations governing such delegation.

6. The appointment Authority for the different classes of employees is indicated below:-

Class I and Class II- Delhi Road Transport Authority.

Manager (Admin) Hon.
Delhi Road Transport Authority

17th April 1962

Class III & IV - General Manager.

7. (1) Probation:-All appointments shall be made on probation for a period of one year. The period of probation may be extended by the Appointing Authority in the case of a particular individual if the Appointing Authority considers it necessary for reasons which should be recorded provided that in no case shall the period of probation exceed two years.

(2) Confirmation:-After the satisfactory completion of the period of probation in a post an employee who is found fit for confirmation may be confirmed in that post provided that post is included in the sanctioned permanent establishment of the Delhi Road Transport Authority.

All confirmations will be made by the Appointing Authority.

8. Record of Service:-Record of service of every employee of the Authority shall be maintained in the manner prescribed by the Authority. The date of birth shown in the Record of Service shall be that recorded in the Matriculation Certificate or an equivalent as may be prescribed by the Delhi Road Transport Authority in the case of those who have not passed the Matriculation Examination. In other cases the date of birth shall be proved by documentary evidence to the satisfaction of the Appointment Authority.

Seniority in a grade shall be from the date of appointment in that grade. When persons in a particular grade are appointed on the same date their relative seniority shall be determined and notified by the appointing authority.

In the case of employees taken over for the G.N.I.T. company & the D.T.S. seniority in their existing grades shall be determined & notified by the authority.

9. Termination of Service:- (a) Excepts as otherwise specified in the appointment orders, the services of an employee of the Authority may be terminated without any notice or pay in lieu of notice:-

- (i) During the period of probation and without assigning any reasons thereof.
- (ii) For misconduct,
- (iii) On the completion of specific period of appointment.
- (iv) In the case of employees engaged on contract for a specific period, on the expiration of such period in accordance with the terms of appointment.

(b) Where the termination is made due to reduction of establishment or in circumstances other than those mentioned at (a) above, one month notice or pay in lieu thereof will be given to all categories of employees.

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(c) where a regular/temprary employee wishes to resign from his post under the Authority he shall give three/one month's notice in writing or pay in lieu thereof to the Authority provided that in special cases, the General Manager may relax, at his discretion, the condition regarding the period of notice of resignation or pay in lieu thereof.

10. Retirement:-Employees of the Authority will be retired on attaining the age of 58 years provided their services are not otherwise terminated earlier.

But the Authority may, at its discretion, authorise, by a general or special order and subject to such conditions as it may specify the retention in service of any employee or class of employees upto the age of 60 years. (The extension will be from year to year).

Any employee may be retired by the Authority prematurely before attaining the age of 58 to 60 as the case may be on medical grounds.

11. Pay and allowances:- (1) The pay and allowances of the employees will be governed by the Delhi Road Transport Authority (scales of pay Regulations) 1950 issued by the Authority in notification No. PSP-7/50 dated 1st July 1950 as amended from time to time and/or by the terms of their contracts, if any.

(2) Increments:- Increments will be drawn annually or biannually as the case may be subject to any order to the contrary in specific cases. In the case of Employees officiating in higher posts increments in the higher post will be postponed by the period of leave, other than Casual Leave.

12. Travelling Allowance:- (1) No travelling allowance shall be paid for journeys within the limits of the sphere of operation of the Delhi Transport Service. Special cases, if any, will be dealt with on merits.

(2) For journeys on duty beyond the limits of the sphere of operation of the Delhi Transport Service Travelling Allowance shall be paid according to F.R. & S.R.

13. Overtime:- (1) Drivers, Conductors, box makers time keepers, travelling ticket examiners employed on duty with the prior sanction of traffic superintendent for more than 8 hours on any day or for more than 48 hours exclusive of Rest period in any may be paid, in respect of the overtime work, an overtime allowance equal to 1 1/2 times the basic pay of the individual concerned.

(ii) In respect of the staff which come under the purview of the Factories Act, 1948 overtime work will be paid as provided under that Act.

14. Holidays and Leave:- (1) for the purpose of this clause the Delhi Road Transport Authority employees are broadly classified under the following groups:-

Group I - Workshop staff (excluding daily rated staff) skilled, semi-skilled and unskilled labour excluding clerical and supervisory but including the clerical and stores staff attached to the workshops.

Group II - Operational staff excluding daily rated staff.

Group III - Staff not falling under groups I & II.

(2) Weekly Holidays:- (i) Staff in group III may ordinarily be given holidays on Sundays, provided that if such an employee is called upon work on Sunday, he may be subsequently given a day's compensatory leave. Such compensatory leave may either be granted in conjunction with other holidays and may either be prefixed and affixed to holidays but may not be both prefixed and affixed to holidays and combined with casual leave or other regular leave.

(ii) The Staff of group I and II shall be given a day off in a week by turns according to their duties. If the off day cannot be availed of by the employee in the interest of service, he may subsequently be given a day's compensatory leave subject to the limitation applicable to group III staff.

(3) Festival Holidays:- (i) Staff under Group III are entitled to all festival holidays declared under the Negotiable Instruments Act.

(ii) (a) Staff under Groups I and II are entitled to a maximum of 10 paid festival holidays in a year as may be decided by the General Manager.

(b) Where a Festival Holidays cannot be availed of by an employee in the interest of service he may be given a day's compensatory leave for each holiday unavailed of subject to the limitation mentioned in sub clause (2) (i) above.

(4) Unavailed period of Festival Holidays, weekly holidays and off days will lapse at the end of the calendar year.

(5) Casual Leave:- (a) 15 days casual leave in the case of clerical and supervisory staff and 10 days casual leave in the case of other categories in a calendar year on full pay may be granted. Not more than 7 days casual leave shall ordinarily be granted at one time. Casual Leave cannot be combined with any other leave and will not be carried over from year to another. It shall not be granted so as to cause an evasion of normal rules regarding:-

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Manager (Admin.) Hqr.
Delhi Road Transport Corporation
(Central Office Delhi)
12, Connaught Place, Delhi - 110002 *lg*

- (ii) date of reckoning allowance,
- (iii) change of office,
- (iv) commencement and end of leave.
- (v) return to duty or extending of term of any leave.

(b) The grant of casual leave will be at the discretion of the General Manager or the officer who may be delegated power in this behalf by the General Manager subject to the exigencies of the service.

(6) Earned Leave:-(a) Fifteen days earned leave in a year shall be admissible to all categories of staff (other than clerical and supervisory and these governed by the Factories Act, 1948 provided that an employee will cease to earn such leave when the earned leave due amounts to sixty days.

(b) Clerical and Supervisory staff will be entitled to earned leave equal to 1/11th of the period of duty and will cease to earn such leave when the earned leave due amount to 120 days.

(c) Those governed by the Factories Act, 1948 will be given leave with wages in accordance with the provisions of Chapter VIII of that Act, as amended from time to time.

(d) Leave admissible for service for a part of a year will be calculated pro-rata.

(e) The grant of earned leave will be at the discretion of the General Manager or the Officer who may be delegated powers in this behalf by the General Manager and subject to the exigencies of the service.

(f) No earned leave will be admissible during or for the period of probation.

(7) Sick Leave:-On production of a medical certificate from a registered Medical Practitioner, or from a doctor specified by the General Manager, 12 days sick leave on full pay for every completed year of service will be granted to all categories of employees of the Undertaking including the clerical and Stores Staff, attached to the workshop excepting other clerical staff and Supervisory staff.

In the case of clerical and supervisory staff sick leave may be granted if there is no earned leave at the credit of the employees concerned. Such leave shall be on half average pay as calculated in sub-clause (11) below and limited to 6 months at a time and maximum of 15 months in whole service.

Amended vide (8) Injury Leave:- Injury leave may be granted to O.C. No. an employee of Group I & II who is injured in circumstances
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1.4.1975

stances which would give rise to a claim for compensation under the Workman's Compensation Act. The period of leave will be such as may be certified by a registered medical practitioner or a doctor specified by the General Manager, but limited to a maximum of 12 months for any injury or injuries sustained at any one time provided further that leave pay shall be payable at the amount of compensation payable under the Act except under the special orders of the Authority.

* (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)
(* Amended vide office order No.33 dated 28.9.1979).

(b) Maternity Leave may also be granted in case of miscarriage, abortion and induced abortion, subject to the conditions that:-

- (i) The leave does not exceed six weeks; and
- (ii) the application for the leave is supported by a medical certificate.

(c) Maternity Leave may be continued in case of any other kind for a period not exceeding 60 days apply 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 child requires the 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).

(10) Extraordinary leave without pay may be granted to an employee in special circumstances:-

- (i) when no other leave is admissible, or
- (ii) when other leave is admissible, but the employee concerned applies in writing for the grant of extraordinary leave.

(b) The duration of extraordinary leave shall not ordinarily exceed three months or any one occasion. In exceptional cases; it may be extended to eighteen months subject to such conditions as the Authority may be or special orders prescribed only when the employee concerned is under-going treatment for:-

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Manager, Admin. Hqr.
Dept. of Compensation
IP No. 10002
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- (i) pulmonary tuberculosis in a recognised sanatorium, or
- (ii) tuberculosis of any other part of the body by a qualified tuberculosis specialist, or
- (iii) leprosy in a recognised leprosy institution or a specialist in leprosy recognised as such by the State Administrative Medical Officer concerned.

Note 1 - The concession of extraordinary leave upto eighteen months will be admissible also to an employee, who for want of accommodation in any recognised sanatorium at or near the place of his duty received treatment at his residences under a tuberculosis specialist recognised as such by the State Administrative Medical Officer concerned and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

Notes 2 - The concession of extraordinary leave upto eighteen months under this clause will be admissible only to those employees, who have been in continuous service of the Authority for a period exceeding one year.

(c) Where an employee fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him or where such an employee, who is granted a lesser amount of extraordinary leave, than the maximum amount admissible, remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit upto which he could have been granted such leave under clause (b) he shall be deemed to have resigned his appointment and shall, accordingly cease to be in the employment of the Authority.

(d) The officer empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

(e) Notwithstanding anything contained in sub clause (b) extra-ordinary leave may be granted in excess of the limit of three months to an employee who is in receipt of disablement or sickness benefit from the Employees' State Insurance Corporation, in order to allow him a total period of six months absence from duty."

10(A) Study Leave:-(a) Study leave will be granted subject to exigencies of service to permanent employees only, who like to prosecute studies either in India or abroad provided that such studies either acquisition of additional knowledge thereby are in some way or other beneficial to the Undertaking.

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Manager (Admin) H.M.
Employees' State Insurance Corporation

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(b) Such leave will be granted upto a maximum period of 18 months treating the period as leave without pay except the period for which earned leave is due and to that extent only. Each case will be decided on its merits by the General Manager(T).

(c) The grant of study leave will be at the discretion of the General Manager(Transport) and while granting the same he may stipulate that the employee concerned shall serve the Undertaking for a period that he may specify and failing to do so, pay the penalty that may be prescribed by him. Adequate guarantees should be taken for this purpose.

This will take effect from 8.3.60 and is not applicable to the employees of the Tramways Division

(11) Leave Salary:- An employee on earned leave under the Factories Act, 1948 or sick leave or maternity leave will be entitled to leave salary, equal to greater of the amounts specified below:-

- (a) the substantive pay on the day before the leave commences or
- (b) the average monthly pay earned during the 12 complete months preceding the month in which leave commences.

Special Casual Leave

- (i) Special Casual Leave not exceeding 6 working days to male employees who undergo sterilisation operation (Vasectomy). This concession will also be admissible if the sterilisation operation (Vasectomy) is undergone for the second time, subject to medical certification that the first operation was failure and the second operation was actually performed;
- (ii) Special Casual Leave not exceeding 14 working days to female employees who undergo non-puerperal tubectomy operation. This concession will also be admissible if a female employee who undergoes non-puerperal tubectomy operation for the second time in the event of failure of the first one, subject to medical certification that first operation being failure, the second one was actually performed. No special casual leave will be admissible in cases where non-puerperal tubectomy operation is performed within 2-5 days after the delivery;
- (iii) One day's special casual leave to such female employees as have had IUCD insertions;
- (iv) Further special casual leave upto 7 days to male employees whose wives undergo non-puerperal tubectomy operation subject to the

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Manager (Genl.) H.R.
Delhi Transport Corporation
(Genl.)
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production of medical certificate from the doctor who performed operation to the effect that the presence of the employee is assential for the period of leave to look after the wife during her convalescence after operation;

- (v) Special Casual Leave to cover the period for which an employee is hospitalised for a post-operation complication as a result of having undergone sterilisation operation on production of a certificate from the concerned hospital authority/authorised medical attendant;
- (vi) Special Casual Leave upto a period of 21 days or actual period of hospitalisation, whichever is less, duly certified by the authorised medical attendant to the employees who undergo recanalisation operation and are unmarried or have less than two children or under sterilisation operation for substantial reasons, subject to the following conditions:-
- (a) The operation has been performed in a hospital, medical college/institution where facilities for recanalisation are available as per list compiled by the Ministry of Health, Government of India as amended from time to time; and
 - (b) The request for grant of special casual leave is supported by a medical certificate from the doctor who performed the operation to the effect that hospitalisation of the employee for the period stipulated therein was essential for operation and post operational recovery.
- (vii) Special Casual Leave as admissible above will not be allowed to be combined with casual leave as well as with regular leave at one time (d.e., it can either be combined with casual-leave or with regular leave);
- (viii) Sundays and closed holidays intervening in a period of special casual leave are to be taken into account while calculating leave period;
- (ix) prefixing of regular leave to special casual leave is also not admissible.

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(x) The employees out of the contingency paid staff including work charged staff in whole time employment (not merely part-time) for at least three months before undergoing sterilisation operation or IUCD insertion and likely to remain in employment for at least 3 months thereafter should be granted full wages for a period not exceeding six working days to a male employee undergoing vasectomy operation for a period not exceeding 14 working days to female employees undergoing non-puerperal tubectomy operation and for one day to female employee undergoing IUCD insertion.

(12) No Leave can be claimed as of right, when the exigencies of the service so require the authority competent to grant leave may in his discretion refuse or revoke leave of any description.

(13) All leave at the credit of an employee shall lapse on the date of retirement or termination of service but earned leave applied for in writing during service and refused in writing by the Authority competent to grant leave in the interest of the Organisation may be granted subject to a maximum 6 months on retirement or termination of service except in the case of dismissal or removal from service.

(13A) Leave salary shall be admissible for the Earned Leave standing to ones credit on retirement/death subject to a maximum period of 4 months. Leave Salary shall also be admissible for Refuse Leave under Clause 14(13) of the Regulations on retirement or termination of service subject to a maximum period of six months. Payment of Leave Salary will be governed by the rules applicable Government servants for payment of leave salary on retirement/death.

15. Conduct, Discipline and Appeal:-(1) Conduct:- The Delhi Road Transport Authority may from time to time issue standing orders governing the conduct of its employees. A breach of these orders will amount to misconduct.

(1) (A) Suspension pending enquiry or criminal investigation etc. the appointing authority or any officers delegated with powers by the appointing authority in this behalf may place an employee under suspension.

(i) Where a disciplinary proceeding against him is contemplated or is pending; or

(ii) Where a criminal proceeding against him in respect of any offence is under investigation or trial.

A statement setting out in detail the reasons for such suspension shall be supplied to the employee within a week from the date of suspension.

luc
Manager (Admin) Hqr.
Delhi Transport Corporation

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(1) (a) An employee who is placed under suspension under sub clause (1) (a) above, shall during the period of such suspension allowance at the rate indicated suspension be paid in clause 15 (4) (a) (b).

2. Discipline:—(a) The following penalties may, for misconduct or for a good and sufficient reason be imposed upon an employee of the Delhi Road Transport Authority:—

(i) Censure including reprimand and warning.

(ii) With holding of increments or promotion, including stoppage at an efficiency bar.

(iii) Reduction to a lower post or time scale or to a lower stage in a time scale.

(iv) Recovery from pay or the security or any other dues of the whole or part of any pecuniary loss caused to the Delhi Road Transport Authority by negligence default or breach of orders. The term pecuniary loss shall include damage to or loss of stores expressly entrusted to the person concerned for custody.

(v) Suspension.

(vi) Removal from the services of the Delhi Road Transport Authority.

(vii) Dismissal from the service of the Delhi Road Transport Authority.

(viii) Fines as provided in the payment of Wages Act.

Explanation:

The discharge—

(a) of a person during or at the end of the period of probation except when such discharge is due to any cause which would justify removal from service of an employee.

(b) of a person appointed otherwise than under contract to hold a temporary appointment for a specified period on the expiration of the period of appointment or any extension thereof.

(c) of a person engaged under contract, in accordance with the terms of his contracts does not amount to removal within the meaning of this rule.

(d) The disciplinary action referred to above shall be taken by the General Manager or such other officer as may be authorised by him in this behalf subject to such orders or instructions as may be issued by the Delhi Road Transport Authority from time to time.

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(c) Without prejudice to the foregoing provisions no order of dismissal, removal, or any other punishment except censure shall be passed against an employee of the Authority other than an order based on facts before a Criminal Court unless he has been informed in writing of the grounds on which it is proposed to take action shall be reduced to the form of separate charge or charges which shall be communicated to the person charged and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The employee shall be required within a specified time to submit a written reply to the charges and to state whether he desires to be heard in person also. If he so desires and if the competent authority so directs, an oral enquiry shall be held. The officer conducting the enquiry may record facts brought out in such enquiry and may utilise them for coming to a finding on the truth or otherwise of the charge or charges levelled against the employee. The Welfare Officer if any employed with the Authority may attend such enquiry to watch the interest of the employees but shall not intervene or obtrude in proceedings at any stage. The proceedings shall contain a statement of the finding and grounds thereof.

Provided (i) that the provisions of this sub clause shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him.

(ii) all or any of the provisions of this sub clause may in exceptional cases, for special and sufficient reasons to be recorded may be waived by the competent authority. Cases falling under provision (ii) shall be reported to the Authority.

(d) An enquiry against whom an enquiry is to be held regarding a case of misconduct likely to lead to the imposition of penalty of censure or reprimand including reprimand and warning may be tried summarily provided that the employee concerned is given an opportunity of showing cause as to why the proposed penalty should not be imposed.

No witness shall be called or allowed during such enquiry. A brief record of the allegations and the plea put forward by the employee should be maintained by the General Manager.

(3) Appeal: - Every employee of the Authority shall have the right to appeal within such time and in accordance with such terms as may be prescribed by the Delhi Road Transport Authority against an order of punishment or penalty passed against him to the next higher authority, except where the order has been passed by the Authority itself.

Where the order of punishment or penalty is passed by the General Manager, the appellate authority shall be the Authority. In case of difference of opinion amongst the members of the appellate authority, the majority view shall prevail.

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(1) Suspension:-(a) An employee under suspension will be entitled during the first year of suspension to subsistence allowance equal to the leave salary which he would have drawn if he had been on leave on half pay and for any period subsequent thereto at three quarters of such an amount.

Provided that an employee may be granted in addition any compensatory allowance e.g., dearness, house rent etc. of which he was in receipt on the date of suspension to such extent as subject to such conditions as the suspending authority may direct.

Provided further that the amount of dearness allowance should not exceed amount admissible as such on the subsistence allowance paid from time to time.

(b) When the suspension of an employee is held to have been unjustified or when an employee who has been dismissed, removed or suspended is reinstated, the revising or appellate authority may grant to him for the period of his absence from duty.

(i) If he is acquitted, the full pay to which he would have been entitled if he had not been dismissed, removed or suspended and by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal, removal or suspension; or

(ii) If otherwise, such proportion of such pay and allowances as the revising or appellate authority may prescribe.

In a case falling under clause (i) the period of absence from duty will be treated as period spent on duty. In a case falling under clause (ii) it will not be treated as a period spent on duty unless the revising or appellate authority so direct.

15-A:- Action against conductors for committing shortage.

(1) A conductor who commits shortage of more than Rs. 5/- in a day or more than Rs. 15/- in aggregate during a month shall be put off duty until he deposits the amount of shortage. In the event of his depositing the shortage the "off duty" period shall be treated as leave without pay. If the conductor concerned does not deposit the amount of shortage due within 48 hours of the intimation of the shortage to him, he shall also be liable to such disciplinary action as may be deemed necessary by the General Manager. A conductor who commits shortage repeatedly, shall also be liable to disciplinary action including termination of service, at the discretion of the General Manager.

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(2) The permissible aggregate amount of shortage in a month can be increased from Rs.15/- to Rs.20/- at the discretion of the Traffic Superintendent under special circumstances if the Traffic Superintendent is satisfied that the circumstances justify this increase. Where this increase is sanctioned by the Traffic Superintendent the Conductor concerned will become liable to action as indicated in sub-clause (1) above only when the shortage committed by him exceeds Rs.5/- in a calendar month.

(3) In case a conductor does not deposit the amount of shortage committed by him, it will be recovered from his salary on the next pay day or from his security Deposit, if he is discharged from service or he quits service.

16. (a) Rewards:- For meritorious service, constructive suggestions leading to improvement in earnings and discovery and avoidance of losses, the General Manager may give rewards to employees upto Rs.50/- in each case limited to 1,000 per annum, for all such cases.

(b) Compassionate Allowance:- The Authority may in cases of employees who have been retired, discharged, dismissed, or removed from service for misconduct, in solvency or inefficiency, and deserving of special consideration, grant compassionate allowance of such amount as it may consider necessary.

17. Free Passes. (A) Free duty passes for journey from residence to office and back may be issued to the Delhi Transport Service employees of class III & IV recruited on or after the 1st September, 1952 and to all the daily rated employees. Monthly rated employees of class III & IV who were appointed before the 1st September, 1952 and were in receipt of all route free passes, Officers of Class I & II, and where necessary operational staff of all categories on duty may be given all route passes.

Family passes but not season passes, not exceeding six in a year may be issued to the employees of all categories.

(c) Such passes will be valid for a period of one year or less as may be found necessary and will be renewed from time to time.

The passes will not be valid during any period of leave of any kind except casual leave. The use of the pass during leave of any kind except casual leave will be considered as a case of misconduct with its necessary consequences.

(d) Employees proceeding on leave except casual leave shall deposit their passes in the office on the day previous to the day of commencement of leave.

(e) Free passes shall not be used for any journey other than that mentioned at (a) above. For other journeys on duty, Duty Orders signed by the Officer-in-charge of the Section should be used.

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(f) ~~Special passes for family to attend on a sick employee in hospital may be given by the General Manager in his discretion.~~

18. Securities from Cashiers, Store-Keepers etc.:-(a) Subject to any standing order that may be issued by the Delhi Road Transport Authority regarding the form and amount of the security and other matters relating to the same, every cashier store keeper and other employee who is entrusted with the custody of cash or stores including vehicles shall be required to furnish a security and to execute a security bond setting forth the conditions under which the Delhi Road Transport Authority will hold the security and may ultimately refund or appropriate it.

(b) When an employee who has furnished security takes leave, other than casual leave or is deputed to other duty, the employee, who is appointed to officiate in the post shall be required to furnish the full amount of security prescribed for the post, unless the Delhi Road Transport Authority authorises a relaxation in any particular case.

(c) As far as possible only regular employees should be appointed as cashiers and store keepers.

(d) The Gwnwel

(d) The General Manager may withhold whole or part of Security to make good any pecuniary loss to the Authority vide clause 15(2) (a) (iv) .

19. Legal defence of employees:- Subject to such standing orders as may be issued by the Delhi Road Transport Authority from time to time the General Manager may at his discretion provide legal defence to the employees in cases in which he considers the provision of such defence necessary in the interest of service. Expenditure incurred on such cases will be reported to the Authority regularly.

20. Uniforms and Badges:- The scale of supply and the employees to whom uniforms and badges will be supplied shall be as prescribed by the Delhi Road Transport Authority from time to time.

Jun
Manager (Admin) Hqr

Delhi Road Transport Authority

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DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE : NEW DELHI

NO. ADML-8(1)/55

Dated: 18th June, 1955

OFFICE ORDER NO. 111

The D.R.T.A. with the previous sanction of the Government of India have made the following amendments to the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952 with effect from 11.5.55:-

The following shall be inserted in clause 2 of Regulation 12 as new sub-clause (c) namely:-

"(c) Notwithstanding the provisions of sub-clause (b) above the General Manager may with the concurrence of the Chief Accounts Officer, pay higher rates of daily allowance to such employees who have been deputed to bring new buses by road from Bombay ect. subject to a maximum of Rs.5/-per day in case of foremen, Rs.3/-per day in case of drivers and Rs.2/-per day in case of Class IV employees.

Assistant General Manager
(Administration)

To

1. All Officers and Sections at Head Office.
2. Traffic Superintendents and Assistant Works Manager (with 2 spare copies each for notice board).
3. All Internal Audit Units.
4. Officer Incharge Training School, Executive Engineer and all Assistant Engineers and Medical Officer.

Copy to:-

1. Concurrent Audit Party (in duplicate)
2. D.T.S. Workers' Union.
3. File No. ADML63(1)/55.

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DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE, NEW DELHI

NO. ADML-3(1)/55

dated the 21st/23 February,
1956

Office Order No. 31

The Delhi Road Transport Authority have, with the previous sanction of the Government of India, made the following amendment to the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952 with effect from 17.11.1955.

" For the figures and words "54 s hours" occurring in clause 13 of the said Regulations the figures and words "48 hours exclusive of rest period" shall be substituted.

Assistant General Manager(A)

To

1. All Officers and sections at Head Office.
(Copy for Head Office Notice Board).
2. All TSS and Asstt. Works Manager, Central Workshop with 2 spare copies for N.R.
3. All Internal Audit Units.
4. Concurrent Audit Party (in duplicate).
5. D.T.S. Workers' Union.
6. Officer Incharge Training School.
7. Executive Engineer and Medical Officer.
8. Copy to file No. ADML-8(1)/56

Manager (Admin) Mr.
Delhi Road Transport Authority
SCINDIA HOUSE, NEW DELHI
1956

DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE : NEW DELHI

NO. Adm(PB)-7(153)/75

Dated: 4.1975

OFFICE ORDER NO. 12

It is notified for the information of and necessary action by all concerned that the Central Government in exercise of their powers under Section 45(1) and 45(2) (c) of the Road Transport Corporations' Act, 1950 read with Delhi Road Transport Laws (Amendment) Act, 1971 have approved the following additions to be made in the existing Clause 14(8) of the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952 relating to the "Injury Leave" in order to regulate grant of special Casual Leave in certain circumstances, namely:-

"Employees of the Corporation who got injured, while on duty, as a result of assault on them by students or other members of travelling public may be granted "Special Casual Leave" for the period of disablement or for three months, whichever is less, and the leave salary payable to such employees during the period of "Special Casual Leave" shall be equal to the leave salary to which the employees are entitled, while on earned leave, as admissible under Regulation 14(11) of the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952".

This order will come into force with immediate effect.

Sd/-
(S.K. SHARMA)
GENERAL MANAGER

All Officers & Sections.

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For Adm. Officer
Delhi Transport Corporation
I.P. Estate
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ROAD TRANSPORT CORPORATION
(GOVT. OF INDIA UNDERTAKING)
I.P. OFFICE : NEW DELHI.

LC. AdmI-7(153)/79

Dated:-28.9.1979

OFFICE ORDER NO.33

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 45 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, abortion and induced abortion, subject to the conditions that:-
 - i) the leave does not exceed six weeks; and
 - ii) 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.

Sd/-
(SAME CHAND)

ADMINISTRATIVE OFFICER (HQ)

All Officers/Sections.

C.C.O.-All Workers Unions.

Govt. Audit Party.

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P.ESTATE : NEW DELHI.

NO.AdmI-9(1)/80

Dated 28.3.1980

OFFICE ORDER NO.14

Sub.- Payment of cash compensation in lieu of rest days coinciding with Gazetted Holidays.

It is hereby notified for information of and necessary action by all concerned that the Government of India vide letter No.TGE(21)/78 dated 23.1.1980 has conveyed the approval in respect of Resolution No.76/78 (Item No.66/78) passed by the DTC Board at its meeting held on 13.6.78 for continuance of payment of cash compensation in lieu of rest days coinciding with Gazetted Holidays in respect of employees of Group I & II (Workshop and Operation Staff) at the rates of twice the basic pay and dearness allowance to workshop staff and 1 1/2 times of Basic pay to operational staff and also to extend this facility of the payment of cash compensation in lieu of work on holidays to the employees of Group III who have staggered weekly rest days @ 1 1/2 times of basic pay with effect from 23.1.1980.

This concession will, however, not be extended to the employees whose weekly rest days are on Sundays or on fixed days and who do not work in shifts.

Sd/-

(B.P.Gupta)
Administrative Officer (HQ)

All Officers & Sections.

- Copy to :-
1. All Notice Boards.
 2. All Unions of the Employees.
 3. Resident Audit Party.

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Director (Admin) Dept.
Delhi Transport Corporation
I.P.ESTATE : NEW DELHI.
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DELHI TRANSPORT CORPORATION
I.P. ESTATE : NEW DELHI.

NO. Adm-I-3(18)/73

Dated: 12.2.73

OFFICE ORDER NO. 9

It has been decided by the Additional Industrial Tribunal that in all domestic enquiries (oral and detailed investigations) workman may be allowed the assistance of another workman during the enquiry. This decision would cover only those employees who answer the description of the workman within the meaning of Section 2(s) of the Industrial Disputes Act, 1947. Similarly the assistance to be given will also have to be by a workman and not by any other person.

The Management has, however, impugned the award of the Additional Industrial Tribunal by way of writ petition. The writ petition was admitted by the High Court. The present arrangements of providing assistance would, therefore, continue only till the favourable decision of the High Court in the writ petition. If any delinquent employee who is a workman gives in writing that he does not want the assistance, in that case the enquiry could continue without the assistance of another workman, but on each date of the proceeding the workman will have to be asked about the need for assistance and the enquiry should continue only if he again gives in writing that he does not want assistance.

Sd/-

(P.D. MEHTA)
Dy. GENERAL MANAGER

ALL OFFICERS & SECTIONS.

c.c. as usual

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Manager (Admin) Hq.
Delhi
(Genl. Secy)
I.P.E.

DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P.ESTATE : NEW DELHI

NO. AdmI-3(18)/80

Dated: 9.9.1980

Sub.: Issue ^{e.o. No. 24} Second Show Cause Notice with a view to imposing a penalty higher than the one contemplated in the first Show Cause Notice.

As per the Executive Instructions on procedure regarding Disciplinary Action and Appeals, there is provision of issue of a Show Cause Notice to the accused employee by the Disciplinary Authority, proposing the penalty to be imposed on the accused. It is, however, not permissible to impose a penalty higher than the one proposed in the Show Cause Notice without issuing a fresh one.

Department of personnel & Administrative Reforms vide U.O. NO. 1836/80 And I dated 10.6.1980 has clarified (copy enclosed) that the second show cause notice indicates only the provisional conclusion of the disciplinary authority about the penalty that should be imposed on the accused employee. The conclusion being provisional, it is within the competence of the disciplinary authority to issue a revised show cause notice proposing a higher penalty.

Encl.: As above.

Sd/-

(A.K. DUTT)
Dy. General Manager

All Officers & Sections.

Copy to :- All Notice Boards.
All Unions of Workers.
Resident Audit Party.
AdmI-3(1)/80
AdmI-8(1)80

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Copy of the extracts of Department of Personnel & A.R.'s U.O. No. 1236/80. AVD.I dated the 10 June, 1980, forwarded by Shri R.K. Sharma, Section Officer, Govt. of India, Ministry of Shipping & Transport (Vigilance Section) vide No.VIG/VIO/12/80 dated the 5th July, 1980.

The points on which clarification is sought are:-

- (i) whether a revised show-cause notice can be issued by the disciplinary authority for imposition of a penalty higher than that indicated in the earlier show-cause notice, and
- (ii) whether, in such a case, a revised show-cause notice should be issued, when the provision relating to second show-cause notice has been deleted from the Rules.

2. With regard to the first point, it may be mentioned that the second show-cause notice indicates only the provisional conclusion of the disciplinary authority about the penalty that should be imposed on an officer. The conclusion being provisional, it is within the competence of the disciplinary authority to issue a revised show-cause notice proposing a higher penalty.

3. As far as the second point is concerned, since the show-cause notice about the proposed penalty has already been issued to the officer, and since it is not permissible to impose a penalty higher than that indicated in the show-cause notice unless a revised show-cause notice against the higher penalty is issued, it is necessary to issue a show cause notice against the proposed higher Central Service under the CCA Rules are concerned. The Rules do not contain a provision for the issue of the second show-cause notice. Where a show-cause notice is provided for, it is proposed to enhance the penalty it should be issued with reference to the enhanced penalty contemplated."

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Minister (Home) P.W.
Deputy Secy. to Government
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I.P. East

100-100-100-100

DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P.ESTATE ; NEW DELHI

NO.AdmI-9(1)/83

Dated 13.6.83

OFFICE ORDER NO.12

Subject:- Payment of Cash Compensation in lieu
of Rest days coinciding with Gazetted Holidays.

In supersession of Office Order No.29 dated 25.11.80 it is hereby notified for the information of and necessary action by all concerned that the Government of India vide letter No.TW/TGE(21)/78 dated 19.2.1983 has conveyed the approval to the Resolution No.76/78 (Item No.66/78) passed by the DTC Board at its meeting held on 13.6.78, to the grant of cash compensation in lieu of gazetted holidays coinciding with rest days in respect of group III employees (not covered in group I & who have staggered weekly rest days & whose weekly rest days are not on sundays or on fixed days and also do not work in shifts.

These orders will be treated to be effected w.e.f. 13.6.78 from the date of the resolution passed by the DTC Board.

Sd/-

(B.P.Gupta)

Administrative Officer(HQ)

All Officer & Sections.

c.c.to:- All Unions of employees.
Resident Audit Party.

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Manager (Admin) Hqs.
Delhi Transport Corporation
(I.P. Estate) New Delhi
13.6.83

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P.ESTATE : NEW DELHI

NO.AdmI-1(102)/79

Dated:-22.11.1979

OFFICE ORDER NO.39

Subject:-Cash Award to acceptors of terminal
method of Family Planning (Vasectomy/
Tubectomy).

It is notified for the information of and necessary
action by all concerned that the DTC Board vide its Resolution
No.173/79 dated 2.11.1979, has decided that a cash award of
Rs.100/- per case be given to the employess of this Corporation
who accept terminal methods of family planning (i.e.,
vasectomy/tubectomy) in addition to the compensation normally
admissible for the said purpose.

This will take effect for the future cases only.

Sd/-

(SAME CHAND)
ADMINISTRATIVE OFFICER(HQ)

ALL OFFICERS & SECTIONS.

Copy to :-File No.AdmI-8(1)/79

Copy to:- File No.AdmI-3(1)/79

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P.ESTATE : NEWDELHI

NO. AdmI-7(42)/81

Dated: 1.1.1981

OFFICE ORDER NO.8

Sub:- Issue of Family Passes on Inter State Routes.

It has been decided to issue Family Passes (Privilege Passes) on Inter State Routes to the employees who joined the Services of this Corporation before 1952, on the same pattern as being adopted in issuing privilege Passes on the City Route.

Sd/-

(A.K.DUTT)
DEPUTY GENERAL MANAGER

ALL OFFICERS & SECTIONS.

C.C.TO: ALL NOTICE BOARDS.

ALL UNIONS OF WORKERS.

R. AUDIT PARTY.

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The Secy (Admin) Dept.
Delhi Transport Corporation
I.P.ESTATE, NEW DELHI-110002

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE : NEW DELHI

NO. AdmI-1 (102)/81

Dated: 18.7.81

OFFICE ORDER NO. 22

Sub:- Introduction of incentives among employees
for promoting the small family norms.

The Government of India has decided that Central Government employees who undergo sterilisation after having two in the form of personal pay not to be absorbed in future increases in pay either in the same post or on promotion to higher posts. The rate of personal pay would be equal to the amount of the next increment due at the time of grant of the concession and will remain fixed during the entire service. In the case of persons drawing pay at the maximum the rate of personal pay would be equal to the amount of the increment last drawn. The grant of the concession will be subject to the following conditions:-

- (i) The employees must be within the reproductive age group. In the case of a male Central Government employee, this would mean that he should not be over 50 years of age and his wife should be between 20 to 45 years of age. In the case of a female Government employees, she must not be above 45 years and her husband must not be over 50 years of age.
- (ii) The employee should have two or three living children.
- (iii) The sterilisation operation must be conducted and the sterilisation Certificate must be issued by a Central Government hospital or under the auspices of the Central Government Health Scheme. where this is not possible, the sterilisation certificate issued by a State Government hospital or an Institution recognised by the Central Government for the purpose will suffice.
- (iv) The sterilisation operation can be undergone either by the Central Govt. employees or his/her spouse provided the conditions at Sl No. (i) to (iii) above are fulfilled.
- (v) The concession will be admissible only to the employees who undergo the sterilisation operation on or after the date of issue of these orders.

This incentive would be extended to such employees of this Corporation as undergo the sterilisation operation on or after the date of issue of these orders by the Government of India on the same terms and conditions.

Sd/-

(A.K. DUTT)

DEPUTY GENERAL MANAGER

ALL OFFICERS & SECTIONS.

C.C. TO: ALL NOTICE BOARDS.
ALL UNIONS OF WORKERS.
GOVT. AUDIT PARTY.

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE : NEW DELHI

NO. AdmI-3(9)/91/

Dated: 12.12.91

OFFICE ORDER NO. 23

Sub:- Delhi Transport Corporation (Meetings)
Regulations, 1991.

In exercise of the powers conferred by Section 45 (1) (2) (c) of the Road Transport Corporation Act, 1950 (No.64 of 1950) read with Delhi Road Transport Laws (Amendment) Act, 1971, the Delhi Transport Corporation with the previous sanction of the Central Government has framed the Delhi Transport Corporation (Meetings) Regulations, 1991, which is circulated herewith for information of all concerned.

The Delhi Road Transport Authority (Meetings) Regulations, 1953 stand repealed with immediate effect.

Encl: as above

(R.R. SINGH)
Chairman-cum-M.D.

All officers & Sections.

Handwritten signature
D. M. Singh, Secy.
Transport Corporation
12/12/91

**DELHI TRANSPORT CORPORATION (Meetings)
REGULATIONS, 1991.**

In exercise of the powers conferred by Section 45(1) (2) (c) of the Road Transport Corporations Act, 1950 (No. 64 of 1950) read with Delhi Road Transport Laws (Amendment) Act, 1971 the Delhi Transport Corporation with the previous sanction of the Central Government, hereby makes the following regulations, namely:-

1. Short title and commencement;
 - (i) These regulations may be called the Delhi Transport Corporation (Meetings) Regulations, 1991.
 - (ii) They shall come into force on 12.12.91
2. Definitions;

In these regulations, unless the context otherwise requires,-

 - (a) "Act" means the Road Transport Corporations Act, 1950 (64 of 1950)
 - (b) "Corporation" means the Delhi Transport Corporation.
 - (c) "Chairman" means the Chairman of the Corporation nominated by the Central Government under sub-section (1) of section 5 of the Act, or in the absence of the Chairman at any meeting of the Corporation, the member presiding at that meeting under sub-section (2) of section 11 of the Act.
 - (d) "Secretary" means the Secretary appointed by the Corporation to perform the duties of the Secretary.
3. Time and place of meetings;

The Corporation shall meet at such time and place as the Chairman may from time to time appoint in this behalf. Provided that the Corporation shall meet at least once in a month.
4. Notice of Meetings;

A notice of meeting shall be sent or circulated by the Secretary to every member not less than three days before the date fixed for the meeting and it shall specify the place, the date and the hour of the meeting. Provided that the Chairman may convene a meeting at short notice for the purpose of disposing of a urgent business.
5. Agenda; (1) A copy of the agenda with explanatory notes shall ordinarily be circulated by the Secy. to the members along with the notice of the meeting. No business not on the agenda shall ordinarily be transacted at any meeting.

- (ii) Notwithstanding anything contained in sub-clause(i) the Chairman may place or permit any member to place for consideration of the Corporation any matter not included in the agenda of a meeting.
- (iii) Any member who desires that a certain matter should be discussed by the Corporation shall communicate that matter in writing to the Secretary who shall include it in Agenda for the next meeting, unless the Chairman, for reasons to be communicated to the member, orders otherwise.
- (iv) The next meeting for the purpose of sub-clause(iii) shall be any meeting held after 7 days from the date on which the matter is received by the Secretary.

6. Quorum

The number of members including the Chairman whose presence shall constitute a quorum shall be four. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall proceed to transact the business before the Corporation notwithstanding the absence of a quorum and no action or proceeding of the Corporation in such adjourned meeting shall be invalid or called in question morally on the ground that there was no quorum in such meeting.

7. Adjournment:

- (a) The Chairman may adjourn any meeting until any date or time to be specified by him and at the adjourned meeting only the business left unfinished at the meeting on which the adjournment was made shall be transacted.
- (b) Notwithstanding anything contained in sub-clause (1) the Chairman may permit of transaction of any other business.

8. Other points of procedure:

Any other point of procedure to be followed at any meeting shall be decided by the chairman.

9. Minutes:

The minutes of the proceedings of every meeting shall be prepared by the Secretary as soon as possible after the meeting and after getting Chairman's approval thereto, shall be circulated to the members. The minutes shall be taken as correct and shall be signed by the Chairman at the succeeding meeting unless any member who was present at the meeting to which the minutes relate, has objected to the minutes as having been incorrectly or incompletely

Cont.... 37

recorded and communicated his objection in writing to the Secretary within 7 days of the receipt of the minutes by him. Any objection received by the secretary shall be put up at the above mentioned succeeding meeting before the Chairman who after taking the sense of the meeting, may make such amendments in the minutes as he thinks proper, and the amended minutes shall then be confirmed and signed by the Chairman.

10. Appointment of sub-committee or sub-committees each consisting of not less than 3 members one of whom shall be a non-official, to consider and decide on its behalf such matters as the Corporation may specify. One of the members of a sub-committee shall be appointed by the Corporation to be the Chairman of that sub-committee. The decision of the sub-committee shall be reported to the Corporation for confirmation and shall be subject to such order as the Corporation may pass.

11. Procedure of Circulations:

- (1) When it is necessary to refer some urgent matter to the Corporation and it is not possible to convene a meeting of the Corporation, the Secretary may circulate to each member full particulars of the matter in order to enable the member to arrive at a decision. Where this procedure of circulation is adopted, the Secretary shall specify the date by which the views of the members are to be received in the office of the Corporation. Upon receipt of the views of the members as aforesaid, the Secretary shall lay the papers before the Chairman who shall record the decision according to the views of the majority of the members including himself and if necessary using his casting vote under sub-section (3) of Section 11 of the Act.
- (2) The number of votes, excluding the Chairman's casting vote, necessary for a decision to be taken upon a matter by procedure of circulation shall not be less than the number necessary to constitute a quorum.
- (3) The Secretary shall keep a record of the decision taken on any matter by procedure of circulation, alongwith the minutes of meetings of the Corporation.

2. The D.R.T.A. (Meeting) Regulations, 1953 is hereby repealed.

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SECRETARY
D.R.T.A.
1953

DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE : NEW DELHI

NO. AdmI-8(1)/78

Dated: 11.78

OFFICE ORDER NO. 38.

As approved by the DTC Board vide its Resolution No. 147/78 dated 26.10.78 and Ministry of Shipping & Transport vide its letter No. TGE(34)/78 dated 26.10.78, the following concessions will be admissible to the DTC employees w.e.f. 1.10.1978:-

(a) The House Rent Allowance is increased from 15% to 25% subject to the rules/conditions applicable for payment of H.R.A. to Govt. servants.

(b) The Night Duty allowance being paid to class III & IV employees, as per Office Order No. 15 dated 28th April, 1978 is increased from 0.50 paise to Rs. 1/- per night. The Night Duty Allowance will be payable for the actual number of days the night duty is performed by a worker.

(c) Washing Allowance of Class IV employees is increased from Rs. 2/- to Rs. 3/- per month and for Class III employees from Rs. 2.50 to Rs. 3.50/-, per month, as per the rules/conditions already applicable.

(d) Leave Salary shall be admissible for the Earned Leave standing to ones credit on retirement/death subject to a maximum period of 4 months. Leave Salary shall also be admissible for Refused Leave under Clause 14(13) of the Regulations on retirement or termination of Service subject to a maximum period of six months. Payment of Leave Salary will be governed by the rules applicable to Govt. servants for payment of leave salary on retirement/death.

(e) Workshop Staff, who are in receipt of Uniforms will be provided shoes also w.e.f. current year.

(f) The post of vehicle Examiner is revived in the depot on the same pattern as it existed earlier. Senior Drivers will be put on this duty by Depot Managers. One Vehicle Examiner will be provided to each depot in each of the two shifts.

The above concessions will entail considerable financial strain on the Corporation. Workers are, therefore, requested to co-operate in increasing the operation efficiency, so that this additional expenditure can be recouped by additional income.

sd/-

(T.D. GUPTA)
Dy. General Manager(P)

All Officers/Units/Departments/Sections.

- Copy to: 1. Notice Boards.
2. All Unions.

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Delhi Transport Corporation
I.P. Estate New Delhi-110002
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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P.ESTATE : NEW DELHI.

NO.AdmI-3(1)/93.

Dated: 6.1.1993

OFFICE ORDER NO.1

Sub.: - Delhi Transport Corporation (Scales of Pay)
Regulations 1992.

In exercise of the powers conferred by Section 45 (1) (2) (c) of the Road Transport Corporations Act, 1950 (No.64 of 1950) read with Delhi Road Transport Laws (Amendment) Act, 1971, the Delhi Transport Corporation with the previous sanction of the Central Government has framed the Delhi Transport Corporation (Scales of Pay) Regulations 1992, which is circulated herewith for information of all concerned.

The Delhi Road Transport Authority (Scales of Pay) Regulations, 1950 stand repealed with immediate effect.

Encl: AS above

Sd/-

(R.R. SINGH)
CHAIRMAN -CUM-MANAGING DIRECTOR

ALL OFFICERS & SECTIONS.
ALL UNIONS
ALL NOTICE BOARDS

Member (Admin) Mr.
D. S. Singh
(Joint Secy to Govt.)
12/1/93

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DELHI TRANSPORT CORPORATION (Scales of Pay)
Regulations 1992.

In exercise of the powers conferred by Section 45(1) (2) (c) of the Road Transport Corporations Act, 1950 Act, 1971, the Delhi Transport Corporation with the previous sanction of the Central Government, hereby makes the following regulations; namely:-

1. Short title, commencement and application:
 - (1) These regulations may be called the Delhi Transport Corporation (Scales of Pay) Regulations, 1992.
 - (2) They shall come into force w.e.f. 1.1.1993
 - (3) They shall apply to all officers and employees of the Delhi Transport Corporation, other than the Managing Director and the Chief Accounts Officer.
2. Definition:

In these regulations, unless the context otherwise requires:-

 - (a) "Corporation" means the Delhi Transport Corporation.
 - (b) "Prescribed Scale" means a scale of pay prescribed in the schedule.
 - (c) "Schedule" means the schedule annexed to these regulations.
3. The rates of pay of the officers and employees in the employment of the Corporation shall be shown in the schedule.
4. The Officers and employees of the Corporation shall be entitled to draw dearness, house rent and city compensatory allowances at the rates prescribed from time to time for Central Govt. servants in Delhi.
5. Provisions contained in the Fundamental Rules and Supplementary Rules on the subject of fixation of pay will be followed while deciding the question of pay fixation.
6. D.R.T.A. (Scales of Pay) Regulations 1950 are hereby repealed.

[Handwritten signature]
Manager (Admin.)
Delhi Transport Corporation
1992
[Handwritten initials]

S.NO.	Category	Existing pay scales Prior to 1.6.1983	Revised pay scales.
1.	Helper (CED, Workshop & Printing Press), Security Guard, Mail, Beldar, Cleaner, M. to, SW, Gunmen, Packer, Peon, Mazdoor, Attendant, Store Attendant, Sewerman, Beldar (W), Mazdoor (CED).	200-3-212-4-232 EB-4-240	775-12-955-EB-14-1025.
2.	Dresser, Groundsman.	210-4-250-EB-5 270	800-15-1010-EB-20 1150.
3.	Daftry, Jemadar Peon, Hevaldar.	210-4-220-EB-4 250-EB-5-290	800-15-1010-EB-20 1150.
4.	Asstt. Fitter, Asstt. Painter, Asstt. Electrician, Asstt. Blacksmith, Asstt. Body Fitter, Asstt. Carpenter, Asstt. Plumber, Asstt. Welder, Asstt. Machinist, Asstt. Pattern Maker, Asstt. Bench Fitter, Asstt. Moulder, Asstt. Cushion Maker, Asstt. Tin Smith, Asstt. Boilerman, Tyreman, D.M.O., Pump Driver, Tracer, Head Groundsman,	225-5-260-6-290 EB-6-308	825-15-900-EB-20-1200.
5.	Motor Cycle Messenger.	260-6-326-EB-8-350.	950-20-1150-EB-25-1400.
6.	Conductor, Composer, Tailor, Binder, Asstt. Mail, Asstt. Clerk, Junior Telephone Operator, Confidential Clerk, Counter.	260-6-290-EB-6-326-8-366-EB-8-390-10-400	950-20-1150-EB-25-1500.
7.	Vehicle Examiner, Instructor, Driver, Driver, Fitter, Cushion Maker, Tin Smith, Vulcanizer, Solderman, Moulder, Black Smith, Boilerman, Carpenter, Plumber, Masson, Wireman, Asstt. Works Mistry, Sanitary Fitter, Painter (CED) & (W), Body Fitter, Input & Body Fitter, Input & Output operator, Junior clerk, T.T.C., Draughtsman, Asstt. Store Keeper, Laboratory Asstt., Electrician Grade-II, Welder Grade-II, Bench Fitter Grade-II, Machinist, Grade-II, pattern Maker Grade-II, Jr.L.W.I.	290-8-330-EB-8-370-10-400-EB-10-480 (Plus Rs.25/- as duty allowance to vehicle Examiner & Instructor Driver).	975-25-1150-EB-30-1660 (Plus Rs.25/- as duty allowance to vehicle Examiner & Instructor Drive
8.	Proof Reader-cum-A.S.K., Asstt. Cashier, Comptomist, Proof Reader.	330-8-370-10-400-EB-10-420.	1200-30-1400-EB-30-1000.

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<u>S.NO.</u>	<u>Category</u>	<u>Existing Pay Scales</u> <u>Prior to 1.6.1983</u>	<u>Revised Pay Scales</u>
9.	Asstt. Security Inspector, A.T.I., J. Vigilance Inspector	330-10-380-EB-12- 500-EB-15-560	1200-30-1550- 2040.
9(a)	Pharmacist	330-10-360-EB-12- 500-EB-15-560.	1350-30-1440. 1800-EB-50-22
10.	Punch & Verifier Operator, Machine Operator(P.P.), Mechanic, Electricien, Welder, Bench Fitter, Machinist, Sign Board Writer, Skilled Asstt., Armatures Winder, Project Operator, Works Mistry, Pattern Maker, Crank-Shaft- Grinder, Electrician-cum- Project Operator, Refrigeration Mechanic, Senior Compositor, Sr. Binder, Sr. Body Fitter, Sr. Boilerman, Sr. Tin Smith Sr. Cushion Maker, Sr. Black Smith, Sr. Painter, Derughtsman Grade I.	380-12-500-EB-15- 500.	1320-30-1560- 40-2040.
11.	Traffic Inspector, Chargeman Sr. Clerk, Receptionist, Stenographer, Telephone Operator, Machine Operator (Store), Daily Maintenance Supervisor.	380-12-440-EB-15- 560-EB-20-640	1350-30-1440- 1800-EB-50-22
12.	Monitor, Cashier	425-15-500-EB-15- 560-20-640	1400-40-1800-E 50-2200.
13.	Asstt. Foreman, Junior Instructor, Works Asstt., Metalizer-cum-Welder, Section Officer, Radio Technician, Labour Welfare Inspector, Asstt. Vigilance Inspector, Store Keeper, Photographer, Librarian, Statistical Asstt., Graphic Asstt., Commander Mobile Checking squad, Head Draughtsman, Traffic Supervisor, Legal Asstt., Asstt. Incharge, Hindi Translator-cum-Asstt. Publicity Asstt.	425-15-500-EB-15- 560-20-700.	1400-40-1800-E 50-2300.
14.	Sr. Stenographer	500-20-700-EB-25- 900.	1640-60-2600-E 75-2900.
15.	Telephone Inspector	550-20-650-25.800	1600-50-2300-E 60-2660.

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<u>S.NO.</u>	<u>Category</u>	<u>Existing Pay scales</u> prior to 1.6.1983	<u>Revised Pay scales</u>
1.	Office Supdt., Private Secretary, Accountant, Chief Store Keeper, Foreman, Sr. Instructor, Arch. Asstt., Design. Asstt., Inspector Communication, Cost Accountant, Vigilance Inspector, System Analyst, Sr. LWI., Security Inspector, Or. Engr., Soc'y. to Adl. G.M.	550-25-750-EB-30- 900-(Plus Rs.100/- As special Pay to Qualified Cost Accountant)	1640-60-2600-EB-75- 2900-(Plus Rs.100/- as special pay to qualified Cost Accountant)
17.	Asst. personol Officer, Asstt. Admn. Officer, Asstt. Accounts Officer, Asstt. Printing Press Supdt. Asstt. P. Supdt. Labour Welfare Officer, Publicity Officer, A.A.O. (Cost), Deputy Communication Officer, O.R.O.	650-30-740-35- 880-EB-40-960,	2000-60-2300-EB- 75-3200.
18.	Secretary, Instructor Hindi.	650-30-740-35- 880-EB-40-1040	2000-60-2300-EB- 75-3200.
19.	Asstt. Engineer, Labour Officer, Admn. Officer, Traffic Supdt., Deputy Personnel Officer, Communication Officer, Accounts Officer, Hindi Officer, Printing Press Supdt., Asstt. Stores Officer, Deputy Security Officer, Asstt. Law Officer, Deputy Training Officer, Deputy Vigilance Officer, Asstt. Arch., Asstt. Internal Auditor, O.R.O. (Up-graded w.e.f. 9.11.1990)	650-30-740-35- 810-EB-35-880- 40-1000-EB-40- 1200.	2000-60-2300-EB- 75-3200-100- 3500.
19.(a)	Medical Officer	650-30-740-35- 810-EB-35-880- 40-1000-EB-40- 1200(Plus NPA at the prescribed rate).	2200-75-2800-EB- 100-4000(Plus NPA Central Govt. proscribed rate).

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<u>NO.</u>	<u>Category</u>	<u>Existing pay scales</u> <u>prior to 1.6.1983</u>	<u>Revised pay scales</u>
1.	Peon, Security Guard, Sweeper, Sweeper Cleaner, Sewerman, Helper, Helper (CED), (W) & (F.T.), Mazdoor (W) & (CED), Mali.	206-4-250-EB- 5-270.	800-15-1010-EB-20- 1150
5.	Dresser.	225-5-260-6- 290-EB-6-308.	825-15-900-EB-20- 1200.
1.	Pump Driver.	260-6-326-EB-6- 350.	950-20-1150-EB-25- 1400.
.	Conductor, Counter, Binder, Compositer.	330-8-370-10- 400-EB-10-480	1200-30-1440-EB-30- 1800.
.	Driver.	380-12-500-15-530	1300-30-1560-EB- 40-2040.
.	Pharmacist.	425-15-560-EB-20- 640.	1400-40-1800-EB- 50-2300.

Manager (Admin.) Hqr.
Delhi Transport Corporation
(Govt. of NCT of Delhi)
I.P. E. No. 1002

MINISTRY OF TRANSPORT
NOTIFICATION

New Delhi, 1st April, 1950.

No.51-TAG(6)/50:- In exercise of the powers conferred by clause (1) of sub-section(2) of Section 52 of the Delhi Road Transport Authority Act, 1950 (XIII) of 1950), the Central Government is pleased to make the following rules, namely:-

RULES

1. Short title and commencement:- (1) These rules may be called the Delhi Road Transport Authority (Motor Vehicles Insurance Fund) Rules, 1950.
(2) They shall come into force on the 1st day of April, 1950.
2. Definitions:- In these rules, unless the context otherwise requires:-
 - (a) "Act" means the Delhi Road Transport Authority Act, 1950 (XIII of 1950).
 - (b) "Authority" means the Delhi Road Transport Authority.
 - (c) "Bank" means the Reserve Bank of India, Delhi or the Imperial Bank of India, New Delhi as the case may be.
 - (d) "Fund" means the fund established under Rule 3.
 - (e) "Accounting year" means the year commencing from 1st April and ending with the 31st March of the following year.
3. Establishment of the Fund:- The Authority may at any time after the commencement of the rules, establish a Fund to be called "the Delhi Road Transport Authority (Motor Vehicles Insurance) Fund".
4. Amount of the Fund:- (1) The Fund shall be established with an initial amount of net loss than rupee one lakh, which shall be kept in deposit with the Bank.
(2) Subject to the provisions of sub-rule (3) the Authority shall pay into the Fund at the beginning of each accounting year commencing from 1st April, 1951,

[Signature]
Manager (Admin.) Hqr
Delhi Transport Corporation
Govt. of N.C.T. of Delhi
P. Estate, New Delhi - 110002
[Signature]

In respect of its vehicles in a running condition, the following amount, namely:-

- (i) Rs.180/-for each transport vehicle.
- (iii) ~~Rs.100/-for each motor car, station wagon or jeep.~~
- (iii) Rs.50/- for each motor cycle.
- (iv) Rs.268/-for each trolley bus.
- (v) Rs.50/-for each tramcar.
- (vi) Rs.132/-for each towar wagon.

Provided that in respect of vehicles specified in items (iv) to ~~(vi)~~ such amounts shall be payable at the beginning of each accounting year commencing from 1st April, 1953.

Explanation:- In this Sub-rule, "Vehicles in running condition" means all the vehicles of the Authority which are expected to be in operation at any time during the accounting year.

(3) When the Fund exceeds rupees four lakhs the annual contribution referred to in sub-rule (2) shall cease to be payable provided that if thereafter the amount at the credit of the Fund falls below rupees four lakhs, such annual contribution shall again become payable but the contribution shall consist of a sum equal to the difference between rupees four lakhs and the actual amount for the being to the credit of the Fund or a sum calculated at the rate specified in sub-rule (2) whichever is less.

5. Investment of the fund:- From the amount to the credit of Fund the Authority shall keep and maintain a cash deposit of not less than rupees fifty thousand in the Bank. The rest of the amount to the credit of the Fund shall be invested in Government securities.

6. Securities held as deposit in the Fund:- (1) All Government securities in which the Fund is invested shall be transferred to the Bank by the Authority.

(2) It shall be competent for the Authority at any time to exchange the Government securities for cash or for other Government securities of equal or greater market value, or both. For cash and such other securities and the Bank shall carry out the instructions issued by the Authority

for such exchange after charging the usual commission to the Authority. The securities so exchanged shall also be transferred to the Bank.

7. Deposits-Procedure:-(1) As soon as the Fund is established the Bank shall send to the Authority a statement specifying the assets held by it on behalf of the Authority and shall also send a copy thereof to the Central Government in the Ministry of Transport.

(2) The statement referred to in sub-rule(1) shall be sent in the same manner and to the same authorities whenever there is a change in the assets of the Authority held by the Bank.

8. Interest on deposit in the Fund:- Interest realised on cash deposits or the securities held in the Fund shall be paid by the Bank to the Authority.

9. Withdrawal from the Fund:- No amount shall be withdrawn from the Fund except for the purpose of meeting any liability arising out of the use of any vehicle of the Authority may incur to third parties.

(2) The Authority shall, subject to such conditions and restrictions as it may impose in this behalf, authorise one or its officers to draw money from the Fund for the purpose mentioned in sub-rule(1).

(3) A copy of the authorisation referred to in sub-rule (2) duly authenticated by a competent Officer of the Authority shall be sent to the Bank which shall permit withdrawals only by the officer named in such authorisation and subject to the conditions and restrictions contained therein.

10. Settlement of claims procedure:- The Authority shall comply with such directions as the Central Govt. may from time to time issue with respect to the procedure to be followed for settlement of claims which are to be met out of the Fund.

Sd/-

T.S. PARASURAMAN,
DEPUTY SECRETARY

Luo
Manager (Admin.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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MINISTRY OF TRANSPORT
NOTIFICATION

NEW DELHI, THE 1st JULY, 1950.

S.R.O.210:- In exercise of the powers conferred by clause (a) of sub section (2) of section 52 of the Delhi Road Transport Authority Act, 1950(XIII of 1950), the Central Government is pleased to make the following rules namely:-

1. Short title and commencement:- (1) These rules may be called the Delhi Road Transport Authority (Members Allowances and Fees) Rules, 1950.

(2) They shall be deemed to have come into force on the 1st day of April, 1950.

2. Definitions:- In these rules, unless the context otherwise requires;

(a) "Act" means the Delhi Road Transport Authority Act, 1950(XIII of 1950), and

(b) "Authority" means the Delhi Road Transport Authority.

3. Fees or attendance at meetings or for performance of other duties:- Every member or associate member referred to in section 14 of the Act shall, if he is not whole time Government servant, be entitled to receive from the funds of the Authority a fee of fifteen rupees for every day or part thereof on which he attends a meeting of the Authority or performs any duty assigned to him by the authority for the purposes of the Act.

Provided that the aggregate amount of fees payable to any member or associate member during any one month shall not exceed one hundred and fifty rupees.

4. Travelling and halting Allowances:- If any member or associate member referred to in section 14 of the Act, performs any journey to a place outside Delhi in connection

with the performance of any duty assigned to him by the Authority, or if any member or associate to member having his usual place of residence office or business outside Delhi performs any journey to Delhi for the purpose of attending a meeting of the Authority or in connection with the performance of any duty assigned to him by the Authority he shall receive from the funds of the Authority travelling and halting allowance at the scale and on the conditions admissible to a Central Government Officer of the First Grade.

Provided that the rate of halting allowance shall be a fixed sum of seven rupees and eight annas a day.

(51-TAG(23/50)

T.S.PARASUAMAN., Dy. SECY.

luo
Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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NEW DELHI, THE 24TH MARCH, 1951.

S.R.O.448:- In exercise of the powers conferred by clause (1) of sub-section (2) of section 52 of the Delhi Road Transport Authority Act, 1950 (XIII of 1950), the Central Government hereby makes the following rules, namely:-

1. Short title:- These rules may be called the Delhi Road Transport Authority (Audit) Rules, 1951.

2. Definition:- In these Rules unless the context otherwise requires:-

"Audit officer" means the comptroller and Auditor General of India or any Officer subordinate to him who is entrusted with the duty of auditing the accounts of the Authority by the Comptroller and Auditor General of India.

3. Time and manner of Audit:- (1) The audit officer shall arrange for concurrent audit as well as audit of the Annual accounts of the Authority.

(2) The Central Government may at any time order special audit of the Accounts of the Authority if it deems it necessary.

(3) The annual accounts shall be completed and kept ready for audit by the Authority before the thirtieth day of September each year following the close of the financial year to which they relate;

Provided that on the application by the Authority Central Government may, in consultation with the Comptroller and Auditor General, extend the said date by such period as it may deem necessary.

4. Powers of the Audit Officer:- (1) The Audit Officer shall at all reasonable times have access to all papers, books, records, files and accounts of the Authority and may, for the purposes of the audit, call for such explanation and information as he may require from the Authority or examine any officer or servant of the Authority.

2. Without prejudice to the generality of the foregoing power, the Audit Officer may-
(i) by written notice, require the production before him or before any officer subordinate

to him, of any document which he may consider necessary for the proper conduct of his audit.

- (ii) by written notice, require any person accountable for, or having the custody or control of, any such document, to appear in person before him or before any officer subordinate to him; and
- (iii) require any person so appearing before him or before any officer subordinate to him to make and sign a Declaration with respect to such document or to answer any question or prepare and submit any statement.

5. Audit report on annual accounts:- (1) The Audit Officer shall audit the annual accounts and give his report to the Authority within two months of the submission of the said accounts by the Authority.

Provided that on the application of the Audit Officer the Central Government may extend the period by such further period as it may deem necessary.

(2) The Audit Officer shall state in the Audit report on annual accounts, whether in his opinion, the Balance sheet containing all necessary particulars and properly drawn up as to exhibit a true and correct view of the State of the Authority's affairs and in case he has called for any explanation or information from the Authority or any of its Officers or servants, whether it has been given and whether it is satisfactory.

6. Correction in audited accounts:- After the accounts are audited, no correction shall be made therein, without reference to the Audit Officer.

7. Cost of Audit:- The cost of audit as determined by the Audit Officer shall be paid by Authority out of its funds.

[Signature]
Manager (Person), Mgr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
12 Estate New Delhi

(No. 51-TAG(43)50)
T.S. PARASURAMAN, DY. SECY.

DELHI TRANSPORT CORPORATION
(I.P. ESTAB : NE DELHI

NO. AdmI-7(16)/73

Dated: 18.5.73

OFFICE ORDER NO. 28.

It is notified for the information and necessary action by all concerned that in accordance with provisions contained in the Road Transport Corporation Act, 1950 read with the Delhi Road Transport Laws (Amendment) Act, 1971, the accounts of this Corporation shall be audited by the Comptroller and Auditor General of India or his nominee.

2. A govt. Audit Party has been setup w.e.f. 10.4.73 at Headquarters, I.P. Estate who will function on behalf of Comptroller and Auditor General.

3. This party have the right to demand the production of the books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Corporation.

All the Departmental Heads/Unit Officers and Section Officers are advised to furnish information/papers to the said Audit party on their demand without any reservation and provide necessary assistance as and when this party visits their Department.

Sd/

(S.K. Sharma)
General Manager

All Officers & Sections.

C.c. to: All Notice Boards.
The Under Secy. to the Govt. of India,
Min. of Shipping & Transport, New Delhi.

Sh. P.P. Gupta, Section Officer,
Govt. Audit Party, I.P. Estate, New Delhi

Manager (Admin) H.R.
Delhi Transport Corporation
(Govt. of India)
I.P. Estate, New Delhi - 110002

New Delhi, the 2nd July, 1952.

G.O. 1196:- In a exercise of the powers conferred by clause (h) of sub-section (2) of Section 52 of the Delhi Road Transport Authority Act, 1950 (XIII of 1950), the Central Government is pleased to make the following Rules, namely:

1. These rules may be called the Delhi Road Transport Authority (Service of Notices and Orders) Rules, 1952.
2. In these rules unless the context otherwise requires:-
 - (a) "Act" means the Delhi Road Transport Authority Act, 1950 (XIII of 1950).
 - (b) "Authority" means the Delhi Road Transport Authority.
3. Except where otherwise expressly provided in these rules, a notice or order to be served on any person for the purpose of this Act may be served.
 - (a) on such person personally; or
 - (b) by registered post, acknowledgement due, addressed to such person at his last known address.

Provided that where for any reason the notice or order cannot be served in the foresaid manner, a copy of the notice or order may be affixed on some conspicuous part of the house in which such person is known to last resided or carried on business or personally worked for gain.

4. The notice required to be given under Section 8 of the Act shall be served by means of a letter addressed to the Secretary to the Government of India, Ministry of Transport.
5. The order referred to in clause (d) of section 47 of the Act shall be served on the Secretary of the Authority and a copy thereof shall be sent to the Chief Commissioner, Delhi.
6. The order referred to in section 49 of the Act shall be served on the Secretary of the Authority and copies of the order shall be sent to each local authority concerned with the levy of toll or other charge in respect of which the order is made.

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(NO. 51-TAG (45) 50)
T.S. PARASU-RAMAN, DY. SECY.

New Delhi, the 2nd July 1952

S.R.O. 1197 :- In exercise of the powers conferred by clause (f) of sub-section (2) of Section 52 of the Delhi Road Transport Authority Act, 1950 (XIII of 1950), the Central Government hereby makes the following rules namely :-

RULES

1. Short title and commencement :- (1) These rules may be called the Delhi Road Transport Authority (Valuation of Assets) Rules, 1952.
(2) They shall come into force at once.
2. Definitions :- In these rules, unless the context otherwise requires:-
 - (a) "Act" means the Delhi Road Transport Authority Act, 1950 (XIII of 1950).
 - (b) "Depreciated book value" means the original purchase price including any charges in respect of transport and other similar charges, as entered in the books of the Authority minus depreciation at the rates adopted by the Authority for the various items of its assets.
 - (c) "Salvage" means such unserviceable assets as have to be stored in heaps and sold in lots.
3. Method of Valuation:- The total valuation of assets referred to clause (h) of sub-section (2) of section 20 of the Act shall be the estimated sale price in the case of salvage and the depreciated book value in the case of other assets.

Explanation - Where some salvage has already been disposed of, the estimated sale price of similar salvage shall be based on last sales.

No. 51-TAG(50)/50

T.S. PARASURAMAN, DY. SECY.

STANDING ORDERS GOVERNING CONDUCT OF EMPLOYEES

Under para 15(1) of D.R.T.A. (Conditions of Appointment and Service) Regulations, 1932, the following standing orders are issued, governing the conduct of the Authority's Employees. A breach of these orders by any employee will amount to misconduct and make him liable to disciplinary action referred to in para 15(2) of the said Regulations:-

1. INTERPRETATION:- In these Standing Orders the term 'Authority' means the Delhi Road Transport Authority and the term 'Employee' means an employee of the Authority.

2. DUTIES OF THE EMPLOYEE:-

(i) All the employees of the authority shall perform such duties and carry out such functions as may be entrusted to them by the Authority or the General Manager or any other authorised officer of the Authority.

(ii) All employees shall serve the Authority in such capacity and in such place (within the sphere of the operations of the Authority's services) as they may from time to time be directed. All the employees shall serve the Organisation faithfully and shall not give out secrets and confidential information about the working etc. to unauthorised persons. They shall make their utmost endeavour to promote the interests of the Organisation and show courtesy in their contacts with public.

3. PRIVATE TRADE OF EMPLOYMENT :-

The whole time of an employee shall, be at the disposal of the Authority and no employee shall, directly or indirectly engage in any other business, occupation or employment and shall not accept any fees, emoluments or commission whatsoever from any party other than the Authority except with the permission of the Authority upto Rs. 500/- per annum. He may, however, undertake occasional work of literary artistic character with the permission of the Authority provided his duties under the D.R.T.A. do not suffer thereby. Permission

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of the Authority shall have to be obtained, if the employee concerned intends to earn some money out of this work. The Authority may in its discretion at any time forbid him to undertake such work or require him to abandon any occupation or employment etc., which in its opinion is undesirable. If an employee during the course of his employment wants to apply for service some where else, he must send the application through proper channel.

4. ABSENCE WITHOUT PERMISSION:-

- (i) An employee shall not absent himself from his duties without having first obtained the permission from the Authority or the competent officer except in the the case of sudden illness. In the case of sudden illness, he shall send intimation to the office immediately. If the illness lasts or is expected to last for more than 3 days at a time, applications for leave should be duly accompanied by a medical certificate, from a registered medical practitioner or the Medical Officer of the D.T.S. in no case shall an employee leave station without prior permission.
- (ii) Habitual absence without permission or sanction of leave and any continuous absence without such leave for more than 10 days shall render the employee liable to be treated as an absconder resulting in the termination of his service with the Organisation.

5. GIFTS, ENTERTAINMENT ETC :-

- (i) An employee shall not accept directly or indirectly on his own behalf or on behalf of any other person, or permit any member of his family so to accept any gift, gratuity or reward, other than a complimentary present of flowers or fruit or similar articles of trifling value.
- (ii) No employee shall receive any complimentary address, or attend any public meeting or entertainment held in his honour without permission from the

Authority. He may, however, attend a farewell entertainment of a private and informal character, held as a mark of regard for him or a colleague of his.

6. PURCHASE OF RESIGNATION: Employees may not enter into any arrangement for the resignation by one of them of any post under the Authority for the benefit of others. Should this standing order be infringed any appointment consequent upon such resignation will be cancelled and such parties to the arrangement as are still in the service will be suspended regarding the orders of the Authority or the G.M. as the case may be.

7. BORROWING FROM SUBORDINATES :- No employee shall borrow money or otherwise place himself under a pecuniary obligation to any person subject to this official authority.

8. PARTICULARS OF IMMOVEABLE PROPERTY :- Every employee shall intimate in writing to the Authority the particulars of all immoveable property, which may be acquired by him in his name or in the name of his wife or dependant at any time or from time to time during the course of his employment under the Authority.

9. INVESTMENTS ETC :-

(i) No employee shall make or permit any member of his family to make any investments other than those in immoveable property, likely to embarrass or influence him in the discharge of his official duties.

Note:- For the purpose of this para the word "Family" shall include any relative residing with an employee and any relative who is dependant on him though not residing with him.

(ii) No employee shall, without special permission of the Authority take part in the promotion, registration or management of any Company. An employee shall not resort to habitual purchase and sale of stocks, shares, securities or commodities of notoriously fluctuating value.

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10. INSOLVENCY & HABITUAL INDEBTEDNESS :-

- (i) when an employee is adjudged or declared an insolvent, or when one moiety of the salary of such employee is constantly being attached, has been continuously under attachment for a period exceeding 2 years, or is attached for a sum which in ordinary circumstances, cannot be repaid within a period of 2 years, he will be considered liable to dismissal.
- (ii) Before passing orders of dismissal on any one under this Standing Order, it shall be considered what is the proportion of the debts to the salary; how far they detract from the debtor's efficiency as an employee of the Authority; whether the debtor's position is irretrievable; and whether, in the circumstances of the case, it is desirable to retain him in the post occupied by him when the matter came to notice or in any other post under the Authority.
- (iii) In every case under this Standing Order, the burden of proving that the insolvency or indebtedness is the result of circumstances which the exercise of ordinary diligence, the debtor could not have foreseen or over which he had not control, he has not proceeded from extravagant or dissipated habits, will be upon the debtor.

11. CONNECTION WITH THE PRESS :-

- (i) No employee shall without the previous sanction of the Authority, become the proprietor in whole or part, or conduct or participate in the editor management of any newspaper or any other periodical publication.

Such sanction will be given only in the case of a newspaper or publication mainly devoted to matters not of a political character and may at any time in the discretion of the Authority be withdrawn.

(ii) An employee may contribute to the Press, but in so doing, he should confine himself within the limits of a reasonable discussion of a literary topic and should not give out any information regarding the Authority unless the giving of the information has been authorised by the Authority. If his connection with the Press is contrary to the public or Authority's interest, the Authority may withdraw his liberty to contribute.

12. PUBLICATION AND PUBLIC UTTERANCES:- An employee who intends to publish any document under his own name or to deliver any public utterance relating to matters other than purely literary, shall submit to the Authority a copy or draft, of the documents which he intends to publish or of the utterance which he intends to deliver and shall not publish the document or deliver the utterance save with the sanction of the Authority and with such alterations, if any, as the Authority may direct.

13. EVIDENCE BEFORE COMMITTEES:- An Employee may not give evidence before a public committee, unless he has first obtained the permission of the Authority. In giving such evidence he must not criticise the policy of decisions of the Authority or of any Government in India.

This standing Order will not apply to evidence given before statutory Committees with power to compel attendance and the giving of the answers, not to evidence given in judicial enquiries.

14. TAKING PART IN POLITICS:-

(i) No employee shall take part in, subscribe in aid of or assist in any way, any political movement in India, or relating to Indian affairs.

EXPLANATION:- The expression 'Political Movement' includes any movement, activities tending or indirectly to excite dis-satisfaction against, or to embarrass, the Government as by law established.

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or to promote feelings of hatred or enmity between classes of the Government's subjects or to disturb the public peace.

(ii) No employee shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly to be subversive of Govt. as by law established in India.

EXPLANATION :- An employee shall be deemed to have permitted a person to take part in or assist a movement or activity within the meaning of sub para (ii) above if he has not taken every possible precaution and done everything in his power to prevent such person so acting or if, when he knows or has reason to suspect that such person is so acting, he does not at once inform the Government authorities concerned.

15. TAKING PART IN ELECTIONS:-

An employee shall not canvass or otherwise interfere or use his influence in connection with, or take part in any election to a legislative body or Municipal Committee, District Board or other Local Body.

Provided that an employee who is qualified to vote at such elections may exercise his right to vote, but if he does so shall give no indication of the manner in which he proposes to vote or has voted.

16. VINDICATION OF OFFICIAL ACTS AND CHARACTER OF EMPLOYEES:-

An employee may not, without the previous sanction of the Authority, have recourse to any Court or to the Press for the vindication of his official acts or character from defamatory attacks. In granting sanction to the recourse to a Court the Authority will in each case decide whether it will itself bear the cost of the proceedings, or whether the employee shall institute the proceedings

at his own expense, and, if so, whether in the event of a decision in this favour, the Authority shall reimburse him to the extent of the whole or any part of the costs.

Nothing in this standing orders will limit or otherwise affect the right of any employee to vindicate his private acts or character.

17. RECOURSE TO COURT OF LAW:-

No employee shall have recourse to the Court of Law in the matter of grievances arising out of his employment or conditions of his service (even in cases where such a remedy is legally admissible) without first exhausting the normal official channels of redress.

18. MAKING REPRESENTATIONS TO HIGHER AUTHORITIES:-

Whenever in any matter connected with his service rights or conditions, an employee wishes to press claim or to see redress of a grievance he should address such immediate officer at the lowest level as is competent to deal with the matter. No employee shall make an appeal or representation to a higher authority unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representations to the Central Government or the Chairman or Member of the Authority must not be made unless all sources of receiving attention or redress from lower authorities have been exhausted; even in such cases the representations must be submitted through the proper channel (i.e. the immediate officer concerned). There will be no objection at that stage, but only at that stage to an advance copy of the representation being sent direct.

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Manager (Admin.) Hon.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
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19. GENERAL PROVISIONS:- Without prejudice to the provisions of the foregoing standing Orders, the following acts of commission and omission shall be treated as misconduct :-

- a) Wilful insubordination or disobedience by an employee individually or in combination with others, to any official order of a superior employee ;
- b) Theft, fraud or dishonesty in connection with the Authority business or property ;
- c) Wilful damage or loss to Authority's goods or property ;
- d) Taking or giving bribe or any illegal gratifications; other than a complimentary present of flowers or fruit or similar articles of trifling value ;
- e) Habitual late attendance without permission ;
- f) Habitual breach of any rules, law, instructions or orders etc. applicable to the employees of the Authority;
- g) Disorderly behaviour on the premises of the Authority ;
- h) Habitual negligence of duties and lack of interest in the Authority's work.
- i) Striking work or inciting others to strike work in contravention of the provision of the law applicable to the D.T.S.
- j) Habitual in debtness , as evidenced by receipt of frequent 'Attachment' orders from the Court ;
- k) Any offence involving moral turpitude which is punishable under the I.P.C.

- l) All employee who may be arrested for any reason shall intimate the fact of arrest to their official superior immediately, although they might have subsequently been released on bail. Failure on the part of any employee to so inform his official superiors 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.
- m) Any other activity not specifically covered above, but which is prima facie detrimental to the interests of the organisation.

20. BIGAMOUS MARRIAGES :-

- (1) No male employee who has a wife living shall contract another marriage without first obtaining the permission of undertaking notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female employee shall marry any person who has a wife living without first obtaining the permission of the Undertaking.

21. COMPETENT AUTHORITY TO GRANT PERMISSION :-

Whenever permission etc., of the Authority is to be obtained by an employee as required by the provisions of these standing Orders, the G.M. will be competent to decide the case of all employees other than Class I employees. The cases of Class I employees will be submitted by him to the Chairman of the Authority for orders.

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Manager, G.M. (H.C.)
Dated: 14/10/1944
Sd/-
J.P. Sarda, Secy. (H.C.)

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DELHI TRANSPORT CORPORATION
(OF THE MUNICIPAL CORPORATION OF DELHI)
I.P. ESTATE: NEW DELHI.

No. ADM-3(50)/67

Dated: 29.5.67

EXECUTIVE INSTRUCTIONS REGARDING
USES OF STAFF CARS OF THE D.T.U.

1. Appointment and functions of the Controlling Officer.

The General Manager shall appoint from amongst the officers of the undertaking one or more controlling officers who will exercise administrative control over the staff cars in the various units/depots of the Undertaking. The controlling Officer shall be responsible for the proper use, care and maintenance of the staff cars under his control and will regulate their journeys in accordance with these Executive Instructions.

On transfer from his post, the Controlling Officer will hand over the vehicles, complete with all accessories, to his successor or to any officer appointed in this behalf by the General Manager and mention this fact in his charge report.

The term 'Staff Car' means a jeep, Station Wagon and includes motor cycle, scooter or any ~~th~~ other auxiliary vehicle of the Undertaking which the General Manager from time to time, declare to be staff car.

2. Allocation of Staff Cars.

The General Manager may, from time to time, allocate staff cars to the officers of the Undertaking in such manner as he may, in the interest of the Undertaking, deemed fit.

3. Use of Staff Cars for Official purposes:

(1) Staff Cars are intended primarily for use on bonafide official duties within the limits of the area of operation of the Undertaking and shall not be taken out of

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These limits without the written permission of the General Manager.

(2) For the purpose of Sub-para (i), the following journeys are to be treated as official :-

(a) All journeys performed by the officials and other employees of the Undertaking for visiting the Head Office, depots and workshops in connection with official inspection or meeting or checking the operation of the services of the Undertaking on any time or route.

(b) All journeys performed for collecting or delivering stores and other emergent requirements, taking cash to and from banks and attending breakdowns and accidents on the line.

(c) Officer of the Undertaking proceeding on or returning from tours may be allowed the use of staff car between the Railway Station or airport and their places of residence, provided that the officers shall not draw kilometre allowance in respect of the same journeys. They should be required to give a certificate alongwith the travelling allowance bill stating whether or not the staff car was used by them for the purpose.

(d) The General Manager or Controlling Officer may permit the use of staff Cars, from the residence to the place of duty and back, by such officers of the Undertaking as are required to attend duty before or after their normal working hours.

(e) Staff Cars may be used for transporting the employees of the Undertaking who fall sick during Office hour to their residence or hospital or any other place and back to their residence or office as the case may be as and when considered necessary. The controlling Officer should place record.

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a certificate indicating the circumstances necessitating such journeys.

(f) Officers and members of Transport and other Committee of State Road Transport Undertakings or State Transport Departments who come to Delhi to attend meetings and conferences held under the auspices of the Undertaking, may be allowed to use of staff cars from the railway station or airport to the places of their stay or official meetings and back.

(g) officers and members of Transport and other Committees of State Transport Departments visiting Delhi in connection with conferences sponsored by the Central Govt. or in connection with some official business of their own Undertakings or Departments may, on a reciprocal basis, be allowed the use of staff cars for attending meetings and other functions, free of charge.

(h) The official members of the Delhi Transport Committee may be allowed the use of staff cars free of charge for attending the meetings of the Committee and its Sub-Committees if no Government conveyance is available and even if the distance between their headquarters and the office of the Committee is 5 K.M. or less.

(i) Non-official members of the Delhi Transport Committee may be allowed the use of staff cars, free of charge.

(j) The Chairman, Delhi Transport committee will be entitled to free use of staff cars for official duties. The official duties will also cover the journeys between the residence and office and back. Non official members of the Committee may be allowed the use of staff cars free of charge for visits to the various establishments and

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Units of the Undertaking and for visiting the stands, termini within the operational area, with the prior written permission of the Chairman. They will also be entitled to free use of staff cars while attending meetings conveyed by any of the Ministries of the Central Govt. or Delhi Administration in connection with the work of the undertaking.

(k) Such other duties as the General Manager/Chairman may consider to be bonafide official duties.

4. Non-duty Journey :-

The use of staff cars may be permitted to a limited extent by the Controlling Officer for non-duty journeys of the employees of the Undertaking subject always to the condition that their use for such purposes shall not interfere with official requirements in any way. The use of staff cars for private purposes is not permissible for journeys to any place of public amusement such as cinemas or or races.

The following classes of non-duty journeys will generally be regarded as permissible but the Controlling Officer can use his discretion in allowing the use of staff cars for other non-duty journeys in special circumstances :-

(a) Occasional journeys performed by officers from their residence to office and vice versa.

(b) Journeys performed by officers from their residence to Railway Station and vice versa while proceeding on or returning from leave and to see friends or relatives who are sick.

(c) Urgent visits by officers to medical dispensaries for obtaining medical aid or advice for them selves or their families.

5. Charges for Non-duty Journeys :-

(a) The charges for the use of staff cars for journey

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With in normal working hours fixed for its use will be 31 paise per kilometre and will be calculated on the distance from garage to garage. In addition to these charges, detention charges at 50 paise per hour subject to a minimum of 25 paise for a period of 30 minutes or part thereof will also be levied. The journey time will be deducted from the total time at 32 kilometers an hour by rounding off the figures. The distance of less than half a kilometer will, be disregarded and half more than half a kilometer taken as one kilometre.

(b) If the car is used before or after normal working hours, or on Sundays and closed holidays, an extra charges of 25 paise per hour or fraction of an hour subject to a minimum of 50 paise will be leviable.

(c) Notwithstanding anything contained in clauses (a) and (b) the General Manager may revise the charges for non-journeys from time to time keeping in view the cost of operation and other allied factors.

(d) The normal working hours for staff cars will be an hour earlier or later than the scheduled office hours.

EXPLANATION : For the purpose of these Executive Instructions "Garage" means the place where the staff car is parked after duty hours.

6. Recovery of charges :

The Controlling Officer will be responsible for the recovery of charges at the rates laid down in Para 5 above from the officers concerned on account of Non-duty journeys performed by them. The bill will be prepared in the form

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Prescribed in Annexure I in the name of the officer concerned, The amount shall be recovered through the next pay bill.

7. Procedure for use of staff cars :

(a) All booking of staff cars should be made in writing to the Controlling Officer.

(b) Officers using staff cars should personally check the milometer/kilometre at the commencement and at the termination of their trips and certify whether the car was used on official or on private business. The relevant entries in the log book should be signed by the officer concerned on completion of the journeys. In the case of the General Manager or the officers and Member of Transport and other committees of State Transport Undertakings or State Transport departments the entries in the log book may be made and signed by the Secretary or personal Assistant of the General Manager. In the case of the Chairman of the non-official members of the Delhi Transport Committee the entries in the log book will be signed by the p.A. to the Chairman.

8. Maintenance of log books.

(a) A log book shall be maintained in respect of each staff car in the form as on Annexure-II showing particulars of Journey (official as well as non-duty journeys) performed by it.

(b) Subsidiary log books will be maintained for the days the regular log books remain under weekly scrutiny as specified in para 9. Entries from the subsidiary log books will be posted in the regular log book as soon as it is received back after scrutiny.

9. Scrutiny of log books.

All the log books should be made available to the Chief Accounts Officer for scrutiny on every Saturday. He

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(Govt. of N.C.T. of Delhi)
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should check thoroughly all the entries in the log books and bring to the notice of the Controlling officer any discrepancy as or irregularities noticed by him in the maintenance of the log books. After scrutiny of each log book, he will send the log book to the Controlling Officer with the following certificate namely :-

"Certified that I have examined thoroughly all the entries in the log book of staff car No. _____ for the week of ending _____ that recoveries for all Kilometre done on private accounts have been intimated to the officer concerned and the Accounts Section and that the information required to be compiled from the Log Book for the purpose of other registers has been compiled.

"CHIEF ACCOUNTS OFFICER"

10. Information to be collected from the log books.

(a) The official incharge of the Receipts and Issue Section will assess from the entries in the log books, the Kilometres done on private account and prepare and issue bills in the form prescribed in Annexure-I.

(b) The official referred to in clause (a) will prepare and put up to the Controlling Officer a monthly Return in respect of each staff car by the seventh day of the following month to which it relates in the form proscribed in Annexure-I II. He will also maintain a separate register in the form prescribed in Annexure-I V, entries in which will be made by him on every Saturday from the log books of the Staffcars. In this register, one folio should be allotted to each staff car so that figures of total kilometres and petrol will be readily available for the purpose of monthly returns. The figure of average kilometres per litre done by each staff car during a month will be intimated by the seventh day of the next month to the person incharge of the workshop which is responsible for the repairs and servicing of the staff car for such action as may be deemed necessary by that

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Workshop. The average kilometres per litre will be calculated as indicated in Executive Instruction 11.

11. Method of calculating average kilometre per litre of petrol.

The average kilometre per litre in respect of a particular month should be worked out by dividing the total kilometres covered by the quantity of petrol consumed during the month. The approximate quantity of petrol consumed in a month can be worked out by adding to the quantity drawn by the vehicle during the month the quantity of petrol left in the tank of the first day of the next month.

Note : For this purpose the quantity of petrol left in the tank can be taken to be that which is indicated by the fuel gauge of the car.

12. Servicing and repairs of staff cars :-

The repairs and maintenance work including servicing of the staff cars allocated to the depots will be done by the respective depot workshops and that of the staff cars allocated to the Head Office, by the Central Workshop or any other depot workshop (s) appointed in this behalf. The workshop and accounts section will maintain the record of performance of tyres, tubes and batteries of the staff car and of the cost of jobs done on these cars, in the same manner as is done in respect of the buses of the undertaking.

13. Utilization of the services of drivers for private purposes and charges therefor.

The General Manager may permit the officers of the Undertaking to utilize the services of the drivers without availing of the staff cars, subject always to the condition that this use shall not interfere with official requirements in any way. For such services, a charge of 60 paise per.

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hour will be recovered from the officer concerned and if the services of drivers are utilized before or after normal duty hours of these drivers or on Sundays (provided rest day of driver falls on Sunday) and closed holidays, an extra amount of Rs.1.50 per hour will be charged.

14. Delegation of powers.

The General Manager may delegate any of the powers and functions conferred upon him by these Executive Instructions to any officer under his control subject to such conditions as he may deem fit to impose.

15. Cessation :

As from the date of commencement of these Executive Instructions the Standing Orders governing the use of Staff cars shall cease to have effect.

16. Interpretation :

If any question arises as to interpretation of these Instructions, the decision of the General Manager shall be final.

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(K.Kishore)
General Manager

All Officers & Sections

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ANNEXURE-I

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
BILL FOR STAFF CAR FOR
PRIVATE OR NON DUTY JOURNEY

Staff car No.	Date of hire	Period From To	Kilom- meters covered	Charges for the kilome- ters @ 31 P. per Km.	Deten- tion charges	Extra charges for use on holi- days or outside normal duty hrs.	Total Amount due
1	2	3	4	5	6	7	8
							9

Counter signature of the
Controlling Officer.

Official Incharge of the
Receipt & Issue Section
Head Office.

To

Copy to : Accounts Section for arranging collection of the
amount through the paybill for the month of _____

ANNEXURE-II

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)

Date	Time From To	Metre read- ing.	Kilo meters cover- ed.	Name & design. of Officer	Log Book for Staff Car No. Places visi- ted	Purpose of the journey if official state full details.	Petrol drawn	Signa- ture & Remarks if any.
1	2	3	4	5	6	7	8	9

ANNEXURE - III

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)
MONTHLY RETURN

No. of vehicle	Section or Officer to whom attached	Total petrol issued during the month	Total run	K.M.	Kilometres on private account	Remarks if any
1	2	3	4	5	6	7

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OFFICIAL INCHARGE OF THE
RECEIPT & ISSUE SECTION

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DELHI TRANSPORT UNDERTAING
(OF THE MUNICIPAL CORPORATION OF DELHI)

REGISTER OF PETROL CONSUMED AND KILOMETHESS PERFORMED
BY STAFF CARS

No. of STAFF CAR								SECTION OR OFFICER TO WHOM ATTACHED			
Date	petrol issued	petrol consumed	Total kilometres performed	Average Kilometre per litre.	Kilometre on private account	Name of the Officer responsible for payment	Recovery due	Date on which bill issued	Initial of the Incharge of R&I Section H.Qrs.	Date of recovery.	Initial of the I/C of R&I Section H.Qrs.
1	2	3	4	5	6	7	8	9	10	11	12

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

DELHI ROAD TRANSPORT AUTHORITY
STANDING ORDERS REGARDING RECRUITMENT

The following standing orders are issued under clause 5 of the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952 regarding Recruitment of employees of the D.R.T.A.

1. Disqualification from Employment:

(1) No person who has directly or indirectly, by himself or his partner or agent, any share or interest in any contract, by or on behalf of the Delhi Road Transport Authority, or any other Road Transport Undertaking, or who has been dismissed from the service of the Authority for misconduct or otherwise debarred from service of the Authority or who has been debarred from employment in any Govt. Office, or who does not fulfil the conditions of the Delhi Road Transport Authority, laid down in the following paragraphs will be employed in the service.

(2) No person who has more than one wife living shall be eligible for appointment in the service of the Undertaking. provided that the Undertaking may, if satisfied that there are special grounds for so doing exempt any person from the operation of this sub-clause.

2. Method of Recruitment :

All vacancies of sanctioned post will be filled either by promotion of the employees working in lower posts or by direct recruitment. In both cases, appointments will be made strictly on merits.

3. Promotion :

Departmental candidates having requisite qualifications will be considered for promotion and their suitability will be judged by a Departmental Promotion Committee by the following criteria :

- (a) For promotion to Class III posts by the criterion of seniority-cum-fitness on the basis of service record and C.M. No. interview will be necessary ;

- (b) For promotion to Class II and I posts on the basis of merit-seniority based on service record, interview/written test as would be considered necessary."

4. Direct Recruitment :

- (a) All direct recruitment will ordinarily be made through the employment exchange.
- (b) In such cases where the General Manager feels that sufficiently experienced or suitable candidates are not available through the Employment Exchange or where the number of posts to be filled is large, the vacancies may be advertised. A copy of the advertisement will be sent to the Employment Exchange for recommending retrenched Central Government Servants. Other things being equal, the candidates of the Employment Exchange will be given preference over outsiders.

5. Method of Selection :

Selection of candidates for all the posts will be made by the Selection Committees/or Boards as mentioned in Clause 5(2) of the DMA (General Appointment and Service) Regulations, 1952. The Selection Boards will as far as possible give both written and viva-voce tests to the candidates.

6. Age :

No person who is under 18 years of age or above 35 years of age, will be taken in the service of the Delhi Road Transport Authority. Provided that the General Manager will have the power to recruit persons upto an age of 40 years while filling technical posts in the workshop of the D.R.T.A. in case suitable personnel within this age limit are not available.

7. Nationality :

No non-Indian will be eligible for appointment in the service of the Delhi Road Transport Authority.

8. Academic & Technical Qualifications :

Academic and Technical Qualifications for the various posts, are given in the attached statement.

9. Physical Fitness :

After a candidate has been selected by the Selection Board for appointment, he will be examined in respect of his physical fitness by the Medical Officer of the D.R.T.A. before his appointment. Any person declared unfit by the Medical Officer will not be appointed. The decision of the Medical Officer will be final and no appeal or representation will be entertained.

10. Verification of Character & Antecedents :

Every new recruit will furnish two character certificates from gazetted officers, 1st or 2nd Class magistrates, M.P.s., M.L.As. or Members of Local Bodies. He will also furnish his full particulars for verification of his character and antecedents, through the Police Deptt. His appointment will be liable to termination in case of an adverse report by the Police Department.

11. Exemption :

Nothing in the foregoing paragraphs will apply to the persons appointed on terms of deputation or the Staff in the service of the Authority on 1.3.54 and the D.R.T.A. shall be competent to relax any of the above noted provisions in any specific case without assigning any reason therefor.

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12. In regard to the reservation of vacancies for and recruitment/promotion of Scheduled Caste/Tribes candidates, exactly the same rules and practice as are in force from time to time under the Government of India will be followed.

DELHI TRANSPORT CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)
I.P. ESTATE: NEW DELHI.

STATEMENT SHOWING THE VARIOUS CATEGORIES OF POSTS,
PAY SCALE AND QUALIFICATION PRESCRIBED FOR VARIOUS
CATEGORIES OF POSTS.

S.No.	Category	Pay Scale(Rs.)	OFFICERS GROUP (A) Prescribed Qualifications.
1.	Additional General Manager	2000-100-2500	<p><u>Essential :</u></p> <ul style="list-style-type: none"> i) Degree of a recognised University or equivalent. ii) About 15 years experience in a responsible capacity in a Road Transport Organisation including Administrative/Managerial Experience. iii) Experience of handling labour. <p><u>Desirable :</u></p> <ul style="list-style-type: none"> i) Post Graduate Diploma/Degree in area related to road transportation. ii) 5 years experience in senior executive position in area related to urban mass transportation system.
2.	Chief Vigilance Officer	2000-100-2500	<p><u>Essential :</u></p> <ul style="list-style-type: none"> i) Degree of a recognised University or equivalent. ii) About 15 years experience in a responsible capacity in a road transport Corporation/Govt. Deptt. autonomous body in administrative, managerial work preferably connected with investigation of complaints holding enquiries vigilance work. <p><u>Desirable :</u></p> <ul style="list-style-type: none"> i) Vigilance Course organised by Central Vigilance Commission/CBI/ Central Institute of Secretariat training and management Deptt of personnel, Ministry of Home Affairs. ii) Experience in Police Department.
3.(a)	Deputy General Manager	1500-60-1800-100-2000	<p><u>Essential :</u></p> <ul style="list-style-type: none"> i) Degree of a recognised University or equivalent. ii) About 10 years experience in a responsible capacity in Road Transport Organisation including administrative/Managerial experience. iii) Experience of handling Labour. <p>Qualifications relaxable at Corporation's discretion in case of candidates otherwise well qualified.</p> <p><u>Desirable :</u></p> <ul style="list-style-type: none"> i) Experience of management and account. ii) Degree of a recognised University or equivalent. iii) About 10 years experience in a responsible capacity in administrative and personnel matters in a large organisation. iv) Experience of handling labour.
3.	Deputy General Manager (Personnel)	1500-60-1800-100-2000	<ul style="list-style-type: none"> i) Degree of a recognised University or equivalent. ii) About 10 years experience in a responsible capacity in administrative and personnel matters in a large organisation. iii) Experience of handling labour.

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| 4. Secretary
DTC Board | 1100-50-1600 | <p><u>Desirable :</u></p> <p>i) Degree in law or Post Graduate Diploma in Personnel Management or Industrial Relations or Labour Management or Business Management.</p> |
| | | <p><u>Essential</u></p> <p>i) A Master's degree in Art/Science or Commerce.</p> <p>ii) Adequate administrative experience of at least ten years in responsible capacity.</p> |
| | | <p><u>Desirable</u></p> <p>i) A degree in Law.</p> <p>ii) Good experience of English written & spoken; with a capacity to put up neat and concise drafts.</p> <p>iii) Knowledge of Transport Economics; and</p> <p>iv) knowledge of Hindi.</p> |
| 5. Senior
Personnel
Officer | 1100-50-1600 | <p><u>Essential:</u></p> <p>i) Degree of a recognised University or equivalent.</p> <p>ii) About 7 years experience of handling establishment/personnel matters of which, at least 5 years must have been as a responsible officer in the Personnel Deptt. of a large Organisation.</p> <p>iii) Knowledge of Labour Laws, service rules and regulations applicable to employees of Govt. & Semi Govt. Organisations (Qualifications relaxable in suitable cases at the discretion of the appointing Authority).</p> <p><u>Desirable</u></p> <p>Degree or Diploma in Personnel Management.</p> |
| 6. Senior
Enquiry
Officer/
Sr. Admn.
Officer | 1100-50-1600 | <p><u>Essential</u></p> <p>i) Degree of a recognised University or equivalent.</p> <p>ii) Knowledge of service Rules and Regulations applicable to employees of Govt. & Semi-Govt. Organisation.</p> <p>iii) 7 years experience of handling secretarial work/Establishment or Administrative Work/disciplinary cases welfare matters/investigation of complaints/holding Enquiries.</p> <p><u>Desirable</u></p> <p>i) Degree in Law</p> <p>ii) Diploma in Labour Laws</p> <p>iii) Knowledge of bus operation</p> |

7. Deputy Personnel Officer 650-30-740-35-810-88-35-880-40-1000-88-40-1200
- Essential
- i) Degree of a recognised University or equivalent.
 - ii) About 5 years experience of handling establishment matters of which, at least, two years must have been in a responsible position.
- Desirable
- Knowledge of Labour Laws, Service rules and regulations applicable to employees of Government and Semi-Government Organisation.
8. Administrative Officer 650-30-35-810-88-35-880-40-1000-88-40-1200
- Essential
- i) Degree of a recognised University or equivalent.
 - ii) About 3 years experience of handling establishment matters of with two years in the grade of officer.
- Desirable
- Knowledge of Labour laws and Service rules and regulations applicable to employees of Govt. and Semi-Govt. Organisation.
9. Asstt. Personnel Officer. 650-30-700-35-880-88-40-960
- Essential
- i) Degree of recognised University or equivalent
 - ii) At least 3 years experience of handling establishment matters of which, at least 1 year must have been in responsible position.
- Desirable
- Knowledge of service rules and regulations applicable to employees of Govt. & Semi Govt. Organisations
10. Assistant Administrative Officer 650-30-740-35-880-88-40-960
- Essential
- i) Degree of recognised University or equivalent.
 - ii) At least 3 years experience of handling Administrative matters of which at least one year must have been in responsible position.
- Desirable
- Knowledge of service rules and regulations applicable to employees of Govt. and Semi - Government Organisation.

11. Secretary to General Manager 650-30-740-35-880-88-40-1040

Essential

Graduate, with a speed of at least 12p W.P.M. in Shorthand and 50 W.P.M. in type-writing. Should have at least 5 years experience in a similar job.

Desirable

Proven satisfactory record of Secretarial work and dealing with Secret. Confidential work/matters. Ability to provide Secretarial Support to the top functional directors Management Posts.

12. Labour Officer 650-30-740-35-810-88-35-880-40-1000-88-40-1200

Essential

i) Degree of recognised University, preferably, (a) in one of the social Science such as Economics Commerce and Sociology; or (b) followed by a Post Graduate Diploma from any institution recognised for the purpose by the Govt. in Industrial, Psychology, Industrial Welfare, Industrial Relations or in any other allied subject.

ii) At least 2 years experience of Labour Welfare Work in an Organisation employing substantial Labour force, and/or experience of other social and administrative work.

Desirable

Training in social work or other allied Courses at institutions recognised by Government.

13. Labour Welfare Officer 650-30-740-35-880-88-40-960.

Essential

i) Degree or Diploma in Social Work from University Institution recognised by the Government.

Desirable

Two years experience of Labour or Social Welfare Work in an Organisation employing a substantial Labour force/ or experience of other social and administrative work.

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| 14. | Communi-
cation
Officer | 650-30-740
35-810-EB-35
880-40-1000-
EB-40-1200 | <p><u>Essential</u></p> <p>Degree in Telecommunication Engineering in Elcet. Engineering with Telecommunica as a special subject from a recognised university or equivalent.</p> <p>OR</p> <p>Master's degree in physics with wireless Electronics as a special subject from a recognised university or equivalent.</p> <p><u>Desirable</u></p> <p>Experience in installation, maintenance, overhauling, testing of Radio and Allied equipments.</p> |
| 15. | Hindi
Officer | 650-30-740
35-810-EB-35
880-40-1000
EB-40-12000 | <p>M.A. in Hindi Literature or Graduate with honours in Hindi with at least 2 years experience in Govt. Department or Govt. owned Undertaking or Corporation.</p> |
| 16. | Medical
Officer | 650-30-740-
35-810-EB-35
880-40-1000
EB-40-1200
Plus M.P.A
at the
Prescribed
Rate | <p>Medical degree of a recognised Indian University or equivalent foreign qualify with two years experience in House Job in recognised Hospital.</p> |
| 17. | Legal
Adviser | 1500-60-1800
100-2000 | <p><u>Essential</u></p> <p>a. Academic Degree in Law of recognised University.</p> <p>b. <u>Experience</u> : A practising advocate with 12 years experience of conducting cases in civil and criminal courts or 12 y Judicial service or 12 years experience of Legal work in any Govt. Deptt./con</p> <p><u>Desirable</u></p> <p>i) Experience of conducting cases before Labour Tribunals and Motor Accident Tribunal.</p> <p>ii) Good knowledge of labour laws.</p> |
| 18. | Law Officer | 1100-50-
1600 | <p><u>Essential</u></p> <p>a. <u>Academic</u> : Degree in Law of a recognised University.</p> <p>b. <u>Experience</u> : A practising advocate with ten years experience of conducting cases in civil and Criminal Courts.</p> <p><u>Desirable</u></p> <p>i) Experience of conducting cases before Labour Tribunals and Motor Accident Claims Tribunal.</p> <p>ii) Good knowledge of Labour Laws.</p> |

19 Asstt. Law Officer 650-30-740-35-810-8B-35-880-40-1000-8B-40-1200.

Essential
Degree in Law of a recognised University

Experience :

Five years experience of conducting cases in Civil & Criminal Courts either as an advocate or as an officer under Govt/ Public Sector Undertaking.

Desirable.

- i) Experience of conducting cases before Labour Tribunal and Motor Accidents Claim Tribunals.
- ii) Knowledge of Labour Laws.

20 Sr. Security Officer 1100-50-1600

Essential.

- a) Degree from a recognised University or equivalent.
- b) 10 years experience as a commissioned Officer or of a comparable status in Police/Industrial Security Force/ Security Department of an Industrial Organisation.

Security Officer 700-40-900-8B-49-1100-50-1300

Essential

- i) Degree from recognised university or equivalent.
- ii) 7 years experience as an Officer in in the Army/or D.S.P. in the regular code of Police or in the Industrial Security force for comparable experience in Security Deptt. of an industrial Organisation.

22. Dy. Security Officer 650-30-740-35-810-8B-35-880-40-1000-8B-40-1200.

Essential

Graduate with 5 years experience as an Officer in a Security Department of a big Organisation Army or Police.

23 Public Relations Officer 1100-50-1600

Essential

- i) A first Class Master's Degree in English literature or History.
- ii) At least, 5 years experience in a responsible supervisory capacity in work connected with Public Relations preferably in Road Transport.

Desirable.

Diploma in Journalism.

24

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24. Publicity

650-30-740-
35-880-40-
40-950-

Graduate with at least 3 years experience of handling publicity work independently in a govt. Office or important Commercial firm.

25. Vigilance Officer

1100-50-1600

Essential

- i) Degree of a recognised university or Equivalent.
- ii) 7 years experience in a responsible capacity in a road transport Corpn. Govt. Deptt./autonomous body in administrative/managerial work preferably connected with investigated of complaints/holding enquiry vigilance work.

Desirable

*Experience in Police Department.

26. Dy. Vigilance Officer

650-30-740-
35-880-40-
1000-50-40
1200

Essential

- i) Graduate or equivalent from recognised University.
- ii) 5 years experience in the Vigilance Deptt. of Public Undertaking put or which 3 years in a Supervisory capacity or officer belonging to Public having experience of conducting vigilance case.

Desirable

Low graduation.

27. Training Officer

1100-50-1600

Qualifications

Degree in Mechanical Engineering from a recognised University or Equivalent Qualifications.

Experience

- a) Five years industrial experience.
- b) two years teaching experience in a recognised institute
- c) Organising capacity and administrative ability.

28. Development Advisor (Traffic)

1100-50-1600

Essential

A degree in engineering or in Statistics and/or on equivalent qualifications. 7 years experience in planning and survey of which at least 5 years must be in a responsible position.

Desirable :

Experience in Organisation and Methods work or Operational Research.

29. Departmental Research Officer 650-30-740-35-880-EB-40-II-960
- i) Post Graduate Degree in Statistics Specialisation in Operational Research and
 - iii) minimum 2 years experience of conducting Operational Research.
30. Chief Account Officer 2000-100-2500
- i) Essential. Accountancy qualification recognised for enrolment in Registrar of Members of the Maintained by the Council of the Institute of Chartered Accountants of India, or the Final Examination of the Institute of Cost and Works Accountants, London, or the Indian Institute of Costs and Works Accountants, Calcutta.
 - ii) About 7 years experience of work connected with accounts and audit in a responsible capacity in a Government or Semi-Government Organisation or Commercial concern of repute.
- Desirable.
- i) Degree of a recognised University.
 - ii) Knowledge of Government Rules & Regulations.
31. Dy. Chief Accounts Officer 1100 -50-1600
- i) Essential Chartered Accountant with standing of five years commercial or Govt. Services or cost Accountant having passed the final examination of the Institute of Costs & Works Accountant London/Calcutta with standing of 5 years in a Commercial or Govt. service preferably in Transport/Engineering Industry.
 - ii) About 5 years experience of work connected with Accounts and Audit in responsible capacity in a Govt. or Semi-govt. Organisation or Commercial concern of repute.
- Desirable.
- i) Degree of a recognised University.
 - ii) Knowledge of Govt. Rules & Regulations.
32. Accounts Officer 650-30-740-35-810-EB-35-1-980-40-1000-EB-40-1200
- i) Essential. Chartered or Cost Accountant of institute of Cost & Works Accountants, London/Calcutta with standing of three years in Commercial or Govt. service.
- Desirable.
- i) Experience of Costing in Transport/Engineering Industry.

33. Asstt. Accounts Officer 650-30-740-35-880-28-40-960
- Essential
- i) M.Com (2nd Class) or B. Com (1st Class) with Advance Accountancy and Adding.
 - ii) 2 years experience of Accounts work with Bank or Government Office or Commercial concern of repute.
- Desirable
- Experience in Financial Accounting/ Auditing in Nationalised Transport Qualification.
34. Asstt. Accounts officer (cost) 650-30-740-35-880-28-960
- Essential
- 2nd Class Graduate with a Diploma in Cost Accountancy of Institute of Cost and Works Accountants London/Calcutta with standing of 2 years in Costing work in a Commercial or Govt. Organisation preferably Transport Undertaking.
35. Superintending Engineer 1500-60-1800-100-2000
- Essential
- Degree in Civil Engineering of a recognised University or equivalent. At least 7 years experience as Executive Engineer in Govt. Department or other Public Sector Organisation. Experience in Planning, designing and construction of all type of buildings suitable to the Urban environment, particularly the RCC constructions or structures required in an urban Bus Transport System.
36. Executive Engineer (Civil) 1100-50-1600
- Essential
- i) Degree in Civil Engineering from a recognised University or equivalent.
 - ii) 5 years experience in closing and construction and maintenance of industrial/residential buildings and in heavy R.C.C. machine foundations.
37. Executive engineer (Electrical) 1100-50-1600
- Essential
- i) Degree in Electrical Engineering from a recognised University or equivalent.
 - ii) 5 years experience in providing, repairing & maintaining Electrical installations from industrial, commercial and residential buildings in a responsible position.

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38	Assistant Engineer (Civil)	650-30-740-35- 810-8B-880-40- 1000-40-1200	<u>Essential</u> i) Degree in Civil Engineering from a recognised University or Equivalent. ii) 3 years experience in design and construction and maintenance of industrial/residential buildings and in heavy R.C.C. machine foundation.
39	Assistant Engineer (Electrical)	650-30-740-35- 810-8B-35-880- 40-1000-8B-40- 1200	<u>Essential</u> i) Degree in Electrical Engineering from a recognised University or equivalent. ii) 3 years experience in providing repair and maintaining electrical installation for industrial, commercial and residential buildings.
40	Traffic Manager	1500-60-1800 190-2000	<u>Essential</u> i) Degree of a recognised university or equivalent. ii) At least 7 years experience in a responsible supervisory capacity in the Traffic Deptt. of a big Road Transport Undertaking, preferably big city Transport Undertaking.
			<u>Desirable-</u> i) Diploma or a certificate of the Institute of Road Transport of India or equivalent.
41	Dy. Traffic Manager	1100-50-1600	<u>Essential</u> i) Degree of a recognised University or equivalent. ii) At least 5 years experience in a responsible supervisory capacity in the Traffic Department of a big Road Transport Corporation preferably city transport corporation. iii) Knowledge of Planning of routes, framing of schedules and other allied matters.
42	Asstt. General Manager (Traffic)	700-40-900- 8B-40-1100- 50-1300	<u>Essential</u> i) Degree of a recognised University or equivalent. ii) At least 5 years experience in responsible supervisory capacity in the Traffic Department of a big Road Transport Undertaking. iii) knowledge of Planning of routes, schedules and allied matters.

1.	2.	3.	4.
			<u>Desirable</u> Diploma or Certificate of Institute of Road Transport of Indian or equivalent.
43.	Traffic Superintendent	650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	<u>Essential</u> i) Degree of a recognised University or equivalent ii) At least 3 years experience of Supervisory duties in a Traffic Department of a State Road Transport Corporation/Undertaking or a some other important Road Transport Concern.
			<u>Desirable</u> Knowledge of Planning of routes framing of schedules and other allied matters.
44.	Assistant Traffic Superintendent	650-30-740-35-880-EB-40-960	<u>Essential</u> Graduate with 5 years experience as Traffic Supervisor.
45.	Printing Press Superintendent	650-30-740-35-810-EB-35-880-40-1000-EB-40-1200	<u>Essential</u> i) At least a Diploma in Printing and Allied Trades from a recognised technical Institution in India or abroad. ii) About 5 years experience in responsible capacity in a well established printing house, including about 2 years in a Supervisory capacity.
			<u>Desirable</u> i) Degree of a recognised University ii) Practical experience in Litho and offset printing, layout design and block making department.
46.	Assistant Printing Press Superintendent.	650-30-740-35-880-EB-40-960	<u>Essential</u> i) Matriculate of a recognised University or equivalent. ii) a) Certificate or diploma in Printing & Allied trades from a recognised technical Institution. (b) About 3 years practical experience (of which about 1 year should be in a Supervisory capacity) in a Govt. Press or a big commercial printing concern, in various branches of printing trade, e.g. Mechanical composition bindery & warehouses, machine printing etc. OR

Controller
of Stores &
Purchase

1500-60-1800-
100-2000

iii) Certificate as a qualified Apprentice
and 4 years apprenticeship in a
Government of India press.

Desirable

- i) Degree of a recognised University.
- ii) Practical experience in litho and
photo offset printing and trades
connected therewith.

Essential

- i) Degree in Mechanical/Automobile Engineer.
- ii) 10 years experience in planning and
running of a big Auto Stores, purchasing
and disbursement organisation or in
production department connected with
automobile manufacture of which at least
5 years must be responsible capacity.

Essential

- i) Degree in Mechanical or Automobile
Engineering.
- ii) 7 years experience of purchase of
Mechanical and/or automobile Engineering
stores, Plant, vehicles and other
equipments.
- iii) Adequate experience of holding Stores
stocking and accounting of Engineering/
automobile and general stores.

Desirable

- i) Practical knowledge of Kardex licensing
procedures for Imports & Exports and
related regulations, data processing etc.

Essential

- i) Degree in Mechanical or Automobile
Engineering.
- ii) 5 years experience of purchase of
Mechanical and/or automobile engineer-
ing stores, plant, vehicles and other
equipments.
- iii) Adequate experience of holding stores
stocking and accounting of Engineering/
automobile and general stores.

Desirable

- i) Practical knowledge or Kardex
licensing procedures for Imports &
Exports and related regulations, Data
Processing etc.

Store
Officer/
Purchase
Officer

1100-50-1600

Store officer /
Purchase
Officer

700-40-900-88-
40-1100-50-1300

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|---|--|--|
| 50 Assistant Stores Officer. | 650-30-740-35-810-EB-800-40-1000-EB-401200 | <p><u>Essential</u></p> <p>i) Diploma in Mechanical or Automobile Engineering.</p> <p>ii) 3 years experience of purchase, stocking and accounting of automobile and general stores.</p> |
| | | <p><u>Desirable</u></p> <p>i) Degree in Mechanical or Automobile Engineering.</p> <p>ii) Experience of Kardex System.</p> |
| 51 Chief Mechanical Engineer | 1500-60-1800-100-2000 | <p><u>Essential</u></p> <p>i) Degree in Mechanical or Automobile Engineering of a recognised University or equivalent.</p> <p>ii) About 10 years experience in a responsible capacity in a automobile workshop of a repute connected both with maintenance and repairs.</p> <p>iii) Administrative experience in a Road Transport Undertaking including preparation of standard estimates and planning for efficiency.</p> |
| 52 Additional Chief Mechanical Engineer | 1500-60-1800 | <p><u>Essential</u></p> <p>i) Degree in Mechanical or Automobile Engineering of a recognised University or Equivalent.</p> <p>ii) 8 years experience in a responsible capacity in a automobile Workshop of repute engaged in maintenance and repairs.</p> <p>iii) 2 years Administrative experience in Road Transport Undertaking including preparation of standard estimates and maintenance schedules.</p> |
| 53. Works Manager/ Mechanical engineer | 1100-50-1600 | <p><u>Essential</u></p> <p>i) Degree in Mechanical or automobile Engineering of a recognised University or equivalent.</p> <p>ii) About five years experience in repairs and maintenance of Heavy duty automotive diesel vehicles in a responsible supervisory capacity in a large workshop.</p> <p>iii) Adequate knowledge of latest production techniques and quality control</p> <p>iv) Capacity for administrative work and for handling civilian labour.</p> <p><u>Desirable</u></p> <p>Knowledge of cost accounting.</p> |

54. Asstt. Works
Manager

700-40-900-EB

40-1100-50-1300

Essential

1) Degree in Mechanical Engineering or equivalent with 5 years experience in Automobile or Road Transport Workshop of repute.

Desirable

Supervisory Experience.

55. Industrial
Engineer

700-40-900-EB

40-1100-50-1300

Essential

- i) Degree in Mechanical or Automobile Engineering.
- ii) 5 years experience in Automobile or Road Transport Industry. Out of which 2 years must be as Industrial Engineer.
- iii) Knowledge of work study, production, planning and control, materials management and other allied Industrial Engineering subjects.

Desirable

Post Graduation in Industrial Engineering will be of added advantage.

56. Asstt. Engineer
(Mechanical)

650-30-740

35-810-EB

880-40-1000

EB-40-1200

Essential

- i) Degree in Mechanical or Automobile Engineering or Equivalent preferably with some experience in an Automobile or Mechanical Engineering workshop of repute.

Or

Diploma in Mechanical or Automobile Engineering with about 5 yrs. experience in an Automobile or Mechanical Engineering Workshop of repute.

Desirable

Supervisory experience.

57. Junior
Engineer

550-25-750-

EB-30-900.

Graduate apprentice engineer after successful completion of their training of one year to be observed as Junior Engineer.

OFFICE STAFF - GROUP (B)

S.No.	Name of post	Pay scales	Qualification.
1	2	3	
1	Office Supdt.	550-25-750-EB 30-900	Graduate with 5 years experience in a Govt. Office or important firm.
2	Accountant	550-25-750-EB 30-900	B.Com. or equivalent accountancy qualifications with 3 years experience in accounts work in a Bank or Govt. Office.
3	Cost Accountant	550-25-750-EB 30-900. (Plus Rs.100) as special pay to qualified cost Account.)	B.Com. or equivalent accountancy qualifications with 3 years experience of Cost Accounting in a Govt. Office or in a large commercial organisation. Should preferably be an associate of the Indian Institute of Cost & Works Account
4.	P.S. to Chairman/ Secy to Addl.G.M.	550-25-750- EB-30-900	Three years service as Senior Stenograp
5.	Chief Store-Keeper	550-25-750-EB 30-900.	Graduate with 5 years experience of similar job in automobile stores of a big firm. Should preferably have a diploma in Auto Engineering from some important technical Institute.
6.	Architect Assistant	550-25-750-EB 30-900	B.Arch. From Govt. Recognised Institute with 3 years experience in the office of reputed architect or Govt. Deptt. OR GD Arch. M.I.I.A. from Govt. recognised institute with five years experience in the office of reputed architect or Government Official.
7.	Design Assistant	550-25-750- EB-30-900	Degree in Civil Engg. or equivalent from a recognised institute with three years experience in Design. and Estimating in the office of reputed engineer & architect or in Govt. Office OR Diploma in Civil Engg. From Govt. recognised institute with 7 years experience Passing of papers of Sec. B will be preferred.
8.	Security Inspector	550-25-750- EB-30-900	Graduate with atleast 5 years supervisory experience of watch and ward and security arrangement and knowledge of maintenance of fire fighting equipment and training subordinate staff in using the same in a big transport organisation or in the arm or in the Police.

1	2	3	4
9	Vigilance Inspector	550-25-750-BB-30-900	Graduate with 5 years experience in Vigilance/watch Ward/Security arrangement.
10	Senior stenographer	500-20-700-BB-900	Matric with atleast 4 years experience as stenographer (2 years in case of Deptt candidates) should possess a speed of 120 W.P.M. in shorthand and 50 W.P.M. in typewriting.
11	Asstt. Incharge/State Inc./Pub. Asstt.	425-15-500-BB-15-560-20-700	Graduate with 3 years experience in a Govt. Office or important firm.
12	Legal Assistant	425-15-500-BB-15-560-20-700	B.A., LLB with some experience (with knowledge of Hindi & Urdu)
13	Store Keeper	425-15-500-BB-15-560-20-700	Graduate with 3 years experience of similar job in automobile stores of a big firm.
14	Translator	425-15-500-BB-15-560-20-700	Graduate with 3 years experience in a similar job should know Hindi, Urdu and English.
15	Labour Welfare Inspector	425-15-500-BB-15-560-20-700	<u>Essential</u> Graduate in one of the social sciences preferably in sociology.
16	Asstt. Vigilance Inspector	425-15-500-BB-15-560-20-700	<u>Desirable</u> Post Graduate diploma in social sciences from a recognised Institute.
17	Section Officer (Civil)	425-15-500-BB-15-560-20-700	Graduate with 3 years experience in a Vigilance /watch & Ward/Security arrange.
18	Section officer (Electrical)	425-15-500-BB-15-560-20-700	3 years diploma in Civil Engineering from a recognised Institute and one year experience or one year training as Diploma Holder Apprentice.
19	Head Draftsman	425-15-500-BB-15-560-20-700	Diploma in Electrical Engineering from a recognised Institute and some experience of electrical installation in building.
20	Monitor	425-15-500-BB-15-560-20-700	Matric with Diploma or certificate in Draftsmanship (Civil)
			Matric with 10 years experience in the capacity of Telephone Operator in this Corporation.

1.	2.	3.	4.
21.	Cashier	425-15-560-EB-	Matric with 3 years experience of cash working on important firm, Bank or Office.
22.	Sr. Clerk	380-12-440-EB- 15-560-EB-20-640	Graduate
23.	Receptionist,	380-12-440-EB- 15-560-EB-20-640	Hr. Secondary with atleast 2 years Experience in public dealing.
24.	Pharmacist	330-10-380-EB 12-500-EB-15-560	Matric with a diploma in the trade with some experience.
25.	Stenographer	380-12-440-EB- 15-560-EB-20-640	Matric with a speed of atleast 100/40 WPM in English and 80/30 W.P.M. in Hindi shorthand and type writing respectively.
26.	A.S.I.	330-10-380-EB- 12-500-EB-15-560	Matric or equivalent with atleast three years supervisory experience of watch & ward arrangement in a big transport undertaking or in Army or in Police.
27.	Punch & Verifier Operator	380-12-500-EB- 15-560	Diploma in Engineering or Degree in science/Art with Maths. upto intermediate level 10000 Key Depressions per hour. At least one year experience on punch Operation.
28.	Telephone Operator	380-12-440-EB- 15-560-EB-20-640	Matric with some experience as Telephone operator.
29.	Input & Output Operator	290-8-330-EB- 8-370-10-400-EB-10-480	Higher Secondary. 10,000 Key Depressions per hour speed.
30.	A/Cashier	330-8-370-10- 400-EB-10-480	Matric
31.	Comptist	330-8-370-10- 400-EB-10-480.	2nd Class Matriculate. Must be qualified comptist from a recognised institute and should be able to operate comptomatic machine and give a minimum speed of totalling 1000 entries of normal magnitude per hour.
32.	Jr. Clerk	290-8-330-EB-8- 370-10-400-EB- 10-480-	Higher Secondary with a Speed of 30 W.P.M. in English or 25 W.P.M. in Hindi Typewriting.
33.	A.S.K.	290-8-330-EB-8 370-10-400-EB- 10-480.	High Secondary with atleast two years experience of store keeping.

2	3	4
1. Draftsman	290-8-330-EB-8 370-10-400-EB	Matric with Diploma or certificate in Draftsmanship (Civil)
2. Lab. Asst.	290-8-330-EB-8 370-10-400-EB- 10-480	Matric Trained Laboratory Assistant from a big hospital.
3. Junior Telephone Operator	260-6-290-EB-6 326-8366-EB-8 390-10-400	Matric with certificate in Radio Mechanic
4. Motor Cycle Messenger	260-6-326-EB-8 350.	IX Class of High School. Should possess a valid motorcycle driving licence.
5. Daftry	210-4-226-EB-4 250-EB-5-290	IX Class of High School.
6. Dresser	210-4-250-EB-5 270	Middle with some experience in dressing for atleast 6 months.
7. Duplicating Machine Operator	225-5260-6- 290-EB-6-308	Middle with atleast 3 years of experience of working on Duplicating Machine in an organisation of regt. Should pass Trade Test.
8. Jamadar peon	210-4-226-EB-4 250-EB-5-290	8th Class passed.
9. Groundsman	210-4-250-EB-5 270	Middle. Adequate experience in maintenance of play ground, handing of sports goods and maintenance thereof. Knowledge of various games.
10. Havaladar	200-3-212-4-232 EB-4-240 Plus 10/- Spl. Pay	Should have passed 8th Class from a recognised school and should be ex-Army or Policeman preferably a pensioner.
11. Security Guard	200-3-212-4-232 EB-4-240	Ex-Army or Policeman.
12. Peon/Attendant	200-3-212-4-232 EB-4-240	Middle pass
13. Sweeper Sewer man	200-3-212-4-232 EB-4-240.	Should be a sweeper by profession.

OPERATIONAL STAFF-GROUP (c)

1.	2.	3.	4.
1.	Traffic Supervisor	425-15-500-EB-15-560-20-700	Graduate with atleast 2 Years experience of similar job in large road transport concerns.
2.	Traffic Inspector	380-12-400-15-560-EB-20-640	Matric with 3 years experience of T.T.E's (A.T.Is) job.
3.	Asstt. Traffic Inspector	330-10-380-EB-12-500-EB-15-560	Matric with four years experience as Conductors' job in the Con. tion. Matric or equivalent ex with atleast 5 years service driver in D.T.C. .
4.	Vehicle Examiner	290-8-330-EB-8-370-10-400-EB-10-480. (+Rs.25/- as duty allowance)	Should be able to read and wr either Hindi or Urdu or English a valid licence authorising him to drive a public service vehicle in Delhi State and atleast 3 years experience of driving heavy transport vehicle.
5.	Instructor Driver	290-8-330-EB-8-370-10-400-EB-10-480 (+Rs.25/- as duty allowance)	
6.	Driver	290-8-330-EB-8-370-10-400-EB-10-480.	Should be able to read and wr either Hindi or Urdu or English valid licence authorising him drive a public service vehicle Delhi State and at least 3 years experience of driving a heavy transport vehicle.
7.	Conductor	260-6-290-EB-6-326-8-366-EB-8-390-10-400.	Higher Secondary or equivalent Public Examination conducted by recognised Board/University established by law, such as H School, Matriculation etc. Sh have Conductors' Licence issued by State Transport Authority, Delhi.

Age 18-35

contd...

GROUP (D)

 1. *****
 2. *****
 3. *****
 4. *****
 5. *****

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|----|-------------------------|-----------------------------|--|
| 1. | Foreman | 550-25-750-EB-30-900 | Matric and Diploma in Automobile engineering from a recognised technical institute 3 years supervisory experience in a big workshop. Must be trade to stop on all the different important jobs in a workshop. |
| 2. | System | 550-25-750-EB-30-900 | a) Degree in Engg. or b) Degree in Science/Arts with Diploma in operational Research. or c) Diploma in Engineering |
| 3. | Sr. Instructor | 550-25-750-EB-30-900 | <u>Desirable</u>
Training or Unit Record Machines & having Special aptitude for working on Data processing Machine. |
| 4. | Communication Inspector | 550-25-750-EB-30-900 | Matric Diploma in Automobile Engineering/Mechanical Engineering from a recognised Technical Training Institute imparting training in Mechanical/Automobile Engineering or allied trades. |
| 5. | Asstt. Foreman | 425-15-500-EB-15-560-20-700 | Matriculate with Diploma in Radio Technology of a recognised Institute or Grade II proficiency certificate of Directorate of Coordination (Police Wireless) and atleast three years experience in the Armed Force or in any other organisation of repute in an identical post or graduate of a recognised University with wireless As one of the subject and one year experience. Non-Diploma Holders with experience in Indian Armed Forces are possessing required technical standards also obligable. |
| 6. | Graphic Assistant. | 425-15-500-EB-15-560-20-700 | A) 100% promotion from the category of chageman and Mechanic atleast 30% will be promoted from the category of chageman holding Diploma in Engineering with atleast 3 years experience as chageman and apprentice in the Corporation and remaining from Mechanic and Mechanic promoted as chageman 5 years experience.
B) The Asstt. Foreman will have to obtain driving licence (Wireman First class & Second class in the case of Electrical Wing) during efficienting promotion/probation.
Sign Board writer with 5 years experience. |

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1.	2.	3.	4.
15. Project Operator-cum-Electrician.	380-12-500-EB-15-560	M. Eric with cinematograph operator Licence from Elect. Inspector, Delhi Administration. Must have atleast 3 years experience of a projector Operator and in the job of preparing and maintenance of projectors, tape-recorders, amplifiers and public address equipments.	
16. Pattern Maker	380-12-500-EB-15-560	Should pass prescribed skilled artisan's T.T. expected of him. Should be able to read and write Hindi, Urdu or English.	
17. Welder	390-12-500-EB-15-560	Should pass prescribed skilled artisan's T.T. expected of him. Should be able to read and write Hindi Urdu or English.	
18. Bench Fitter	390-12-500-EB-15-560	Should pass prescribed skilled artisan's T.T. expected of him. Should be able to read and write Hindi, Urdu or English.	
19. Machinist	390-12-500-EB-15-560	Should pass prescribed skilled artisan's T.T. expected of him. Should be able to read and write Hindi Urdu or English.	
20. Armature Winder	380-12-500-EB-15-560	Should pass skilled Artisan T.T. should have atleast 3 years experience in repairs and rewinding of all types of single and pole of phase electric motors should have studies upto Middl.	
21. Crank Shaft Grinder Operator	380-12-500-EB-15-560	Machinist/Turner with 3 yrs. service.	
21. Skilled Asstt.	390-12-500-EB-15-560	Matric. Should have atleast 3 yrs. experience as skilled worker in lower trade i.e. Fitter.	
22. Soldierman	290-8-330-EB-8-370-10-400-EB-10-480	Should possess the competency certificate and licence to operate the boiler machine issued by the competent authority in the Union Territory of Delhi. Should be able to read and write Hindi Urdu or English. Should be in good physique, should pass the prescribed trade test.	
24. Fitter Vulcaniser Black Smith Body Fitter	290-8-330-EB-8-370-10-400-EB-10-480	Should pass skilled artisans Trade test expected of him. Should be able to read and write Hindi, Urdu or English.	

1	2	3	4
11	Sanitary Fitter	290-8-330-83- 8-370-10-400- EB-10-480	Should have passed skilled artisan trade test. 3 years practical experience of the similar job should be able to read & write Hindi, Urdu or English.
12.	Mali	200-3-212-4- 232-EB-4-240	Should be able to read and write Hindi, Urdu or English with two years experience of independent gardening works.
13.	Beldar	200-3-212-4- 232-EB-4-240	Should be healthy and stout.
14.	Mata	200-3-212-4- 232-EB-4-240.	Should have studied upto 8th class with 2 years experience of independent labour supervisor.

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| 24. | Fitter
Vulcanizer
Black Smith
Body Fitter | 290-8-300-EB-8
370-10-400-EB-
10-480 | Should pass skilled artisa
Trade test executed of him
sho ld be able to read and
write Hind', Urd , or Engl |
| 25- | Painter | 270-8-330-EB-8-
370-10-400-EB-
10-480 | Should passer skileed arti
Trade test in painting and
have a knowlledge of artist
letter in dindi and English |
| 26. | Custon
Maker
Tin Smith
Moul .er | 270-8-330-EB-8-
370-10-400-EB-
10-480 | Should pass skilled artiso
trade test in the Trade,sh
be able to read and write !
Urdu or English. |
| 27. | Draftman
Mech. | 260-8-300-EB-8-
340-10-380-EB-
10-480 | Matric and diploma in Mech
Draftman course from recogn
institution with atleast 3
practical experience. The
candidate will be required
trade Trust. |
| 28. | Asstt Painter
Asstt Elect.
Asstt. Fitter
Smith
Tyreman
Asstt Body
Fitter \ | 225-5-260-6-
290-EB-6-308
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: | ^A
should pass semi skilled w
Trade Test in particulars k
work expected of him. Sho
be able to read and write !
Urdu or English. |
| 29. | Sweeper
Cleaner | ^A 200-3-212-4-
232-EB-240 | should be able to read and
Hindi Urd, or English.
(Should Caste) |
| 30. | Helper | 200-3-212-4-
232-EB-4-24
TA to III) | (Plus ^A Should be able to read and
Hindi Urdu or English. |
| 31- | Maxdor
Store
Attendant. | 200-3-212-4-
2 2-EB-4-240 | ^A
Should be able to read and
Hindi, Urdu or English |

CIVIL ENGINEERING DEPARTMENT GROUP (E)

1.	2.	3.	4.
1. Works Mistry	380-12-500-EB- 15-560		Three years Diploma in Civil Engineering from a recognised institution.
2. Electrician	380-12-500-EB- 15-560		5 years service with 1st class Electrician's Licence. Qualification Middle, subject to qualify in the Trade Test & 3 years good reports.
3. Armature Winder	380-12-500-EB- 15-560		Should pass skilled Artisan T.T. should have atleast 3 years experience in repairs and rowinding of all type of single and polo phase electric metres should have studied upto middle.
4. Asstt. Works Mistry	290-8-330-EB- 8-370-10-400- EB-10-480		Must be matriculate and be also to read building drawing. He must have experience of 2 years of building construction work.
5. Carpenter	290-8-330-EB- 8-370-10-400- EB-10-480		Should have passed skilled Artisan T.T. 3 years practical experience of similar job. Should be able to read and write Hindi, Urdu or English.
6. Wireman	290-8-330-EB- 8-370-10-400- EB-10-480		Should be able to read and write Hindi, Urdu or English. Must possess the wirman IInd class certificate issued by the Delhi Administration with 3 years experience. Must be able to lay out circuit independently and should have studied upto 8th Class.
7. Plumer	290-8-330-EB- 8-370-10-400- EB-10-480		Should pass the skilled artisan trade test. Should have 3 years experience.
8. Mason	290-8-330-EB- 8-370-10-400- EB-10-480		Should have passed the skilled artisan trade test in masonry. Should be able to read and write Hindi, Urdu or English with 3 years practical experience.
9. Pump Driver	225-5-260-6- 290-EB-6-308		i) Should pass the semi skilled trade test as pump driver. ii) Should have worked as pump driver for about 2 years. Should be able to read and write Hindi, Urdu or English.
10. Asstt. Plumber	225-5-260-6- 290-EB-6-308		Should be able to read and write Hindi, Urdu or English. Should have passed semi skilled trade test in the trade.

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| 11. | Sanitary Fitter | 290-8-330-B
8-370-10-400
EB-10-460 | Should have passed skilled
artism trade test. 3 years
practical experience of the
similar job. should be able
to read & write Hindi, Urdu or
English. |
| 12. | Mali | 200-3-212-4-
232-EB-4-240 | Should be able to read and
write Hindi, Urdu or English
with two years experience of
independent gardening works. |
| 13. | Beldar | 200-3-212-4-
232-EB-4-240 | Should be healthy and stout. |
| 14. | Mate | 200-3-212-4-
232-EB-4-240 | Should have studied upto 8th
class with 2 years experience o
endependent labour supervisor. |

PRINTING PRESS GROUP - (F)

1.	2.	3.	4.
1. Asstt. Foreman	425-15-500-EB- 15-560-20-780		Matric with Diploma in Printing Technology with atleast 3 yrs. experience in a reputed Printing Press preferably Govt. Press. The condition of academic qualification and Diploma will not be applicable for such of the Machine Operators who have put in more than 7 yrs. service in OTC.
2. Machine Operator	380-12-500-EB- 15-560		Middle pass wth 7 yrs. experience.
3. Proof Reader-cum-Asstt. Store Keeper	330-8-370-10- 400-EB-10-480		Matric Practical experience of at least 6 months as proof reader in English and Hindi and one year as copy holder in English and Hindi. Working knowledge of typography (Composing) essential.
4. Asstt. Machine Operator	260-6-290-EB- 6-326-8-366- EB-8-390-10- 400.		Should have passed middle School examination and should have atleast 3 yrs. experience of similar job in Printing press of repute.
5. Compositor	260-6-290-EB- 6-326-8-366-EB- 8-390-10-400		Matric with 3 years experience or I.T.I. with 2 years experience.
6. Binder	260-6-290-EB- 6-326-8-366-EB- 8-390-10-400.		Should have passed middle school examination. And should have atleast 3 years experience of similar job in a printing press of repute.
7. Counter	260-6-290-EB- 6-326-8-366- EB-8-390-10-400.		Middle pass with 3 years experience.
8. Packer	200-3-212-4-232- EB-4-240.		Should have passed middle school examination. And should have atleast 3 years experience of similar job in printing press of repute.
9. Helper	200-3-212-4- 232-EB-4-240.		i) Should be able to read and write Hindi, Urdu or English. ii) Conversant with Cylinder Printing Machine and know how to feed papers.

DELHI TRANSPORT CORPORATION

STANDING ORDERS REGARDING UNIFORMS AND BADGES

UNIFORMS.

1. The members of the staff to whom uniforms will be supplied the articles of the uniform and the scale or period of supply are indicated in the attached statement.
2. The pattern or style of the uniform and the quality of the cloth etc. to be used, will be decided by the General Manager, from time to time, subject to the condition that the total expenditure will not exceed the budget provision.
3. The quantity of the cloth for each article of the uniform will be decided by the General Manager after taking into consideration the width of the cloth and any important variations in the measurements of any employees from the standard measurements.
4. Purchase of materials for the uniforms and the stitching of uniforms will be arranged by the usual method of tenders.
5. If an employee to whom uniform has been supplied is dismissed, discharged or retired, or otherwise quits the service of the Delhi Transport Undertaking or is promoted, reduced or transferred to a post in which he is not eligible to the supply of uniform, he shall either return the uniform or pay its prorated cost according to the period for which it was issued and the period of his having had it, provided that it will not be necessary to return this uniform or make any payments therefor if full one year has elapsed since the date of issue of the uniform.
6. Notwithstanding anything contained in para 5 above, the employee shall return the buttons bearing the name or any sign of this Organisation, in case of dismissal, discharge, retirement, resignation, etc. from his post in which he is not entitled to the supply of the uniform. In case of his failure to do so, he shall be liable to the payment of such penalty as the General Manager may decide in each case.

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Manager (Admin) Hqr.
Delhi Transport Corporation
(Govt of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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7. If an article of uniform is lost or made unserviceable by the employee before the expiry of the period for which it was issued, it shall be replaced and the value thereof recovered from the person concerned in cash or by monthly deductions from his pay in equal instalments not exceeding five, as may be fixed by the General Manager, in each case.
8. All procedural matters in regard to the issue of uniform shall be decided by the General Manager.
9. Badges will be issued to Chief Traffic Inspector, Traffic Inspectors, Travelling Ticket Examiners, Time Keepers, Drivers, Conductors, maintenance staff and watch and ward staff.
10. Badges will be made of metal and will indicate the number, designation of the employee and the name of the Organisation.
11. The metal to be used in the manufacture of badges and their size and shape or pattern will be such as may be decided by the General Manager from time to time.
12. Badges will not be renewable. When any badge issued to any employee has been lost or broken, it will be replaced by another and the cost will be recovered from the employee if in the opinion of the General Manager, the loss or breakage was due to negligence on the part of the employee.
13. In case of dismissal, discharge, retirement, resignation etc. from his post or when he is promoted, reduced or transferred to a post in which he is not eligible to the use of badge, the employee shall return the badge. In case of his failure to do so, he shall be liable to the payment of such penalty as the General Manager may decide in each case. (Amended vide O.O.No.13 dt.27.3.90/copy enclosed/)
14. Purchase of badges will be arranged by the usual method of tenders and any other procedural matters in this behalf or in regard to the issue of badges will be decided by the General Manager.

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Manager (Admin.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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UNIFORMS AND BADGES

15. Uniforms and badges issued to the employees shall remain the property of the D.T.U. and shall be liable to be surrendered at any time on an order passed by the General Manager at his discretion.
16. Uniforms and badges issued to the employees shall be worn by them on duty and under no circumstances when they are off duty.

BRASS BUTTONS

17. Eight brass buttons will be supplied to each member of the staff who are entitled to the supply of free uniforms including a coat, 10 buttons will, however, be supplied to the members of the checking staff who are supplied uniforms with shoulder flaps. Any button got damaged through wear and tear and rendered unserviceable will be replaced on production of old one. In case of loss of any button due to negligence of the staff, a further supply will be made on payment of the actual cost of the button.

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Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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DELHI TRANSPORT CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)
I.P. ESTATE: NEW DELHI

No: AdmI-3(12)/80

Dated: 27 11 1980

OFFICE ORDER NO.13

Sub: Standing Orders regarding Uniforms
and Badges - Amendment thereof.

It is notified for the information and necessary action by all concerned that the DTC Board vide its Resolution No.38/80, Item No.23/80, in its meeting held on 11.3.1980 has decided that Para 5 of the Standing Orders regarding uniforms and badges be and is hereby substituted as under:-

"If an employee to whom the uniform has been supplied retires, he shall be allowed to retain the same even though it has not been used for the full prescribed span of its life provided it has been retained for at least half its life before retirement. In all other cases, where an employee to whom uniform has been supplied, is dismissed, discharged or otherwise quits service or becomes ineligible for uniform due to promotion in rank, reduction in rank, appointment to another post etc., he shall be required to pay its pro-rata cost for the unexpired life of the uniform."

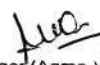
Sd/-

(B.P.GUPTA)

Administrative Officer(HQrs.)

All Officers & Sections.

copy to: 1.ALL NOTICE BOARDS.
2.ALL UNIONS OF WORKERS.
3.RESIDENTIAL AUDIT PARTY.


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



-234-

DELHI TRANSPORT CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)
I.P. ESTATE, NEW DELHI

No: AdmI-3(12)/82

Dated: 11.11.82

Sub: Depositing of Uniforms by the
Retired Employees.

It is notified for the information of
and necessary action by all concerned that
the DTC Board vide ~~the~~ Resolution No.154/82
dated 25.10.1982 has decided that the practice
of depositing uniforms by the retired employees
be discontinued immediately and no uniform be
issued to employees who are to retire within the
next three months.

Para 5 of the Standing Orders regarding
Uniforms and Badges stands amended accordingly.

Sd/-
(B.P.GUPTA)
Administrative Officer(HQ)

All Officers & Sections.
All Unions.

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Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE: NEW DELHI

No: Adm-3(12)/82

Dated: 26.11.1982

OFFICE ORDER NO. 41

Sub: Issue of Woollen Jersey to Foreman
and Turban to Sikh staff.

It is notified for the information of and necessary action by all concerned that DTC Board vide Resolution No.119/82 dated 15/16.10.1982 has approved issue of one Jersey for every alternative year and 3 Turbans (one in Winter and two in Summer every year), to Sikh Staff.

Sd/-

(B.P.GUPTA)
Administrative Officer (HQ)

All Unit Officers

Copy to: C.C.(S&P): for necessary action.

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Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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STATEMENT SHOWING THE CATEGORIES OF STAFF TO WHOM UNIFORMS
ARE SUPPLIED. THE ARTICLES OF UNIFORMS & SCALE OF SUPPLY

S. No.	Designation or Category of staff	Particulars of articles	Scale of period	Remarks
1.	Traffic Supervisor Traffic Inspector Asstt. Tr. Inspector	Bushirt (Terrycot) Pant (Terrycot) Woollen Coat Woollen Pant Cap Shoes Rain Coat with cap	2 Every alt. 2 " " 1 " " 1 " " 1 " " 1 Pair every year 1 Pair every 5 years	Summer " Winter " " " "
2.	Security Inspector Asstt. Inspector	Bushirt (Terrycot) Pant (Terrycot) Malmal Woollen Coat Woollen Pant Malmal Shoes Rain Coat with cap	2 Every alt. 2 Every alt. 10 Mtr. 1 Every alt. 1 " " 5 Mtr. Every alt. 1 Pair Every year 1 After every 5 year.	Summer " " Winter " " " "
3.	Drivers, Conductors Motor Cycle Messenger	Bushirt (Terrycot) Pant (Terrycot) Cap Woollen Pant Woollen Coat Woollen Cap Shoes	2 Every alt. 2 Every alt. 2 " " 1 Every alt. 1 Every alt. 1 " " 1 Pair Every year	Summer " " Winter " " "
4.	Security Guard, Havaladar	Bushirt (Terrycot) Pant Malmal Chappal Woollen Coat Woollen Pant Malmal Woollen socks Shoes Great Coat woollen	2 Every alt. 2 " " 10 Mtr. every summer 1 Pair every year 1 Every alt. winter 1 every alt. winter 5 mtr. every year 1 pair every year 1 pair every alt. year 1 after every 5 year	" " " " " " " " " "
5.	Peon, Attendant Store Attendant Daftri Male Sweeper	Bushirt (Terrycot) Pant (Terrycot) Gandhi Cap Musline white (for male Sweeper) Woollen Coat Woollen Pant Musline white (for male sweeper) Woollen Jersey Socks Chappal Shoes	2 Every alt. summer 2 Every alt. summer 2 Every alt. summer 10 Mtr. every summer 1 Every alt. winter 1 Every alt. winter 5 mtr. alt. winter 1 Every alt. winter 1 Pair every alt. winter 1 Pair every summer 1 Pair every alt. winter	Summer Summer Summer " Winter Winter " Winter Winter Summer Winter
5.	D.M.O.	2 Set Terrycot 2 Cap 1 set woollen serge 1 cap woollen 1 Jersey 1 Pair Socks 1 pair chappal 1 pair shoes	Every alt. summer " Every alt. winter Every alt. winter Every alt. winter Every winter Every year Every alt. year	

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7. Doctor
Compounder
Dresser
- 2 White Terrycot Apron Every alt. year.
2 Coat while drill Every year.
2 Apron Every year.
8. Lady Conductor
- Winter Uniform
One woollen coat
One sari
One Patticoat
One Blouse
Every alt. year
- Summer Uniform
Two Saries
Two Patticoats
Two Blouse
Every alt. year
One pair Belly Every year.
9. Lady Attendent/
Store Attendent
- One woollen coat
One sari
One patticoat
One Blouse.
Every alt. winter year.
Two saries
Two patticoats
Two Blouse
Every alt. summer.
1 Jersey Every alt. year
1 pair socks Every year
1 pair chappel Every year.
1 pair belly Every alt. year (winter)
- WORKSHOP STAFF.
10. Foreman
- 2 Long Coat (Drill) Khaki Every summer
1 Pair shoes Every year
1 Jersey Every alt. winter
11. Asstt. Foreman,
Chargeman.
- 2 Long Coat (Drill) Khaki Every alt. winter
1 Jersey Every alt. winter
1 pair shoes Every year.
12. Skilled, Semi-skilled & Un-skilled personnal, Off. Workshop staff including Asstt. Fitter, Fitter, Mali, Pump driver, Mason, Beldar, (Mazdoor Plumpers Mate excluding Manson Machenic operator & Packer of printing press & CED staff.
- 2 Jacket (Drill) Khaki every summer.
2 Pant " " " " " " Every alt. year
1 Jersey Every winter.
1 jacket (Drill) Khaki Every winter.
1 Pant " " " " " " Every year.
1 pair shoes

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DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE : NEW DELHI

NOTIFICATION

Dated the 7th August, 1954

No.SRD 2554 - In exercise of powers conferred by section 54 of the Delhi Road Transport Authority Act, 1950(XIII of 1950), the Central Government hereby makes the following rules namely:-

1. Short title and commencement:- (1) These rules may be called the Delhi Road Transport Authority (Contravention of Regulations) Penalty Rules, 1954.
(2) They shall come into force at once.
2. Definitions:- (1) in these rules, unless the context otherwise requires:
 - (a) the 'Act' means the Delhi Road Transport Authority Act, 1950(XIII of 1950).
 - (b) 'Regulations' means regulations framed by the Authority under Section 53.
 - (c) 'Section' means a Section of the Act.(2) All other expressions have the meanings respectively assigned to them in the Regulations.
3. Penalty- Any person who commits a breach of any of the provisions of the Delhi Road Transport Authority (Carriage of Passengers) Regulations, 1954 shall be punishable with fine which may extend to fifty rupees or in default of payment of the fine, with a simple imprisonment which may extend to fifteen days.

Sd/- B.PARTHASARATHY
Dy. Secy. to Govt. of
India.

Manager (Admn.) Hqr.
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DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE : NEW DELHI

STANDING ORDERS REGARDING SECURITIES
FROM CASHIERS, STORES KEEPERS ETC.

Under para 19(1) of the D.R.T.A. (Conditions of Appointment & Service) Regulations, 1952, the following standing orders are issued regarding the form and amount of the security and other matters relating to the same, to be furnished by the Authority's employees who are entrusted with the custody of cash tickets, passes or stores.

1. Interpretation

In these Standing Orders the term 'Authority' means the Delhi Road Transport Authority and term 'Employee' means an employee of the Authority handling cash, tickets, passes or stores.

2. Obligation to furnish Security

Every employee handling cash, tickets, passes or stores shall furnish security in accordance with the provisions of these Standing Orders.

3. Form of security.

- (a) Drivers and conductors shall furnish security in cash.
- (b) Cashiers and Assistant Cashiers shall furnish securities both in cash and in the form of fidelity bonds.
- (c) Other employees handling tickets, passes, or stores, shall furnish security in the form of fidelity bonds from Insurance Companies of reasonable financial standing in forms approved by the General Manager.
- (d) Cash securities may be furnished by an employee in either of the following two forms subject to the condition noted against each:-

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Form

Condition

i) Cash to be deposited with the Accounts Department of the Authority.

No interest will be paid by the Authority on the cash deposit.

ii) Post Office Savings Bank Pass Books.

The employee shall pledge the savings Bank Accounts in the name of the General Manager and deliver the pass book to him. The deposit in the Post Office Saving Bank will be made in accordance with the Post Office Saving Bank Rules governing security accounts.

The Post Office Saving Bank Pass Books should be kept under lock & key in Administration Deptt. of the Authority and should be sent to the Post Office as soon as possible after the 15th June, of each year so that necessary entries on account of interest may be made in them.

4. Amount of Security

- a) A driver shall furnish a cash security of Rs.60/-
- b) A conductor shall furnish a cash security of Rs.150/-
- c) A cashier shall furnish a cash security of Rs.2000/- and fidelity bond for Rs.10,000/-. The premium on the fidelity bond will be paid by the Authority.
- d) An assistant Cashier shall furnish a Cash Security of Rs.1,000/- and fidelity bond for Rs.10,000/-. The premium on the fidelity bond will be paid by the Authority.
- e) A Stores-Keeper shall furnish a fidelity bond for Rs.5,000/- Assistant Stores Keeper for Rs.2000/-, Assistant Incharge of Tickets Sections for Rs.5,000/- and other clerks and staff dealing with tickets or

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passes or stores for Rs.1,000/- each. Premium on the fidelity bonds be paid by the Authority.

5. Security Bond.

Every employee who has furnished a security shall execute a security bond setting forth the conditions under which the Authority will hold the security and may ultimately refund or appropriate it. In the case of cashiers and Asstt. Cashiers, two separate bonds will be executed - one in respect of the cash security and other in respect of the fidelity bond. The bonds will be in the forms laid down by the General Manager, in consultation with the Legal Advisor of the Authority.

6. Period of Security.

The security deposit furnished by an employee in cash or in the form of Post Office Savings Bank accounts will be refunded only when all the sections of the Authority have furnished a 'No Demand Certificate' in respect of the employee when he ceases to be in the service of the Authority or ceases to perform the duties of the post in respect of which the deposit was made. The fidelity bond will be retained permanently or until it is certain that there is no further necessity for keeping.

7. Exemption.

The cash security mentioned in para 4(c) and (d) above, will not apply to the staff in the service of the Authority on 1.3.1954 unless otherwise decided by the General Manager in consultation with the Chief Accounts Officer.

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DELHI ROAD TRANSPORT AUTHORITY
SCINDIA HOUSE: NEW DELHI

STANDING ORDERS REGARDING APPEALS

1. The disciplinary action referred to in regulation 15(2)(a) of the DRT (Conditions of Appointment & Service) Regulations, 1952 shall be taken by the General Manager in all cases. If an appeal is made against his orders this shall be considered and decided by a sub-committee consisting of the following members of the Delhi Road Transport Authority:

- i) Shri Raghvendra Singh or any other non-official member who may be specified by the Authority from time to time.
- ii) The representative of the Ministry of Transport, on the Authority.
- iii) The representative of the Ministry of Finance, on the Authority.

In case of any difference of opinion amongst the member of the sub-committee the majority view shall prevail.

2. Any appeal shall be preferred within one month from the date on which the appellant was informed of the order appealed against. No appeals received after the expiry of this period shall be considered except in cases where the General Manager is satisfied that the appellant could not submit an appeal within the specified period due to circumstances beyond his control.

3. Every person preferring an appeal shall do so separately and in his own name.

4. Every appeal shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language, and shall be complete in itself.

5. Every appeal shall be addressed to the Chairman of the Delhi Road Transport Authority and sent to the Authority's Head Office.

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Member (Admin) H.O.
Delhi Road Transport Authority
D-10, Connaught Place
New Delhi - 110008
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6. All appeals received shall be put up by the General Manager before the Delhi Road Transport Authority's sub-committee mentioned in para 1 above with his comments.

7. The appellate sub-committee shall consider:-

- a) Whether the facts on which the order of punishment or penalty was based have been established.
- b) Whether the facts established afford sufficient ground for taking action, and
- c) Whether the penalty is excessive, adequate or inadequate and after such consideration any
 - i) confirm, modify or reverse the order, or
 - ii) direct that a further inquiry be held in the case, or
 - iii) reduce or enhance the penalty imposed by the order, or,
 - iv) make such other order in the case as it may deem fit.

8. The decision of the appellate sub-committee shall be reported to the Delhi Road Transport Authority for confirmation and it shall be subject to such order as may be passed by the Authority.

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DELHI TRANSPORT CORPORATION
I.P. ESTATE: NEW DELHI

No: AdmI-3(8)/72

Dated: 7.12.72

OFFICE ORDER NO. 69

It is notified for the information and guidance of all concerned that the Delhi Transport Corporation in its meeting held on 18.3.72 has decided that appeals preferred by the employees/officers of the Corporation against the orders of punishment or penalty passed by the General Manager will be considered and decided by the Chairman of the Delhi Transport Corporation subject to observing the following procedure:-

- 1) All appeals, shall be preferred to the Chairman, JTC within 30 days from the date on which the Appellant has received the order, imposing the punishment/penalty or from the date on which the order was noted by him, whichever is earlier.

Provided that the Chairman, JTC may entertain the Appeal after the expiry of the said period of 30 days if he is satisfied that the Appellant was prevented by sufficient cause for making the appeal in time.

- 2) Every officer/employee preferring an appeal, shall do so separately and in his own name.
- 3) Every appeal shall contain all material statements and arguments relied upon by the appellant and shall not contain any disrespectful or improper language and should be complete in itself. Use of improper or disrespectful language would render the appeal to be dismissed straightway. The decision of the Chairman shall be final in this behalf.
- 4) Every appeal shall be addressed to the Chairman, JTC and sent to the General Manager, JTC, I.P. Estate, New Delhi who will place the same before the Chairman, JTC with his comments.

5) The Chairman shall consider:-

- a) Whether the facts on which the order of punishment or penalty was based stood established;
- b) Whether the facts established afford sufficient ground for taking action; and
- c) Whether the penalty is excessive, adequate or inadequate and after such consideration shall:
 - i) confirm, modify or reverse the order appealed against; or
 - ii) Direct a further enquiry to be held in the case; or
 - iii) reduce or enhance the punishment/penalty imposed by the order appealed against; or
 - iv) make such other order as may be deemed fit

Section 15(3) of DRTA (Conditions of Appointment & Service) Regulations and DRTA Standing Orders regarding Appeals will stand amended accordingly.

Sd/-

(R.P.VAISH)
General Manager

All Officers & Sections.

cc: as usual

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STANDING ORDERS GOVERNING THE GRANT
OF ADVANCES OF PAY TO THE EMPLOYEES

1. Subject to the provisions of para 4 below, the advance of Rs.200/- or one month's basic pay (as defined under FR 9(21)(a)(i) whichever is less will be admissible once in a calendar year to those employees whose basic pay does not exceed Rs.600/- in the revised scale. The advance will be given on the eve of important festivals as may be desired by the employee concerned.
2. The advance must be drawn before the festival concerned. It is admissible only to those on duty or on leave on average pay or earned leave on full pay at the time the advance is drawn.
3. The amount of advance will be recovered in ten equal monthly instalments, the first recovery commencing with the next pay bill.
4. The advances mentioned above will be admissible to only those employees who have got their security deposits or provident fund accounts in this Organisation. The advances will also be admissible to each temporary employee as can produce sureties from other employees who have security deposits or provident fund accounts sufficient to cover the advances.
5. The General Manager may grant advances of pay to employees in genuine cases of very serious sickness of the employee concerned or very serious sickness or demise of any member of his family. Family will consist of the wife or wives and children in the case of a male employee and the husband and children in the case of a female employee. The amount of the advance will be restricted to the amount of pay already earned by the employee concerned upto the date of advance.

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I.P. Estate, New Delhi

DELHI TRANSPORT UNDERTAKING
(OF THE MUNICIPAL CORPORATION OF DELHI)

No:AdmI-3(31)/61

Dated: 12.9.61

Executive Instructions governing the allotment
of residential accommodation to the employees
of the Delhi Transport Undertaking (Buses Division)

1. These instructions apply to the allotment of residence: specified in the schedule hereto the persons in the employment of the Buses Division of the Delhi Transport Undertaking.
2. The General Manager(Transport) may from time to time add any of the schedule or change the classification of any residence and category of employees entitled to residence specified in the schedule.
3. These instructions will come into force immediately.
4. In these orders, unless there is any thing repugnant in the subject or context.
 - (a) "Allotment Board" means a Board of Officers of the Undertaking appointed from time to time by the General Manager(Transport) to discharge the functions as enjoined in these instructions. The Board will consist of three officers of whom one will be designated, the Convenor, two persons present will function as the Executive of the Allotment Board and may be delegated from time to time such powers of the Board as the Board considers necessary for the smooth and efficient disposal of business.
 - (b) "Family" includes only the wife or husband, child, step-children, parents, minor brothers and sister: ordinarily residing with and wholly dependent on employee. The term "Children" includes major sons, married daughters, widowed daughters residing with and wholly dependent on the parents.
 - (c) "Subletting" includes sharing of accommodation by an allottee with or without payment of rent but does not include a casual guest.

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- (d) "Essential Staff" means the officers and supervisory personnel of Traffic and Engineering (Workshop) Departments operational crew and workshop staff and such other officers and staff as may from time to time be included in this category by the General Manager (Transport).
- (e) Fundamental Rules stand for the Posts & Tele. Compilation of the Fundamental Rules made by the Secretary of State in Council under Section 263 of the Government of India Act, including orders, etc., issued by the Secretary of State, Government of India, Auditor-General, etc. and the Supplementary Rules made by the Governor General in Council including orders, etc., issued by the Government of India, Auditor-General etc. (Vols. I & II) as originally framed and subsequently amended from time to time.
- (f) "Disciplinary action" means the action as referred to and laid down in the Service Regulations applicable to the employees of the Delhi Transport Undertaking.
5. Save as otherwise provided by or under these instructions, the classes of residence to be allotted to the employees shall be as shown in the following table:

<u>CLASS OF RESIDENCE</u>	<u>CATEGORIES OF EMPLOYEES ENTITLED TO RESIDENCE</u>
A	All Officers.
B	Class III employees
C	Class IV employees

6. The Allotment Board shall, from time to time, specify the number of residences that shall be allottable to different categories of employees within each class. To illustrate, if the number of residences available for allotment is 100, the Board may stipulate that 20 shall be allotted to drivers, 30 to Jr. Clerks, 20 to Sr. Clerks and so on. The decision in regard to distribution of available number of residences amongst various classes shall be final and shall only be reviewed if the General Manager so desires.

7. Allotment of residences shall be made to the essential staff out of the number fixed for each category on the basis of seniority. In the case of employees entitled to B&C class accommodation, the seniority will be determined amongst the employees who may apply for the same in response to a general notice issued and displayed on the Notice Boards of various Units. A waiting list of the employees, if any, who might have submitted applications in response to such notices and who could not be allotted accommodation will be kept and any residences that might become vacant or available for allotment in the appropriate class subsequently shall be allotted to them senioritywise provided that no waiting list shall be valid for this purpose after the expiry of six months, from the last date prescribed for the receipt of applications by the office. Fresh applications shall be invited for allotment of residences that might become vacant or otherwise available, after the expiry of this period, and seniority determined. Until such time as a sufficient number of quarters become available to meet the requirements of all the needy staff and until the General Manager declares the arrival of such a time, this shall be the basis of allotment. The criterion of seniority for this purpose shall be the date of appointment or the date of promotion to the post. If the date happens to be the same in the case of more than one employee, their relative seniority shall be determined and notified by the appointing authority, in accordance with the provisions in the service regulations. In the case of residences intended for allotment to officers, or those earmarked for allotment to staff on considerations of hardship being suffered by them for want of accommodation etc., the General Manager may adopt any other

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basis for allotment keeping in view the essential nature of the services and the requirement of the organisation or on humanitarian or compassionate grounds.

8. Normally, residences of the class to which employees are entitled to under these instructions shall be allotted to them. Residences of higher class shall not be allotted except under special circumstances and except with the express sanction of the General Manager. Such allotments shall be subject to such additional conditions (besides those laid down in these instructions) that the General Manager may stipulate including recovery of standard rent as defined in the Fundamental Rules. Employees may, however, be allotted residences of a class which may be a step below the class to which they are entitled to, under these instructions, provided residences in the class appropriate to them are not available and also provided the Allotment Board considers that the employees must be allotted such quarters owing to exigencies of service or in the interest of the organisation or both. Allotment of residences of such lower class may also be made by the allotment Board if the employees themselves make a request to that effect and the Board is in a position, all things considered, to comply with their request.

9. Any employee/officer who owns a house within a radius of 6 miles of Delhi in his name or in the name of his wife or children, will not be entitled to the allotment of residence unless he proves to the satisfaction of the Allotment Board that such house was given on lease before being posted in the employment of the Delhi Transport Undertaking and that he is unable for reasons beyond his control to obtain vacant possession of the house or such house had been requisitioned or taken on lease by the Government.

10. All appeals arising out of orders of the Allotment Board shall lie to the General Manager whose decision shall be final and binding on all concerned.
11. Within seven days of receipt of intimation of allotment of residence by him, the employee shall:
 - a) Either confirm acceptance of allotment of residence.
 - b) Intimate in writing his inability to accept the allotment stating the reason therefor.

If the employee accepts the allotment, he will be treated to have occupied the residence from the date of such acceptance or from the date on which the residence was ready for his occupation, whichever is later, provided the Allotment Board may consider in exceptional circumstances, any other date as the date of occupation of the residence. Recovery of rent and other charges from him shall be made as from the date thus determined. If, however, the employee fails to intimate his acceptance of the allotment within the stipulated period, the Allotment Board shall assume that he has declined the offer and shall take steps to allot the residence to the next eligible employee.

12. Employees who fail to accept the residence allotted to them or who fail to intimate in writing their inability to occupy the same within the stipulated period, shall not be entitled to another allotment under these orders at least for one year from the date of refusal or assumption of refusal of the offer, as the case may be. But an allottee can surrender the residence at any time after retaining it for a minimum period of 6 months from the date of its allotment to him by giving 10 days notice as per clause 18. If he surrenders the same before the expiry of 6 months from the date of allotment, he shall forfeit house rent allowance for the period in and between the last date of allotment i.e. completing of six months and the date of cancellation or vacation. Since house rent allowance is payable to the

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- employees of the undertaking at the same rates and subject to the same conditions as applicable from time to time to the Central Govt. servants stationed at Delhi, the payment of house rent allowance to the employees who fail to accept the allotment or occupy the residence or who surrender it shall be regulated under the same rules as applicable to the Central Govt. servants.
13. The allotment shall be effective from the date as laid down in clause 10 of these instructions and shall continue until :
- (a) It is cancelled by the Allotment Board or is deemed to have been cancelled under these instructions; or
 - (b) It is surrendered by the employee concerned ; or
 - (c) The employee concerned ceases to occupy the residence.
14. (1) An employee to whom a residence of the appropriate class has been allotted of allotment within the same class.
- (2) The Allotment Board shall in respect of each class of residence maintain a list of employees who have applied for such change, arranging them in order.
- (3) Whenever a residence falls vacant, it shall be offered in order of priority to the employees in the list pertaining the class of residence mentioned under sub-clause (2) of this clause.
- (4) If an employee fails to accept a change of residence offered to him under sub-clause (3) of this clause within seven days of the date of such offer, he shall not be eligible for a change of allotment under this clause for a period of one year from the said date.
15. In the following cases, the allotment of residence may be continued in the name of the employee concerned for a period of one month or for a period of leave on full pay whichever is more subject to a maximum of 4 months.

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If however, the residence is vacated earlier, the allotment should be deemed to have been cancelled with effect from that date ;

- (a) Leave preparatory to retirement.
- (b) Retirement without leave.
- (c) Resignation.
- (d) Leave availed of after the date of retirement.
- (e) Case of discharge or removal or dismissal from service.

Employees who might to be in occupation of residence already allotted and who might be promoted, demoted, redesignated or reverted to any other post involving the change of class of accommodation may be allowed at the discretion of Allotment Board to retain the accommodation appropriate to their class, subject to such accommodation being vacant and for this purpose, the provisions of clause 8 of these instructions shall not constitute a bar.

This provision shall not however effect, in any way, the liability of the allottee for the payment of house rent besides other charges, as laid down in clause 22 of these instructions. Such liability shall still exist.

- (h) In cases an employee, who has been allotted a residence dies, the allotment shall be allotted to continue in his name for a period of not more than 4 months from the date of his demise, provided the residence is required for the bonafide use of and is in occupation of the members of the family of the deceased.

16. (1) After the cancellation of allotment and expiry of the grace period, if any, penal rent shall be charged from the unauthorised occupants at the rate of:-
- (i) Full standard rent under F.R.45-B ; or
 - (ii) Twice the full standard rent under F.R.45-A; or
 - (iii) Twice the pooled standard rent under F.R.45-A if the rent has been pooled; or

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- (iv) 15% of the monthly rate of total emoluments last admissible to the allottee concerned ; whichever is the highest.
- (2) During the grace period, rent shall be charged at the same concessional rate plus monthly rate of the house rent allowance as was being paid to the allottee concerned before his death, retirement, resignation, discharge, removal or dismissal, as the case may be.
- (3) Eviction proceedings shall be taken against the ex-allottee concerned immediately on the expiry of the grace period.
- (4) The unwilling ex-allottees will be evicted forcibly.
17. Employees to whom residences have been allotted may, with the previous approval of the Allotment Board mutually exchange residences within the same class.
18. An employee may at any time surrender the allotment made to him under these instructions and if he does so :
- (a) he will not retain any right on the particular residence allotted to him.
- (b) He will be entitled on a fresh application made in this behalf to another allotment not earlier than one year from the date of vacation of that residence after his surrender.
19. An employee to whom a residence has been allotted shall, before, vacating the residence, give not less than 10 day's notice in writing to the Allotment Board. If he does not do so, he shall be responsible for payment of rent for that period or the number of days by which the notice given by him falls short of 10 days from the date of vacation.
20. No employee shall sublet a residence allotted to him or any portion thereof except with permission of Allotment Board.

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21. (1) Sharing of accommodation allotted to one employee with another employee of the Undertaking or with close relations may be permitted by the Allotment Board at its sole discretion subject to the following conditions:-
- (i) That no profiteering is involved in the sharing
 - (ii) That the allottee also continuously lives there
 - (iii) That at the time of vacation, full vacant possession of the premises including the portion occupied by the sharer is handed over to the Officer O/C C. In case the allottee fails to hand over vacant possession of full quarter, he shall continue to be responsible for rent and/or damages as may be assessed from the date of the cancellation of allotment till the date of vacation of entire portion.
 - (iv) Sharing permission, if any, accorded previously may be treated as having been withdrawn.
 - (v) That there is no other sharer with him.
 - (vi) That the allottee should send an intimation to the Allotment Board as soon as the quarter is vacated by his/her sharer.
 - (vii) That the unwilling sharers will be evicted forthwith.
- (2) In all such cases the rent and other charges for the residence shall be recovered as per corresponding rules of the Central Government. If an employee is found sub-letting the accommodation without the express written permission of the Allotment Board, he shall be asked to vacate the same forthwith and the Allotment Board may also at its discretion, take any or all of the following actions against him.
- (a) Debar him from any allotment under these instructions for any period that he may consider necessary and reasonable;

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- (b) cancel the allotment and allot the residence to any other employee in accordance with these instructions;
- (c) take disciplinary action against him;
- (d) award any other punishment that may be considered necessary.

22. The employees, who have been allotted residence, shall be charged rent at the rates laid down by the Central Government from time to time. The amount due from the employee on this account shall be recovered from their pay each month, and should no amount as pay be due to an employee during any period, in the manner to be decided by the Allotment Board. In the case of the residence built by this Undertaking, the standard rent for this purpose shall be determined in accordance with F.R. 45-A and F.R. 45-B by the Head of the Civil Engineering Deptt. or any other officer nominated by the General Manager (Transport), verified by the Head of the Accounts Deptt. and approved by the General Manager (Transport).

23. In addition to rent as laid down in clause 22 of these instructions, water and electric charges either at actual or if this not possible proportionately as may be decided by the General Manager (Transport) shall be recovered from the employees, who have been allotted residences, in the same manner as prescribed in Clause 22.

24. The liability for payment of rent and water and electric charges by an employee who has been allotted residence under these instructions shall commence from the date of acceptance of allotment or from the date the residence has been made vacant for his occupation, whichever is later, and shall be borne by him as long as he is in actual occupation of the residence or deemed to have occupied the same in terms of the instructions.

contd.....

- (b) cancel the allotment and allot the residence to any other employee in accordance with these instructions;
 - (c) take disciplinary action against him;
 - (d) award any other punishment that may be considered necessary.
22. The employees, who have been allotted residence, shall be charged rent at the rates laid down by the Central Government from time to time. The amount due from the employee on this account shall be recovered from their pay each month, and should no amount as pay be due to an employee during any period, in the manner to be decided by the Allotment Board. In the case of the residence built by this Undertaking, the standard rent for this purpose shall be determined in accordance with F.R. 45-A and F.R. 45-B by the Head of the Civil Engineering Deptt. or any other officer nominated by the General Manager (Transport), verified by the Head of the Accounts Deptt. and approved by the General Manager (Transport).
23. In addition to rent as laid down in clause 22 of these instructions, water and electric charges either at actual or if this not possible proportionately as may be decided by the General Manager (Transport) shall be recovered from the employees, who have been allotted residences, in the same manner as prescribed in Clause 22.
24. The liability for payment of rent and water and electric charges by an employee who has been allotted residence under these instructions shall commence from the date of acceptance of allotment or from the date the residence has been made vacant for his occupation, whichever is later, and shall be borne by him as long as he is in actual occupation of the residence or deemed to have occupied the same in terms of the instructions.

contd.....

25. Employees, who have been allotted residences under instructions shall be required to work in shifts fixed or varying; early morning or late night duties-as may be decided by the officer under whom they are detailed to work from time to time in the interest of the Undertaking. This shall, in fact, constitute an essential condition of allotment of residence and shall be treated as having been accepted by the employees, while accepting the allotment itself.
26. The employees to whom a residence has been allotted shall be personally responsible for the rent thereof and for any damages beyond fair wear and tear, caused thereto or to the services provided therein during the period for which the residence has been and remains allotted to him.
27. The employee to whom a residence has been allotted shall be required when he enters into occupation of and when he vacates the residence to sign an inventory of the fittings.
28. ~~(*)~~ The employee to whom a residence has been allotted s
(a) maintain the residence and premises in a clean condition to the satisfaction of the Allotment Board and the Medical Officer, Incharge of the Undertaking;
(b) not-permit trees or hedges in the premises to be out-down or lopped save with the consent of the allotment Board.
29. (1) If the employee to whom a residence has been allotted commits any breach of those instructions or uses the residence or premises or permit the same to be used for any purpose which the Allotment Board considers to be improper or if it is found that the employee has knowingly furnished incorrect information in any application or written statement with a view to an allotment, the Allotment Board, may without prejudice to any other disciplinary action that may be taken against him.

contd.....


[Signature]
Manager (Admn.) Har
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
1 P Estate, New Delhi - 110002
[Signature]

- (a) Require him to vacate the residence and may allot it to another employee, but the employee so required to vacate the residence shall continue to be personally responsible for the rent thereof as provided in clauses 21 and 22 of these orders, save in respect of any period for which it is allotted to another employee and
- (b) Declare him to be ineligible for allotment of residence during a period to be specified by him, but in no case the period shall exceed one year.
- (2) For the purpose of this clause 'improper use' shall include.
- (a) erecting unauthorised structure in any part of the residence.
- (b) using the residence or a portion thereof for purposes other than those for which they are meant;
- (c) unauthorised extension from Electric and Water connections or tampering therewith, and
- (d) causing annoyance of trouble or harassment to other allottees of nearby residences occupied, by other employees, subject to sufficient proof thereof being in possession of the Allotment Board.
- (e) charging of excessive rent from the co-sharer.
30. Where the allotment is cancelled for conduct prejudicial to the maintenance of harmonious relations with the neighbours the employee may be allotted another residence in the same class at any other place.
31. The Allotment Board may allow the use of any residential accommodation which is lying for the time being vacant to any employee of the Undertaking for a period not exceeding 10 days in connection with marriage and other ceremonies. The rent will be charged for this purpose under F.R.45-B plus 50% thereof.

contd.....

32. If any question arises as to the interpretation of these instructions, the decision of the General Manager shall be final and binding on all concerned.
33. The General Manager may delegate any of the powers and functions conferred upon him by these orders to any officer under his control subject to such conditions as he may deem fit to impose.
34. The Central Government rules relating to allotment, eviction, recovery of rent, etc. etc. shall apply in all cases where these instructions are silent.
35. The standing orders regarding allotment, of residential accommodation to the employees of the Delhi Road Transport Authority (Buses Division) as circulated vide office Order No.155 dated 17th November, 1958 shall cease to have effect.

Sd/-


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

P.K.J. MENON
GENERAL MANAGER (TRANSPORT)

Schedule to Executive Instructions regarding allotment of residential accommodation to the employees of Delhi Transport Undertaking (Buses Division).

"A" CLASS RESIDENCES.

- (1) 2 Flats built above the Corporation Road Depot of the Delhi Transport Undertaking each consisting of the following accommodation:-
1 living room, 2 bed rooms, kitchen with store, bath, W.C. and Verandah.
For eligibility to these flats for allotment, the officers should be employed in the pay range as laid down by the Central Government for the plinth area of the same.
- (2) 2 Flats built above the Vinay Nagar Depot of the Delhi Transport Undertaking each consisting of the following accommodation:-
Living and dining room combined, 2 bed rooms, kitchen pantry (Store) bath and W.C. and Verandah.
For eligibility to these flats for allotment, the officers should be employed in the range as laid down by the Central Government for the plinth area of the same.
- (3) 2 Flats built above the Indraprastha Depot of the Delhi Transport Undertaking each consisting of the following accommodation:-
3 rooms, kitchen with store, bath, water connection, verandah and Terrace.
For eligibility to these flats for allotment, the officers should be employed in the pay range as laid down by the Central Government for the plinth area of the same.

"B" CLASS RESIDENCES.

140 quarters in Shadipur Colony on Shadipur Road, * each consisting of the following accommodation:-

2 rooms, kitchen, bath W.C. and Verandah.

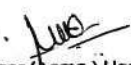
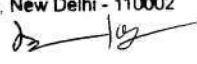
All Class III employees of the Delhi Transport Undertaking (Buses Division) shall be eligible for allotment of these quarters, subject to the provisions of the executive instructions on the subject.

"C" CLASS RESIDENCES:-

40 quarters in Shadipur Colony on Shadipur Road, each consisting of the following accommodation:

1 room, kitchen, $\frac{1}{2}$ bath, $\frac{1}{2}$ W.C. (i.e. sharing with another allottee) and Verandah.

All Class IV employees of the Delhi Transport Undertaking (Buses Division) shall be eligible for allotment of these quarters, subject to the provisions of the Executive Instructions on the subject.


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


(TO BE PUBLISHED IN AN EXTRAORDINARY ISSUE OF THE GAZETTED
OF INDIA. PART II. SECTION 3. SUB-SECTION (ii))

MINISTRY OF SHIPPING AND TRANSPORT
(MANTRAHAN MANTRALAYA)
TRANSPORT WING
(PARIVAHAN BAHANA)

NO:15-TAG(3)/73

New Delhi, the 2nd May, 1973.

NOTIFICATION

In exercise of the powers conferred by sub-section (1) and clauses (a), (b), (c), and (i) of sub-section (2) of Section 44 of the Road Transport Corporation Act, 1950 (64 of 1950), the Central Govt. hereby makes the following rules, namely:-

1. Short title and commencement:- (1) These rules may be called the Delhi Transport Corporation (Members) Rules, 1973.
(2) They shall come into force on the date of their publication in the official Gazette.

2. Definitions:- In these rules, unless the context otherwise requires.

- (a) "Act" means the Road Transport Corporations Act, 1950 (64 of 1950);
- (b) "Chairman" means the Chairman of the Corporation;
- (c) "Corporation" means the Delhi Transport Corporation established under section 5 of the Act;
- (d) "Member" means a member of the Corporation.
- (e) "Vice-Chairman" means the Vice-Chairman of the Corporation.

3. Composition of Corporation:- The Corporation shall consist of the following members appointed by the Central Govt. namely:

- (a) a Chairman.
- (b) the General Manager of the Corporation ex-officio.
- (c) four officials, and
- (d) five persons of whom
(i) one shall be a representative of New Delhi Municipal Committee;

contd.....

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

- (ii) one shall be a representative of the Delhi Metropolitan Council elected from among the members of Council in accordance with the system of proportional representation by means of a single transferable vote, and
- (iii) One shall be a representative of the Delhi Municipal Corporation elected from among the members of the Delhi Municipal Corporation in accordance with a system of proportional representation by means of a single transferable vote.
4. Term of office:- The term of office of a member, other than the General Manager of the Corporation, shall be for a period of three years from the date of his appointment and he shall be eligible for reappointment.
5. Filling of casual vacancies:- Where a casual vacancy occurs in the Corporation, the Central Govt. may appoint a ~~person~~ person to fill the casual vacancy.
(2) The person appointed to fill the casual vacancy shall hold office only so long as the member in whose place he appointed would have held it if the vacancy had not occurred.
6. Quorum: The number of members necessary to constitute a quorum at a meeting of the Corporation shall be five including the Chairman.
7. Allowances to members:- (1) An official member shall hold office in an honorary capacity and shall be governed by the rules applicable to Central Govt. officials for purposes of T.A. & D.A. for any journey performed by him outside the Union Territory of Delhi for attending any meetings of the Corporation or of the Committee of the Corporation.
(2) A non-official member shall be entitled to a fee of thirty rupees for attending each meeting of the Corporation and to a fee of twenty rupees for attending each meeting of a committee of the Corporation appointed under section 12 of the Act.
Provided that where any such member attends on the same day a meeting of the Corporation and a meeting of the Committee of the Corporation, he shall be entitled only to a fee of thirty rupees for attending such meetings.

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

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Provided further that the aggregate amount of the fee payable to a non-official member during any month shall not exceed two hundred rupees.

- (3) If a non-official member performs any journey to a place outside the Union Territory of Delhi for attending any of the meetings of the Corporation or of the Committees of the Corporation, he shall be entitled to draw travelling and daily allowances at the scale and on the conditions admissible to a Central Government officer of the first grade.
- (4) A bill for travelling allowance or daily allowance or both shall be countersigned by the member himself before such bill is submitted for audit and payment.

8. Travel by air: The Chairman, at his discretion, and the Vice-Chairman and other members, with the previous permission of the Chairman, may travel by air in the discharge of their duties under the Act.

9. Remuneration of persons associated with the Corporation:

- (1) A person associated with the Corporation under Section 10 of the Act (hereinafter in this rule referred to as "the associated person") may either work in an honorary capacity or be paid such remuneration, not exceeding one thousand rupee per mensem, or fifty rupees per diem, as the Corporation may, with the approval of the Central Government, determine.

(2) The associated person.

- (a) if he is in the service of the Central Govt. or of any Corporation established by law he shall be entitled to draw such travelling and daily allowances as may be admissible to him under the rules governing him as a servant of that Govt. or such Corporation.

Provided that the associated person shall not be entitled to draw travelling allowance or daily allowance if for the same journey or halt he has drawn travelling or daily allowances in any capacity from the Govt. Treasury or, as the case may be, from the funds of such Corporation; or


(b) If he is not in service as referred to in clause (a), he shall be entitled to draw such travelling and daily allowances as an administrative non-official member under sub-rule (3) of rule 7.

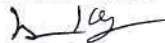
Sd/-

(N.R.REDDY)
Joint Secy.to the Govt.of India

To,

The Manager,
Govt.of India Press,
Ring Road, New Delhi.


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



MINISTRY OF SHIPPING AND TRANSPORT
(TRANSPORT WING)

-266-

New Delhi, the 6th January, 1973

S.O. 168 - In exercise of the powers conferred by Clause (f) of sub-section (2) of section 44 of the Road Transport Corporations Act, 1950 (64 of 1950), the Central Government hereby makes the following rules, namely:-

1 Short Title:

- (1) These rules may be called the Delhi Transport Corporation (Advisory Council) Rules, 1973.
- (2) They shall come into force on the date of their publication in the official Gazette.

2 Definitions: In these rules, unless the context otherwise requires,

- (a) 'Act' means the Road Transport Corporations Act, 1950 (64 of 1950);
- (b) 'Chairman' means the Chairman of the Council;
- (c) 'Corporation' means the Delhi Transport Corporation.
- (d) 'Council' means the Advisory Council constituted under section 17 of the Act;
- (e) 'Junior Vice Chairman' means the Junior Vice Chairman of the Council;
- (f) 'Secretary' means the Secretary of the Council;
- (g) 'Vice Chairman' means the Vice Chairman of the Council.

3 Constitution of the Council:

The Council shall consist of the following members, namely:

- (a) The Chairman of the Corporation, who shall be ex-officio Chairman of the Council.
- (b) Vice-Chairman of the Corporation who shall be ex-officio Vice Chairman of the Council.
- (c) General Manager of the Corporation, who shall be ex-officio Junior Vice Chairman of the Council.
- (d) Head of the Traffic Department of the Corporation.
- (e) Head of the Mechanical Engineering Department of the Corporation.
- (f) One representative of the Delhi Metropolitan Council.
- (g) One representative of the Delhi Municipal Corporation.
- (h) Two Members of Parliament.
- (i) Two representatives of the Delhi Transport Corporation Workers.

contd..

- (j) One student representative of the Jamia Milla Islamia, Delhi.
- (k) Two representatives of boys students of Delhi University.
- (l) One representative of the girl students of the University to be nominated by the Vice Chancellor of that University.
- (m) One representative of Central Government employees.
- (n) Two representatives of labour.
- (o) Chief Welfare Officer, Department of Personnel, Cabinet Secretariat, Government of India.
- (p) One representative of the Delhi Cantonment Board.
- (q) One representative of the Delhi Police.
- (r) One representative of the Delhi Public Works Department.
- (s) One representative of the Delhi Development Authority.
- (t) One representative of the Directorate of Transport, Delhi.
- (u) One representative of the New Delhi Municipal Committee.
- (v) Four persons to be nominated by the Central Govt. to represent users or any other interests considered necessary.
- (w) Dean of Students Welfare, University of Delhi.

2. The Chairman, the Vice Chairman, Junior Vice Chairman and other member of the Council shall be appointed by the Central Government.

4. Secretary of the Council:

The Corporation shall appoint a Secretary who shall under the control and direction of the Council, exercise such powers and perform such duties as may be delegated to him by the Council or the Chairman.

5. Disqualifications for being chosen as, or for being a member of the Council:

- (a) if he is of unsound mind and stands so declared by a competent Court; or

Two
Manager (Admin) and
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
P. Estate, New Delhi - 110002
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- (b) if he has been adjudged an insolvent; or
- (c) if he has been convicted of an offence involving moral turpitude; or
- (d) if he has directly or indirectly, any interest in any subsisting contract made with, or in any work being done for, the Corporation (except as a shareholder not being a director) in an incorporated company, provided that where he is a shareholder he shall disclose to the Central Govt. the nature and extent of shares held by him in such company; or
- (e) if he has any financial interest in any other road transport undertaking or corporn.

6. The members of the Council shall serve in any honorary capacity.

7. Term of Office: Subject to the provisions of rule 22 a member of the Council, shall hold office for a period of two years from the date of the notification appointing him a member of the Council and shall be eligible for re-appointment, provided that the Central Government, by order, terminate the membership of any member during the said term of two years and any out-going member shall continue in office until the notification of the appointment of his successor.

8. Resignation of office by the Chairman, the Vice-chairman the Junior Vice Chairman or by a member.

(1) The Chairman, the Vice-Chairman, the Junior Vice Chairman or a member of the Council may resign his office by giving notice in writing to the Central Govt.

(2) The office of a member of the Council shall fall vacant from the date on which his resignation is accepted or on the expiry of thirty days from the date of receipt of resignation by the Central Govt. whichever is earlier.

9. Temporary vacancies: A casual vacancy in the Council shall be filled by a fresh appointment made by the Central Govt. provided that a member so appointed shall hold office for the period for which the member whose place he fills would have held office if the vacancy had not occurred.

contd..

10. Vacancies amongst members not to invalidate acts or proceedings of the Council.

No act or proceeding of the Council shall be invalid by reason only if the existence of any vacancy amongst its member

11. Functions of the Council :

The functions of the Council shall be to advise the Corporation on all or any of the following matters:

- (i) questions relating to routes on which the services will be operated;
- (ii) question relating to frequencies of service;
- (iii) time tables;
- (iv) amenities for the passengers;
- (v) the erection of stands, sheds for passengers and goods and the setting up of depots, sub-depots and bus stations;
- (vi) the purchase or acquisition of sites and lands suitable for any of the purposes specified in clause (v);
- (vii) any other matter relating to the services operated by the Corporation, which the Corporation may place before the Council.

12. Procedure for the conduct of the meeting of the Council.

- (1) The Council shall meet at least once in two months and save as aforesaid the Council shall meet at such times and at such places as the Chairman may fix.
- (2) The Chairman may, in consultation with the members of the Council, decide on any specified dates for the meetings of the Council.
- (3) The Secretary shall send intimation of the date time and place of the meetings to all the members of the Council at least three days before the date fixed for the meeting: provided that it shall not be necessary to send intimation for meetings in respect of which specified dates have been fixed.

13. Special meeting:

- (1) The Chairman shall, on the written requisition of not less than seven members, call a special meeting of the Council provided however that there shall not be more than three such special meetings in any year.

[Signature]
Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110 002
[Signature]

(2) The written requisition for a special meeting shall be accompanied by a list of the subjects which are proposed to be discussed at the meeting with notes on each subject.

(3) The Secretary shall send intimation of a special meeting to the members at least three days before the date fixed for the meeting together with a copy of the agenda and of the notes.

14. Agenda.

A copy of the agenda with the notes, if any, shall ordinarily be circulated by the Secretary to the members along with notice of the meeting.

15. Special subjects:

Notwithstanding anything contained in rule 12, the Chairman may himself place or allow any member to place for the consideration of the Council any matter not included in the agenda on which advice or recommendations of the Council are urgently required and the Council shall consider the matter at such meeting.

16. Notice of the proposition.

Any member who desires to move any proposition at any ordinary meeting shall send notice of such proposition together with a brief note, setting out the reason in support of the proposition to the Secretary at least 15 days in advance of the date fixed for the meeting. A copy of such notice with the note shall ordinarily be circulated to the members as soon as possible after the receipt thereof.

17. Chairman to preside.

Every meeting of the Council shall be presided over by the Chairman and in his absence by the Vice Chairman and in the absence of both the Chairman and Vice Chairman, by the Junior Vice-Chairman. In the absence of the Chairman, the Vice-Chairman and the Junior Vice-Chairman such one of the members present and chosen by them from amongst themselves shall be the Chairman for that meeting.

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18. Quorum

Ten members including the Chairman shall form a quorum.

19. Adjourned Meeting for want of Quorum.

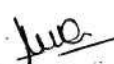
- (1) If, within half an hour from the time appointed for the meeting, the quorum is not present, the meeting shall be adjourned, to a date to be fixed by the Chairman.
- (2) If at the adjourned meeting, the quorum is not present within half an hour from the time appointed for that meeting, the members present shall proceed to transact the business before the Council notwithstanding the absence of the quorum.

20. Questions to be decided by majority.

- (1) All questions coming before a meeting shall be decided by the majority of the votes of the members present and voting.
- (2) In the case of an equality of votes, the Chairman shall have a second or casting vote.
- (3) The Secretary shall have the right of taking part in the discussions of the Council but shall not have the right to vote at any meeting.

21. Minutes.

- (1) The minutes of the proceedings of every meeting shall be drawn by the Secretary and circulated to the members of the Council as early as possible and thereafter recorded in a minute book which shall be kept for permanent record.
- (2) The minutes of the proceedings of each meeting shall be signed by the Chairman at a succeeding meeting, unless any member present at the previous meeting objects to the minutes as having been incorrectly or incompletely recorded, in which case, the Chairman after taking the sense of the members present at the meeting may make such amendments in the minutes as he thinks proper and the amended minutes shall then be confirmed and signed by the Chairman.


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

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22. Vacation of office.



If any member, other than an ex-officio member, absents himself from three consecutive meetings, without the permission of the Chairman, he shall cease to be a member of the Council.

23. Free bus pass.

Every member of the Council shall be entitled to receive one all route free bus pass for travel by the services operated by the Corporation in the Union Territory of Delhi.

(No. 15-TAG(15)/72)

N.R.Reddy, Joint Secy.


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


ANNEXURE 3

DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE: NEW DELHI

No. AdmI-3(12)/84

Dated: 7.6.84

OFFICE ORDER NO. 21

It is notified for the information and necessary action by all concerned that the DTC Board vide its Resolution No. 40/84 dt. 14.4.84 decided to provide the scale of uniform for all subordinates in the Security Department as under and that the officers in the Security Department should also be issued uniform at the same scale and pattern as laid down for the Security Inspectors:

Shirt (Terrycot) Police Pattern	2 every alternate summer.
Pant (Terrycot) Police Pattern	2 every alternate summer.
Shirt angola (Terrywool) Police Pattern	1 every alternate winter.
Woollen Pant (Terrywool) -do-	1 every alternate winter.
Jersey Pullover (Terrywool) -do-	1 every alternate winter.
Shoes ankle (Black for SpGuards and Havalgars and Brown for Asstt. Security Inspector and above.	1 pair every year.
Barret Cap (woollen) Police Pattern (for S/Guards and Havalgars).	2 every year
P-Cap for Asstt. Security Inspectors and Security Inspectors and above.	1 every alternate year.

The Standing Orders regarding uniforms and badges shall stand amended accordingly in anticipation of the Govt.'s approval, which has already been requested for separately.

Sd/-
(Same Chand)
Sr. Administrative Officer

All Officers & Sections.

All Depots/Units (Security Staff) - for information only.

Sd/- Sr. Security Officer.

fu
Manager (Admn.) Hq.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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AMENDMENT NO. A:

DE
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE: NEW DELHI

No: Adm-5(11)/81

Dated: 18.11.81

Sub: Amendment to paragraphs 26 and 80 of the
Employees' Provident Funds Scheme Reduction
of the qualifying period of service.

A copy of the notification No. G.S.R. 130 amending
paragraphs 26 and 80 of the Employees Provident Fund
Scheme, 1952, as published in Part-II, Section 3, sub-
section (1) of the Gazette of India dated 31.1.1981
is enclosed for information and necessary action.

Encl: As above.

Sd/-
(D.C. ARORA)
Labour Officer
for Sr. Administrative Officer

All officers and Sections.

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

(Published in Part III, Section 3, Sub-Section (1)
of the Gazette of India)

Dated:-31.1.1981

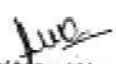

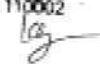
Government of India/Gharat Sarkar
Ministry of Labour/Sram Mantralaya.

NOTIFICATION

G.O. B. 110. In exercise of the powers conferred by Section 5 read with sub-section (1) of the section 7 of the employees' Provident Funds and Miscellaneous Provisions Act, 1952 (10 of 1952), the Central Government hereby makes the following Scheme further to amend the Employees' Provident Funds scheme, 1952 namely:-

1. (i) This scheme may be called the Employees' Provident Funds (Second Amendment) scheme 1981.
(ii) It shall come in to force on the date of its publication in the official Gazette.
(iii) In paragraph 26 of the Employees' Provident Funds Scheme, 1952.
(a) For the words 'six month continuous service' wherever they occur, the word 'three months continuous service' shall be substituted;
(b) For the figures and words, '120 days within a period of six months or less' wherever they occur, the figures and words, '60 days within a period of three months or less', shall be substituted;
(c) In explanation II of the same paragraph:-
(i) For the figures and word '120 days' the figures and word '60 days' shall be substituted;
(ii) In the first proviso of the same paragraph, for the figures '120' and the words 'six months', wherever they occur, the figures '60' and the words 'three months' shall respectively be substituted.
2. In sub-paragraph 3 of the paragraph 30 of the said scheme:-
(a) for the words 'six months' continuous service', wherever they occur, the words 'three months' continuous service' shall be substituted.

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I.P. Estate, New Delhi - 110002
 

- (b) For the figures and words '120 days during a period of six months or less' wherever they occur, the figures and words, '60 days during a period of three months or less' shall be substituted;
- (c) In explanation III, for the figures and words '120 days' the figures and word '60 days' shall be substituted.

(No.S. 70012(3)/78-PP.II)

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AMENDMENT NO-3:

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The existing paragraph Nos. 7, 11 and 20 in the J.T.C. Employees Provident Fund Regulations, 1978, shall be substituted with the new paragraphs as under:-

PARA. 7. SUBSCRIBERS

(i) Every employee employed in the Corporation other than an excluded employee shall be required to become a member of the fund from the date on which the regulations are deemed to have come in to force if he has actually worked for not less than 60 days during the period of 3 months or less or had put in 3 months continuous service or has been declared permanent whichever is earlier in the Corporation. Every employee other than excluded employee, taking up employment, whether before, or after the commencement of these regulations, in the Corporation shall also become a member from the beginning of the month following that in which he completed 3 months continuous service, or has actually worked for not less than 60 days during the period of 3 months or less or has been declared permanent whichever is earlier. Provided secondly that an employee who is a member of the fund shall not cease to be a member thereof on his leaving the Corporation except as provided hereafter. Provided thirdly that a person who is a member of the provident fund of an exempted or unexempted factory or establishment under the Employees Provident Fund Act, 1952, and who after leaving the services of that factory or establishment but before withdrawing his accumulations in the fund takes up employment in the corporation shall be entitled and required to become a member of the Fund from the date he takes up employment provided that when the pay of member exceeds Rs.1600/4 he shall be allowed to continue contribute towards Provident Fund under this scheme if he is so desirous of continuing/becoming the member of the Employees Provident Fund Scheme. The Corporation shall pay the inspection charges thereon.

(ii) Declaration of persons taking up employment:

The Delhi Transport Corporation shall, before taking any person in to employment, ask him to state in writing whether or not he is a member of the fund and if he is, ask for Account No. and/or the name and particulars of the last employer. If he is unable to furnish the Account No., he shall require such person to furnish and such person shall on demand, furnish to him for communication to the P.F. Trust, particulars regarding himself and his nominee required for the Declaration Form. Such employer shall enter the particulars in the Declaration Form and obtain the signature or thumb-impression of the person concerned. Provided that in the case of any such employee who has become a member of the 'Family Pension Fund' the employee Family Pension Scheme, 1971, the aforesaid Declaration Form shall also contain requirements of that scheme.

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Govt. of N.C.T. of Delhi
Date: 14/11/2022

EXPLANATION: In computing the period of work, for 60 days under this regulation:-

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- a) Periods of involuntary unemployment caused by stoppage or work due to shortage of raw material or fuel, changes in the line of production, break down of machinery or any other similar cause.
- b) Period of authorised leave and ' words ' 3 months ' & 60 days ' in paragraph 7 have been substituted w.e.f. 1.2.01 vide GSR.130 issued in Government of India Gazette dated 31.1.81.
- c) In the case of a female employee, period of maternity leave for any number of days not exceeding twelve weeks shall also be deemed to be days on which the employee has worked in the Corporation.
- iii) The accumulation, if any standing to the credit of an employee in the old fund on the date she becomes a member of the fund shall be transferred to the fund with effect from such date.

PARA .19.** ADVANCE FROM THE FUND FOR THE PURCHASE OF A DWELLING HOUSE/FLAT OR FOR THE CONSTRUCTION OF A DWELLING HOUSE INCLUDING THE ACQUISITION OF A SUITABLE SITE FOR THE PURPOSE :-

- (1) The P.F. Trust or where so authorised by P.F. Trust, any officer subordinate to him, may on an application from a member in such form as may be prescribed and subject to the conditions prescribed in this paragraph, sanction from the amount standing to the credit of the member in the Funds an advance-
 - (a) for purchasing a dwelling house/flat, include a flat in a building owned jointly with others (out-right or on hire-purchase basis), or for constructing a dwelling house including the acquisition of a suitable site for the purpose from the Central Government, the State Government, a co-operative society, an institution, a trust, a local body or a Housing Finance Corporation (there in after referred to as the agency/agencies). OR
 - (b) for purchasing a dwelling site for the purpose of construction of a dwelling house or a ready-built dwelling house/flat from any individual, provided the said house/flat to be purchased is new and unlied one. OR
 - (c) for the construction of a dwelling house on a site owned by the member or the spouse of the member or jointly by the member and the spouse, or for completing/continuing the construct. of a dwelling house already commenced by the member or the spouse, on such site.

EXPLANATION 1 :- In this paragraph, the expression, 'cooperative society' means a society registered or deemed to be registered under the Cooperative Societies Act, 1912 (2 of 1912) or under any other law for the time being in force in any State relating to cooperative societies.

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EXPLANATION 1:- In this paragraph, the fact of a new and unlivd house/flat shall be determined with reference to the certificates relating to the number and date of approval of the building plan, the date of commencement and completion of the house/flat, and tax bills and receipts issued by the appropriate authorities, and wherever necessary, by neighbourhood enquiries.

***Paragraph 12 ** has been substituted vide notification G.S.R.549(E) published in part II, Section 3 (i) of the Extra Ordinary Gazette of India dated 3.10.1961.

(2) The amount of advance shall not exceed the member's basic wages and dearness allowance for twenty four months of the member's own share of contributions, together with that amount of 2 the employer's share of contributions admissible under sub paragraph (3) or paragraph 26 had the member been allowed to withdraw his accumulations on the date of authorisation of payment with interest thereon, or the actual cost towards the acquisition of the dwelling site or the purchase of the dwelling house/flat or the construction of the dwelling house, whichever is the least

(3) a) No advance under this paragraph shall be granted unless
1) The member has completed five years' membership

of the Fund.

11) The member's own share of contributions with interest thereon in the amount standing to his credit in the Fund is not less than one thousand rupees;

111) The dwelling site or the dwelling house/flat or the house under construction is free from encumbrances ;

Provided that where a dwelling site or a dwelling house/flat is mortgaged to any of the agencies, referred to in clause

- (a) of sub-paragraph (1) solely for having obtained funds for the purchase of a dwelling house/flat or for the construction of a dwelling house, including the acquisition of a suitable site for the purpose, such a dwelling site or a dwelling house/flat, as the case may be, shall not be deemed to be an encumbered property ;

Provided further that a land acquired on a perpetual lease or on lease for a period of not less than 30 years for constructing dwelling house/flat, or a house/flat built on such a leased land, shall also not be deemed to be an encumbered property ;

Provided also that where the site of the dwelling house/flat is held in the name of any agency, referred to in clause (a) of sub-paragraph (1) and the allottee is precluded from transferring, or otherwise disposing of, the house/flat, without the prior approval of such agency, the mere fact that the allottee does not have absolute right of ownership of the house/flat and the site is held in the name of the agency, shall not be a bar to giving of an advance under clause (a) of sub-paragraph (1), if the other conditions mentioned in this paragraph are satisfied.

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- (b) No advance shall be granted for purchasing a share in joint property or for constructing a house on a site owned jointly, except one site owned jointly with the spouse.
- (4) Subject to the limitation prescribed in sub-paragraph 2-
- (a) Where the advance is for the purchase of a dwelling house/flat or a dwelling site from an agency, referred to in clause (a) of sub-paragraph (1), the payment of advance shall not be made to the member but shall be made direct to the agency, in one or more instalments, as may be authorised by the member ;
- (b) Where the advance is for the construction of a dwelling house it may be sanctioned in such numbers of instalments as the P.F. Trust or where so authorised by the P.F. Trust thinks fit ;

(c) Where the advance is for the acquisition of a dwelling site for the purpose of construction of a dwelling house thereon from any individual or any agency, the amount shall be paid in not less than two equal instalments, * 1st instalment at the time of the acquisition of the dwelling site and the remaining at his request at the time of the construction of a dwelling house on such dwelling site.

(5) Where an advance is sanctioned for the construction of a dwelling house, the construction shall commence within six months of the withdrawal of the first instalment and shall be completed within twelve months of the withdrawal of the final instalment. Where the advance is sanctioned for the purchase of a dwelling house/flat or for the acquisition of a dwelling site, the purchase or acquisition, as the case may be, shall be completed within six months of the withdrawal of the amount ;

Provided that this provision shall not be applicable in case of purchase of a dwelling house/flat on hire purchase basis and in cases where a dwelling site is to be acquired or houses are to be constructed by a cooperative society on behalf of its members with a view to their allotment to the members.

(6) Except in the cases specified in sub paragraph (7), no further advance shall be admissible to a member under this paragraph

(7) An additional advance upto six months basic wages and dearness allowance or the member's own share of contributions with interest thereon, in the amount standing to this credit in the fund, whichever is less, may be granted once and in one instalment only, for additions, substantial alterations or improvements necessary to the dwelling house owned by the member or by the spouse or jointly by the member and the spouse.

Provided that the advance shall be admissible only after a period of five years from the date of completion of the dwelling

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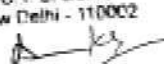
(a) The member shall produce the title deed and such other documents as may be required for inspection which shall be returned to the member after the grant of advance.

(9) (a) If the advance granted under this paragraph exceeds the amount actually spent for the purpose for which it was sanctioned, the excess amount shall be refunded by the member to the Fund in one lump sum within thirty days of the finalisation of the purchase, or the completion of the construction of, or of necessary additions, alterations or improvements to, a dwelling house, as the case may be. The amount so refunded shall be credited to the employer's share of contributions in the member's account in the Fund, to the extent of advance granted out of the said share and the balance, if any shall be credited to the member's share of contributions in his account.

(b) In the event of the member not having been allotted a dwelling site/dwelling house/flat, or in the event of the cancellation of an allotment made to the member and of the refund of the amount by the agency, referred to in clause (a) or sub-paragraph (1), or in the event of the member not being able to acquire the dwelling site or to purchase the dwelling house/flat from any individual or to construct the dwelling house, the member shall be liable to refund to the Fund in one lump sum and in such manner as may be specified by the P.F. Trust, or where so authorised by the P.F. Trust, the amount of advance remitted under this paragraph to him or, as the case may be, to the agency referred to in clause (a) of sub-paragraph (1).

The amount so refunded shall be credited to the employer's share of contributions in the member's account in the Fund to the extent of advance granted out of the said share, and the balance, if any, shall be credited to the member's own share of contributions in his account.

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- (10) If the P.F.Trust, or where so authorised by the P.F. Trust is satisfied that the advance granted under this paragraph has been utilised for a purpose other than that for which it was granted or that the member refused to accept an allotment or to acquire a dwelling site or that the conditions of advances have not been fulfilled or that there is reasonable apprehension that they will not be fulfilled, wholly or partly, or that the excess amount will not be refunded in terms of clause (1) of sub-paragraph (9) or that the amount remitted back to the member by any agency, referred to in clause (a) of sub-paragraph (1), will not be refunded in terms of clause (b) of sub-paragraph (9), the P.F.Trust, or where so authorised by P.F.Trust, shall forthwith take steps to recover the amount due, with penal interest thereon at the rate of two percent per annum over & above the normal rate of interest from the wages of the member in such number of instalments as the P.F.Trust, or where so authorised by P.F.Trust/ may direct the employer to deduct such instalments from the wages of the member and, on receipt of such direction, the employer shall deduct accordingly. The amount so deducted shall be remitted by the employer to the P.F. Trust, or where so authorised by the P.F.Trust, within such time and in such manner as may be specified in the direction. The amount so refunded, excluding the penal interest, shall be credited to the employer's share of contributions in the member's account in the Fund, to the extent of advance granted out of the said share, and the balance, if any, shall be credited to the member's own share of contributions in his account. The amount of penal interest shall, however, be credited to the Interest Suspense Account.
- (11) Where any advance under this paragraph has been misused by the member, no further advance shall be granted to him under this paragraph within a period of three years from the date of grant of the said advance or till the full recovery of the amount of the said advance, with penal interest thereon, whichever is later. /may determine. For the purpose of such recovery, the P.F. Trust or where so authorised by the P.F.Trust,

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PARA 19A: Advance from the Fund for repayment of loans
in special cases.

- (1) (a) The P.F.Trust, or where so authorised by the P.F. Trust, may on an application from a member, sanction from the amount standing to the credit of the member in the fund, advance for the repayment, wholly or partly, of any outstanding principal and interest of a loan obtained from a State Government, Cooperative Society, Housing Board Municipal Corporation or a body similar to the Delhi Development Authority solely for the purpose specified in sub paragraph(1) of paragraph 19.
- (b) The amount of advance shall not exceed the member's basic wages and dearness allowance for twenty four months of his own share of contributions together with the employer's share of contributions, with interest thereon, in the member's account in the Fund or the amount of outstanding principal and interest of the said loans, whichever is least.
- (2) No advance shall be sanctioned under this paragraph unless -
- (a) the member has completed fifteen years' membership of the fund,
- (b) the member's own share of a contribution, with interest thereon, in the amount standing to his credit in the Fund, is one thousand rupees or more; and
- (c) the member produces a certificate or such other documents, as may be prescribed by the P.F.Trust or where so authorised by the P.F.Trust, from such agency, indicating the particulars of the member, the loan granted, the outstanding principal and interest of the loan and such other particulars as may be required.
- (3) The payment of the advance under this paragraph shall be made direct to such agency on receipt of an authorisation from the member in such manner as may be specified by the P.F.Trust, and in no event the payment shall be made to the member.

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*Para 19A has been inserted vide GSR No.507(E) published in part II Section 3(i) of the Extra Ordinary Gazette of India dated 3.10.81.

PARA 20(a) ADVANCE FROM THE FUND TOWARDS THE ALLOTMENT OF A TENAMENT CONSTRUCTION TO BE CONSTRUCTED UNDER SUBSIDISED HOUSING SCHEMES FOR INDUSTRIAL WORKERS

This paragraph has been deleted vide extra ordinary Gazette of India, Part II, Section 3(i) dated 3.1.81.

PARA 20(b) ADVANCE FROM THE FUND FOR CONSTRUCTION OF HOUSE UNDER THE LOW INCOME GROUP HOUSING SCHEME.

This paragraph has been deleted by Notification Published in Part II, Section 3(i) of the Gazette of India, Extra Ordinary dated 3.11.81.

PARA 20(c) ADVANCE FROM THE FUND FOR THE ALLOTMENT OF A TENAMENT WITHOUT ABSOLUTE OWNERSHIP.

This paragraph has been deleted by Notification published in Part II, Section 3(i) of the Extra Ordinary Gazette of India dated 3.10.81.

PARA 20(d) GRANT OF ADVANCES IN SPECIAL CASES

(1) In case a factory or other establishment has been locked up or closed down for more than fifteen days for reasons other than a strike and its employees are rendered unemployed without any compensation, the Board, on being satisfied that no compensation to the employees is likely to be paid by the Corporation within a reasonable time, may authorise payments to a member who was employed in such factory or other establishment, one or more than refundable advances from his provident fund account not exceeding his own total contribution including interest thereon upto the date the payment has been authorised.

(a) In case the factory or other establishment continues to remain locked up or closed down for more than six months and the appropriate Govt. is of the opinion that the said factory or establishment is likely to restart the Board, on being satisfied that a member who has already been granted one more non-refundable advances to the full extent from his provident fund account under sub-paragraph (1) still continues to be unemployed and no

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- compensation is likely to be paid to him at an early date, may authorise payment to the member of one or more refundable advances from his provident fund account not exceeding 50% of the Corporation's total contribution including interest thereupon upto the date the payment has been authorised or 50% of the amount admissible under sub-paragraph (3) of the paragraph 28 if the member had been allowed to withdraw his accumulations on such date, whichever is less.
- (b) The advance granted under clause (a) shall be interest free.
- (c) The advance granted under clause (a) shall be recovered by deductions from the wages of the member in such instalments as may be determined by the Board. The recovery shall commence from the first wages paid to the member immediately after the restart of the factory or establishment.
- (d) The Corporation shall remit the amount so deducted to the fund within such time and in such manner as may be specified by the Board. The amount on receipt shall be credited to the member's account in the fund.

PARA 20(e) COMPUTATION OF PERIOD OF MEMBERSHIP

In computing the period of membership of the fund of a member under paragraph 19, 19-A and 20 his total service exclusive of periods of break under the Corporation or other establishment before this scheme applied to him as well as the periods of his membership, whether of the fund or of private funds of exempted factories immediately preceding the current membership of the fund, shall be included. Provided that the member has not severed his membership by withdrawal of his Provident Fund during such period.

PARA 20(f) RESTRICTION ON GRANT OF ADVANCE.

This paragraph has been deleted by Notification published in Part II, Section 3(i) of the Gazette of India, Extra Ordinary dated 3.10.81.

PARA 20(g) ADVANCE FROM THE FUND FOR ILLNESS IN CERTAIN CASES:

- (1) A member may be allowed non-refundable advance from his account in the Fund in cases of (a) hospitalisation lasting for one month or more, or (b) major surgical

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operation in a hospital, or (c) suffering from T.B., Leprosy, paralysis or cancer and having been granted leave by his employer for treatment of the said illness.

(2) The advance shall be granted if,

- a) The employer certifies that the employees' State Insurance Scheme facility and benefits thereunder are not actually available to the member or the member produces a certificate from the Employees State Insurance Corporation to the effect that he has ceased to be eligible for cash benefits under the Employees' State Insurance Scheme; and
 - b) A doctor of the hospital certifies that a surgical operation or, as the case may be, hospitalisation for one month or more had or has become necessary.
- (3) A member may be allowed non-refundable advance from his account in the fund for the treatment of a member of this family who has been hospitalised, or required hospitalisation, for one month or more:
- a) For a major surgical operation, or
 - b) for the treatment of T.B., Leprosy, Paralysis or Cancer Provided that no such advance shall be granted to a member unless he has produced:-
 - i) a certificate from a doctor of the hospital that the patient has been hospitalised or requires hospitalisation for one month or more or that a major surgical operation had or has become necessary and
 - ii) a certificate from the Corporation that the Employees' State Insurance Scheme facility and benefits are not available to him for the treatment of the patient.
- (4) The amount advanced under this paragraph shall not exceed the member's basic wages for three months or his own share of contribution with interest in the fund whichever is less.
- (5) No second advance under this paragraph shall be allowed within a period of three years from the date of payment of an advance allowed under this scheme.

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- (5) Where the Board is not satisfied with a medical certificate furnished by the member under this paragraph, he may, before granting an advance under this paragraph demand from the member another medical certificate to his satisfaction.

PARA-20(h)* ADVANCES FROM THE FUND FOR MARRIAGE OR POST MATRICULATION EDUCATION OF CHILDREN.

- 1) The Board may on an application from a member authorise payment to him/her of a non-refundable advance from the Provident Fund Account not exceeding fifty percent of his/her own total contribution including interest thereon standing to his/her credit on the date of such authorisation for his/her daughter's marriage, his/her own marriage, the marriage of his/her dependent sister/brother or for the post-matriculation education of his/her son or daughter.
- 2) No Advance under this paragraph shall be sanctioned to a member unless the amount of his own total contributions with interest thereon standing to his credit in the fund is Rs.500/- or more on the date the payment is authorised.
- 3) Not more than two advances shall be admissible to a member under this paragraph.
- 4) If the Board is satisfied that the advance granted under this paragraph has been utilised for a purpose other than that for which it was granted or that the conditions of advance have not been fulfilled within a reasonable time, the Board shall forthwith take steps to recover the amount due with interest at the rate 2% p.a. over and above the rates fixed under regulation, from the wages of the members in such number of instalments as the Board may determine. For the purpose of such recovery the Board may direct the Corporation to deduct each such instalment from the wages of the member and on the receipt of such direction the Corporation shall deduct accordingly. The amount so deducted shall be remitted by the Corporation to the Board within such time and in such manner as may be specified in this behalf by the Board, for being credited to the member's accounts.

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*PARA-20(h) has been substituted w.e.f. 25.1.63 vide *11/0002*

Provided that only portion of the interest which might have been credited to the member's account by way of interest had he not taken any such advance shall be credited to the member's account and the excess shall be credited to the Interest Suspense Account.

PARA-20(i) GRANT OF ADVANCES IN ABNORMAL CONDITIONS

1) The Board may, on an application from a member whose property, moveable or immovable, has been damaged by a calamity of exceptional nature, such as floods, earthquakes or riots, authorise payment to him from the Provident Fund account, a non-refundable advance, not exceeding rupees three hundred and fifty percent of his own total contributions including interest thereon standing to his credit on the date of such authorisation whichever is less, to meet any unforeseen expenditure provided that such member produces evidence to the satisfaction of the Board that the said property has been damaged.

2) No advance under sub-paragraph(1) shall be paid unless the State Govt. certified that any of the aforesaid calamities has affected the general public in that area.

PARA-20(j) GRANT OF ADVANCE TO MEMBERS AFFECTED BY CUT IN THE SUPPLY OF ELECTRICITY.

A member may be allowed a non-refundable advance from his account in the fund, if there is a cut in the supply of electricity to a factory or establishment in which he is employed on the following conditions, namely:

a) The advance may be granted only to such a member whose total wages for the month immediately preceding the month in which the application for advance is made was half or less than half of the wages for a month.

The advance shall be restricted to the amount of wages for a month or Rs.200/- or the amount standing to the credit of the member in the fund

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IP Extra New Delhi

as his own share of contribution with interest thereon, whichever is less.

c) No advance shall be paid unless the State Govt. certify that the cut in the supply of electricity was enforced in the area in which the factory or establishment is located and the Corporation certifies that the fall in the member's pay was due to cut in the supply of electricity.

d) Only one advance shall be admissible under the paragraph.

EXPLANATION

"Wages" means for the purpose of this paragraph, basic wages and dearness allowance excluding lay-off compensation, if any.

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AMENDMENT No. C

DELHI TRANSPORT CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)
I.P. ESTATE : NEW DELHI

No: Adml-5(41)82

Date: 25.6.1982

Subject: Amendments in the P.F. Regulation 1978.

It is notified for information and guidance of all concerned that the DTC Provident Fund Trust Board in its meeting held on 29.4.1982 has approved the following amendments in DTC P.F. Regulations 1978.

1. Extension of P.F. Benefits to Part-time employees.

It has been decided to grant the benefits to part time doctors and other part time employees w.e.f. 1.5.1982 paragraph No.7 of P.F. Trust Regulation stands amended accordingly.

2. Deletion of words "Value of Food concession" from paragraphs (XVIII) 12 and 26(I)(a)(i) of Provident Fund Regulations.

The word "Value of food concession" appearing in P.F. Regulations stands deleted.

3. Refundable Loans.

(i) The Unit Officers have been allowed to sanction advances on the basis of the pay slips. The balances of P.F. on the payslip be treated as conclusive proof for sanction of future advances.

Necessary action may please be taken in the light of the above amendments.

Sd/-

(B.P. GUPTA)
Administrative Officer (NO)

All Unit Officers.

By: CAO

[Signature]
Manager (Admin. Hqr)
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(Govt of N.C.T. of Delhi)
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DELHI TRANSPORT UNDERTAKING
OF THE MUNICIPAL CORPORATION OF DELHI
SCINDIA HOUSE, NEW DELHI

EXECUTIVE INSTRUCTIONS REGARDING THE
EMPLOYMENT OF RETAINER CREWS.

Short title These instructions may be called the
extent and "Executive Instructions regarding the
commencement: employment of retainer crews."

They apply only to the daily-rated
operational crews of the Buses Division
of the Delhi Transport Undertaking.

They shall come into force with effect
from 19th February Nineteen Hundred and
Fifty Nine.

Definition: 2. In these instructions, unless the context
otherwise requires "Retainer Crews" mean
the daily-rated drivers and conductors and
appointed and declared as such by the
Undertaking and posted to work at any of its
Units, as distinguished from the monthly-
rated drivers and conductors.

Extent of 3. From time to time, retainer crews may be
employment of appointed at the various Units of the
retainer crews: Undertaking to the extent considered neces-
sary by the General Manager for ensuring
efficient operation of bus services and the
discharge of the functions of the Under-
taking as developed in it under the provi-
sions of the D.M.C. Act, 1957, and to see
that buses or other vehicles are not held
up at any time for want of operational crews.

Terms and The following terms and conditions shall
Conditions of govern the employment of the retainer crews.
employment of
retainer crews: 1) They shall be provided with uniforms
and badges as may be prescribed by the

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General Manager from time to time in accordance with the provisions of the "Standing Orders regarding Uniforms & Badges" of the Undertaking. They shall wear these uniforms and badges whenever they report for duty and are actually put on duty. The uniforms and badges shall be returnable by them when they quit the service of the Undertaking and failing to do so, they shall be liable to pay the cost thereof as may be determined by the General Manager.

- 11) They shall be issued with an identity card and bus pass to enable them to travel free in the buses of the Undertaking engaged on normal services between the Unit in which they are attached and their residences and vice versa. The identity-card and bus pass shall be surrendered by them on their quitting the service of the Undertaking, and failing to do so, they shall be liable to pay such penalty as may be imposed by the General Manager.

- 11i) They shall deposit in the Post Office Saving Bank amounts as shown below and pledge the same in the name of the General Manager:

DriverRupees sixty only.

Conductor.....Rupees one hundred and fifty only.

These deposits and the pledging thereof shall continue till the member of the retainer crew concerned quits the service of the Undertaking.

- iv) They shall call at the Unit to which they are attached every morning, afternoon, evening or night or at any other time or timings as may be decided and notified by means of a notice displayed on the notice board of the Unit from time to time by the officer under whom they are posted to work. After they have so called at any Unit on any day or days, they shall proceed, if necessary, to any other Unit of the Undertaking as may be directed by the Officer under whom they are posted to work, for duty or for waiting, provided that they may be given a free pass for travel in the Undertaking's buses engaged on regular services operating normally for travel to such other Unit.
- v) They shall be paid wages by the Undertaking at the rates indicated below subject to the provisions of clause (vi) below only for the days on which they are put on duty and actually perform such duty:

Driver.....	Rs. four per day) For a duty of	
	per head) eight hours or
Conductor....	Rs. three per day) even nine hours	
	per head) if required (ex-
			cluding rest in
			travel).

In the event of their being given duty, for the purpose of payment of wages, their duty would be treated as having commenced from the moment they are given the Driver's Memo or Conductor's Waybill and ticket box as the case may be. No credit shall be given to the waiting time however long it may be and neither will it be counted as time spent on duty.

vi) The rates of wages referred to in clause (v) above shall apply for the actual duty performed by the retainer crews for a period not less than eight hours on any day excluding periods of rest, if any, provided that, if for any reason, it is not possible to make use of the services of any retainer crew member, after having put him on duty, for the entire period of eight hours or nine hours, if required (excluding periods of rest) on any day, he shall be entitled to wages for that day as indicated below:

(a) For actual performance of duty for 4 hours or less:

Rs.2/- per driver per day
Rs.1.50 N.P. per conductor per day.

(b) For actual performance of duty exceeding 4 hours.
Full wages as prescribed in clause (v) above.

vii) If, on any day any member of the retainer crew is not put on duty and does not earn the full wages prescribed in clause (v) above, or half wages as prescribed in clause (vi) (a) above, retainer allowance as indicated below shall become payable to him subject to fulfilment of the conditions set forth under this clause:-

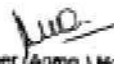
Driver.....One rupee per day per head.
ConductorOne rupee per day per head.

(a) If he does not refuse duty offered to him by the officer under whom he is posted to work at the Unit at which he is posted or at any other Unit to which he may be directed.

(b) If he reports at the Unit to which he is attached at the time or timings fixed by the officer under whom he is posted to work and waits there for duty for a period not less than eight hours on any day continuously or intermittently as may be laid down by the said officer. For the purpose of calculation of this period, the time taken for travel from one Unit to another as may be roughly assessed by the officer concerned shall be taken into account. No retainer allowance shall be payable if the total waiting period is less than 3 hours on any day.

viii) The waiting time of the retainer crews at any Unit or Units of the time taken by them for travelling from one Unit to another shall not be counted as duty time for payment of full wages as laid down in clause (v) above or half wages as laid down in clause (vi) (a).

ix) Overtime allowance shall be payable to the retainer crews at twice the rate laid down in clause (v) above taking the same as applicable for duty of 8 hours for the actual duty (not waiting time) performed in excess of nine hours (excluding periods of rest) on any day or 48 hours in any week as laid down in the Minimum Wages Act.


Manager (Admin.) Hqr
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
1/P Estate, New Delhi - 110002

contd.

x) After every six days of actual duty continuously or intermittently (excluding days for which only retainer allowance is paid), the retainer crews shall be entitled to one day's rest with full wages as laid down in clause (v) above, provided that such paid rest day may be deferred by the officer under whom they are posted to work owing to the exigencies of services until such time as actual duty for a period of nine days continuously or intermittently has been performed by any member of the retainer crews. The actual duty for the purpose of this clause would be the duty performed for 8 hours or 9 hours or less on any day.

xi) They shall be entitled to two paid festival holidays in a year, i.e. on 26th January and 15th August. If they are called upon to report at their Units on those days, they shall do so and be entitled to (a) the payment of retainer allowance if they are not given any duty subject to the fulfilment of the conditions prescribed herein for such payment and (b) also the grant of a day's 'off' with full wages in lieu as laid down in clause (v) above on any of the subsequent days as may be prescribed by the officer under whom they are posted to work. If, however, the duty is given to them and they perform the same, they shall be paid additional remuneration as indicated below besides the normal wages as laid down in clause (vi) (a) and a 'off' day in lieu will be allowed:-

Driver.....Rs.2.81 NP per head	for a duty of 8 or
Conductor.....Rs.2.18 NP per head	9 hours as the case
	may be and 50% there-
	of for a duty of 4 hour
	hours or less.

For the purpose of grant of one days rest with full wages after every six days of actual duty as prescribed in clause (x) above, the 'off' day with full wages, if any, granted to the retainer crews in lieu of reporting for duty (but not having been given duty) on any of the two paid festival holidays shall be taken as day of actual duty.

xii) The retainer crews shall be paid the remuneration that they may be due to them in accordance with these instructions once in a fortnight.

xiii) They shall comply with the executive instructions regarding the duties of driver and conductor as the case may be in relation to the discharge of their duties to the extent that they are not inconsistent with these instructions.

xiv) The services of the retainer crews can be dispensed with by the Undertaking without notice and without assigning any reason. Further their services can also be dispensed with if they fail to turn up at the Units or perform duty as laid down in these instructions for five days continuously, without permission of the officer under whom they are working and without adequate reasons.

Luv
Manager (Admin.) Hqr
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 11002

contd...

xi) The retainer crews shall generally comply with the provisions of the standing orders regarding the conduct of the employees of the Undertaking and shall not indulge in any activities that may be detrimental to the interests of the Undertaking.

Maintenance of Records etc: 5. The officers concerned shall maintain such data in such form as may be prescribed by the General Manager from time to time for determining the remuneration due to the retainer crews in accordance with these instructions.

Absorption of retainer crews in the monthly rated establishment: 6. The retainer crews will be absorbed in the monthly rated temporary establishment of drivers and conductors as the case may be of the Delhi Transport Undertaking in order of merit, seniority and conduct and performance while working as a retainer crew, as quickly as possible subject to temporary or permanent vacancies on monthly rates of pay in the respective categories.

General Manager's right to cancel, vary etc. these instructions: 7. The General Manager reserves the right to cancel or vary these instructions by additions or modifications etc. thereto that he may deem necessary from time to time.

Sd/-
(P.K.J. Menon)
General Manager (Transport)
Delhi Transport Undertaking
(of the Municipal Corporation of Delhi)

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Manager (Admin.) Hqr
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
1/P Estate, New Delhi - 110002
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DELHI ADMINISTRATION : DELHI
(LABOUR DEPARTMENT)

N O T I F I C A T I O N

No.F.12(147)/79-MW/Lab.

Dated:23.2.1982


In exercise of the powers conferred by Sub-Section (2) of section 5 of the Minimum Wages Act, 1948 read with the Govt. of India, late Ministry of States Notification No.104-J dated 24.8.1950 and Ministry of Home Affairs Notification No.S.O.530(P.2/9/66-UTL) dated 6.2.1967 and all other powers enabling him in this behalf, the Lt. Governor after considering the representations received in respect of the proposals published vide this Administration's Notification No.F.12(142)/79-MW/Lab. dated 17.9.81 and consulting the Minimum Wages Advisory Board constituted under section 7 of the said Act is pleased to revise the schedule below, the minimum rates of wages already fixed vide this Administration's Notification of even number dated 31.12.79 in the employment in "Delhi Transport Corporation".

This Notification shall come into force w.e.f. 1.3.1982 from which date this Administration's Notification of even number dated 31.12.1979 shall cease to have effect.

S C H E D U L E

"Employment in DELHI TRANSPORT CORPORATION"

<u>S.No.</u>	<u>Category of Employees</u>	<u>Minimum rates of wages</u>
1.	Peon	
2.	Chowkidar	
3.	Water Server	
4.	Mazdoor	
5.	Helper	
6.	Mali & Cleaner	
7.	Sweeper	
8.	Soldar	Rs.11.50 per day
9.	Sweeper-cum-Cleaner	
10.	Packer	
11.	<u>Mate</u>	
12.	Asstt.Fitter	
13.	Asstt.Electrician	
14.	Asstt.Blacksmith	
15.	Asstt.Painter	
16.	Asstt.Body Fitter	
17.	Tyreman	Rs.13.90 per day
18.	Asstt.Plumber	
19.	Asstt.Carpenter	
20.	Pump Driver	
21.	Asstt.Fitter(CEO)	
22.	Mason	
23.	Carpenter	
24.	Fitter	
25.	Blacksmith	
26.	Truck Driver	
27.	Painter	Rs.21.00 per day
28.	Other Drivers	
29.	Sanitary Fitter	
30.	<u>Wireman</u>	
31.	Conductors	
32.	Asstt.Machine Operator	Rs.17.70 per day
33.	Binder	


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

Extract of Notification No.F-12(142)/79-MW/Lab.dated
23.2.1982 of Delhi Administration on para 3 point 4.

S.No.	Category of Employee	Minimum rates of wages.
34.	Matriculate & Non-Graduate Clerks.	Rs.406/- P.M. or Rs.15.60 per day
35.	Graduate and above Clerks.	Rs.480/- P.M. or Rs.18.80 per day.

Note:- For the rest of the categories of employees whose minimum rates of wages were earlier fixed but who are paid on the basis of the recommendations of the Central Pay Commission from time to time, the revised rates will be the same as the actual wages paid to them by Delhi Transport Corporation on the date of publication of the notification.

Note:- The daily minimum rate of wages are inclusive of wages for weekly off day for which no separate payment would be necessary.

By order

Sd/-
(S.C.CHINGRA)
Under Secy. (Labour)
Delhi Admn., Delhi.

DELHI TRANSPORT CORPORATION
I.P. ESTATE, NEW DELHI

No. PLD-IV (MW)/82/6075

Dated: 9.6.1982

Copy forwarded to all concerned for information and necessary action please.

Sd/-
(C.L.PANWA)
Asstt. Personnel Officer
(VI)

All Depot Managers.
All A.G.M. (T/s)
C.M.E.
A.O. (R&M)
Stores Officer (5 copies)
T.S.Hers)
P.P.S.
A.P.O.-II for information
A.P.O.-I&V for information
S.B.
Jy.P.O. for information

Manager (Admin) Hq.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
P Estate New Delhi - 110007

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE : NEW DELHI

No. AdmI-3(67)/82

Dated: 5.8.82

OFFICE ORDER NO. 24

Sub: Provision of medical facilities to the employees
for specialised treatment.

In continuation of O.O.No.102 of 1968, it is notified for the information/guidance of all concerned that it has been decided by the Chairman-cum-General Manager that the employees of this Corporation, other than those covered under E.S.I. Scheme, will in future be permitted to have specialised treatment from private agencies, provided the expenditure in each case does not exceed Rs.100/-. Reimbursement beyond Rs.100/- will be restricted to the rates being charged by Govt. Hospitals. Other conditions as contained in O.O.No.90 of 1963 will remain operative.

Sd/-

(B.P.GUPTA)

Administrative Officer(HQ)

All Officers & Sections.

DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE: NEW DELHI

No: AdmI-3(67)/82

Dated: 10.10.82

OFFICE ORDER NO. 31.

In continuation to this office order No.24 dated 5.8.82, it is notified for the information of and necessary action by all concerned that in order to facilitate prompt sanction for specialised treatment and disposal of claims thereof, it has been decided by the Chairman that henceforth Administrative approval for specialised treatment will be accorded by the Unit/Depot Officers in respect of class III and IV employees working under their administrative control.

In case of the class III & IV employees working at HQ this will be done by the A.O.(HQ).

The cases of officers for specialised treatment will however be put up to the D.G.M.(P) through Administration Department as usual.

Sd/-

(B.P.GUPTA)

Administrative Officer(HQ)

All Officers & Sections.

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

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DELHI TRANSPORT CORPORATION
(OF THE MUNICIPAL CORPORATION OF DELHI)
SCINDIA HOUSE: NEW DELHI

No:AdmI-3(67)/63

Dated: 4th Sept. 63

OFFICE ORDER NO. 90

It is notified for the information and guidance of all the employees that it has been decided to expand the scope of the existing medical facilities available to the employees of the Undertaking by providing for specialised treatment also. Since arrangements for specialised treatment do not exist within this Organisation, as employee may avail the facilities of specialised treatment from outside Institution Specialists etc. The expenditure incurred by the employee on such consultation and treatment will be reimbursed provided it is duly supported by relevant cash memos. It will however be obligatory on the part of the employee to obtain prior approval of the competent authority before such consultation/examination or medical treatment by the specialists. This condition may be waived in specially emergent cases where the competent authority is satisfied that the obtaining of the prior sanction was prima facie not practicable.

The above facilities will be available only to the employees (except those covered by Employees State Insurance Scheme) and not to their family members or dependants.

Sd/-
(J.A.DAVE)
General Manager (Transport)

All Officers & Sections.

The Commissioner, M.C.D.
The Dy. Chief Auditor, M.C.D.
All OTU Workers Union.
File No. AdmI-8(7)63 & Adm-7(27)/63.

DELHI TRANSPORT CORPORATION
(OF THE MUNICIPAL CORPORATION OF DELHI)
I.P. ESTATE: NEW DELHI

No:AdmI-3(67)/68

Dated: 27.12.68

OFFICE ORDER NO. 101

Reference Office Order No. 90 dated 4.9.1963, it is clarified for the guidance of all concerned that the facility of specialised treatment is admissible to the employee only at the Govt./Municipal Hospitals.

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

Sd/-
(L.S.TITUS)
Addl. General Manager

All Officers & Sections.

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DELHI TRANSPORT CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE, NEW DELHI

No. Adm-I-7(27)/78

Dated: 27.8.1991

OFFICE ORDER No. 16.

Subject: Specialised Medical Scheme for DTC Employees.

DTC Board vide its Resolution No.82/91 dated 30.5.91 has approved a Specialised Medical Scheme as annexed, which comes into force with effect from 1st Sept., 1991.

2. The Specialised Medical Scheme is over and above the Medical Scheme already in existence for general diseases.

3. The claim for reimbursement of Specialised Medical Treatment will be entertained only if the patient was referred by DTC Medical Board for such treatment to one of the empanelled Hospital (Annexure-'A') besides other Government Hospitals, except in cases of emergency, where the employee/dependant family members, if any, shall have to intimate the Medical Board within the next subsequent working day.

Accordingly, Regionwise Medical Boards have been constituted and authorised to refer the employees and dependant family members for specialised medical treatment to keep a watch on such treatment and also certify each claim bill.

In case, during odd hours or on holidays etc., an employee fails to contact the concerned Medical Officer of the Medical Board fall in his region, he should invariably inform the concerned Medical Officer over telephone or at his residence.

DETAILS OF THE MEDICAL OFFICERS/MEDICAL BOARD:

Regions	Medical Board	Name & Address of Drs. with Telephone Nos.
1. H.Drs. East Region, I.S.Region, Trg.School, P.Press.	Full time M.O. I.P.J. Full time M.O. of East Region	i) Dr.R.K.Saikia, A-107, Pandara Road, New Delhi. ii) Dr.Yogesh Tiwari, Uttranchal Gr.Hous.Soc- iety, Plot No.5, Dr.No.45, Behind Mother Dairy, Patparganj, Delhi. Tel.No.Office:2241516
2. South & West Region.	Full time M.O. of West Region Full time M.O.	i) Dr.Rajender Kumar, 4999, Ramdwara Road, Paharganj, New Delhi. Tel.No.Office.6841379/ 6847806 Res. 778785.

Handwritten signature
Manager (Admn.) Hqr.
DTC Corporation

3. North Region,
Store & Pur.
CWS-I & II.

Full time M.O.
of North Region
& Second full
time M.O. of
East Region.

ii) Dr.S.P.Gupta,
4698/49 Ragarpura,
Karol Bagh, New Delhi.
Tel.No.Office:3317445.

i) Dr.V.K.Srivastava,
XII/7331, Prem Nagar,
Near Birla Mill, Delhi.
Tel.No.Office:7112265

ii) Dr.S.K.Jain,
4/38, Subhash Street,
Vishwas Nagar,
Shahdara, Delhi-32.
Tel.No.Office:2281577.

4. The eligibility rates in respect of Room Charges etc.
are based on the Basic Pay of each employee. The details
are available in Para 20 of the enclosed Scheme.

5. In case of cessation of service in any part of an year,
an employee is eligible for reimbursement of full amount
subject to actual amount spent during the employment with
this Corporation, as per this scheme. In other words, the
question of pro-rata eligibility will not arise.

6. The employees covered under ESIC and their families,
will not be covered under these Rules. However, those
employees whose spouse are working elsewhere and covered
under ESIC or CGHS are entitled to avail Medical facilities
from DTC after submitting a declaration to the effect that
he/she is not taking the benefit from CGHS/ESIC as dependant
of the spouse. This provision will also apply in cases
where both husband and wife are DTC employees and are
covered through different rules.

7. For getting specialised treatment, a certificate from
the concerned Regional Medical Board will be obtained by
the employee and after obtaining the treatment, the bill
will be submitted to the same Medical Board through the
Unit Officer for verification and check. The concerned
Medical Board, which issued certificate to the employee
will, after scrutinising the same, return the bill to the
Unit Officer for settling it.

The Medical Board will maintain a certificate pad
(in the existing prescription pad) in triplicate - 2 copies
to the employee (one for submission in the Hospital, if
necessary and one for enclosing with the claim bill) and
the triplicate copy will be kept by the Medical Board for
their record.

All claim bills against specialised medical treatment
invariably be submitted within three months from the date
of completion of the treatment. Belated claim will require
sanction from CMD and such cases should be routed through
Administrative Officer(Hqrs.).

After submitting claim bills by an employee, the Medical Board
will process each claim bill and return the same to the Unit
Head within 7 working days from the receipt of the claim bills.

The Accounts Deptt. will also clear the claim bills within
next seven working days.

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Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi-110022
[Signature]

8. Every employee intending to cover under specialised medical Scheme, will be required to submit a declaration in Form - 'A' (annexed herewith). This form may be referred to the concerned payment authority for verification at the time of payment. All such employees may be issued a Medical Card as provided in Para 27 of the Medical Scheme.

9. All claims for Medical Treatment reimbursement in this scheme will be submitted in aforesaid Form (Annexure-'B') (enclosed herewith).

10. The cost of medicine prescribed by the Corporation's Doctor or Doctor of a Government Hospital or a Doctor on duty of a Hospital, as the case may be, will be reimbursed on submission of a claim hereinafter prescribed. Medicines as prescribed by the Doctor should invariably be purchased from Super Market in case medicines are not available in recognised Hospitals/empanelled hospitals. If the particular medicines are not available in Super Market, the same may be purchased from open market and certificate that the medicine was not available in Super Market be produced.

a) The cost of medicines which are of food value, tonic, toilet articles etc. as mentioned in Schedule-I of the C.S. (M.A.) Rules, 1944, as amended from time to time will not be reimbursed as has been clarified in Para 22 of the Medical Scheme.

b) Expensive drugs as mentioned in Schedule-II of C.S. (M.A.) Rules, 1944, would be reimbursed only if certified as essential for the patient by the Medical Officer duly certified by the competent Medical Officer of DTC.

11. The DTC Board has authorised the Chairman-cum-M.D. to clear old & pending cases for settling the claim bills arising out during the intervening period, i.e. from 1.2.1986 till implementation of this Scheme, after verification of the claim bills by the Medical Board of the Corporation. Accordingly, all the claim bills of the said intervening period should be submitted to Chairman-cum-Managing Director for approval.

12. Further, DTC Board also authorised the Chairman-cum-Managing Director to clear old and pending bills in cases where DTC Board had already given approval for reimbursement of 50% expenditure incurred by the employee and balance 50% may also be reimbursed by the same procedure as explained in the circular/scheme.

13. Keeping in view DTC Board decision to clear old and pending bills for the intervening period and in which 50% reimbursement has already been made, all the claim bills should be routed through Administrative Officer (Hqrs.) for final approval of the Chairman-cum-Managing Director.

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Manager (Admn.) Hqr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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14. The Medical Board and the Accounts Deptt. will scrutinise every case to ensure that there is no unwanted financial liability.

All General Managers are requested to publicise and educate the employees regarding specialised medical scheme through Deptt Managers/Unit Officers and Regional Labour Welfare Officers.

Sd/- R.R.Singh
Chairman-cum-M.D.

All Officers & Sections.

Luo
Manager (Admn.) Hqr
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002
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MEDICAL ATTENDANCE RULES

1. TITLE & COMMENCEMENT:

These rules will be called "D.T.C. Medical Attendance Rules" and come into force with effect from 1.9.1991.

2. SCOPE:

The DTC Medical Attendance Rules will apply to:

2.1 Regular and Trainee employees and their families;

2.2 Casual employees on daily rates of wages, but not their families;

2.3 Apprentices engaged under the Apprenticeship Act, 1961, but not their families.

2.4 Deputationists (unless the deputation terms provide otherwise); and

2.5 Employees covered under ESIC and their families will not be covered under these rules.

NOTE:- These rules will be applicable to employees whether they are on duty or on leave of any kind or under suspension and to their families subject to other provisions of these rules.

3. DEFINITION:

3.1 "Corporation" means Delhi Transport Corporation.

3.2 "Controlling Officer" shall mean the Depot Manager/ Unit Officer as the case may be or any other officer declared to be controlling officer in respect of any category of employees declared by the Competent Authority.

3.3 "Competent Authority" is the Chairman-cum-M.D. of the Corporation.

3.4 "Medical Board" Means a Board of Medical Officers constituted by the Corporation under these rules.

3.5 "Authorised Medical Attendant" will be either:

a) Doctors appointed by this Corporation on full time basis either individually or collectively.

b) Doctors while on hospital duty with the hospital with which the Corporation has made arrangements as per rules.

e) Any other Doctor specified by the Corporation in this behalf.

3.6 "Specialist" means any Registered Medical Practitioner with a Post Graduate degree in any specialised branch of medicines/surgery appointed by the Corporation on full/part time basis under this rule and or a doctor of such hospital with which the Corporation had made arrangements/M.O. of Govt. Hospital.

3.7 "Government Hospital" includes-

- a) a departmental dispensary either full time or part time and run by a Department of the Government for the medical attendance and treatment of a class or classes of Government and the members of their families.
- b) a military hospital;
- c) a hospital run and maintained by a local authority;
- d) a hospital run by Railway Administration and any public sector undertaking; and
- e) any other hospital with which arrangements have been made by the Central Government/State Government for the treatment of Government servants.

3.8 "Employees" means whole time employees of the Corporation and includes deputationist, Trainee, Apprentices and casual employees on daily rates of wages, as per the laid down conditions under rule 2.1 to 2.5.

3.9 "Family" means the employee, his/her wife or husband, as the case may be, children and step-children (including legally adopted children), wholly dependent upon him/her and parents wholly dependent upon him/her. The parents will be considered as wholly dependent on an employee only if the monthly income of either of the parents or their combined income does not exceed five hundred rupees and the concerned parents reside with the employee concerned. Similarly only those sons and

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Manager (Admin) Hr.
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
I.P. Estate, New Delhi - 110002

unmarried daughters whose individual income from all sources is less than Rs.500/- shall be treated as wholly dependent on the employee subject to the condition that such son(s) and or daughter(s) reside with the employee. A female employee of the Corporation will be given the option to include either her parents or her parent-in-laws in their family subject to other conditions fulfilled.

3.10 "Patient" means employees or a member of his family to whom these rules apply and who has fallen ill requiring medical attention.

3.11 "Medical Attendance" means attendance in hospital or in Authorised Medical Attendants consulting room or at the residence of the employee including such pathological bacteriological, radiological or other methods of examination for the purpose of diagnosis as are available at the hospital with which the Corporation has made arrangements or failing that in any Govt. Hospital/Laboratory and are considered necessary by the authorised medical Attendant and such consultation with a specialist or other Medical Officer to the extent and in the manner as Medical Board Certifies to be necessary.

3.12 "The term "PAY" for the purpose of determining the Authorised Medical Attendants, Admissibility of diet charges, for calculation of admissible special nursing charges and any other concession, that may be sanctioned with reference to pay, means Basic Pay other than special pay or pay (granted in view of personal qualifications which has been sanctioned for the post held or for which he is entitled for reason of his position in a cadre), Special Pay and Personal Pay and any other emoluments which may be classified as pay by the competent authority in DTC. In so far as accommodation and charges for other services in a hospital are concerned, the status of the employees will be determined by the hospital authorities if there is no specific provision in that behalf in the hospital rules, or if there are no specific or general orders issued by the Govt. of India, Ministry of Health, in this regard.

3.13 "Treatment" means the use of all medical and surgical facilities essential for the recovery or for prevention of deterioration in the condition of the patient and includes:-

- i) The employment of such pathological, bacteriological or other methods as may be considered necessary by the Medical Board.
- ii) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital.

Clarification:

Employees have to bear the expenditure incurred on diet charges, birth certificate etc. as these do not form part of the treatment. Besides, such of the items that fall within the purview of Schedule XI & XII of C.S. (M.A) Rules, 1944, are also not reimbursable to the employees.

4. Confinement:

In the case of a female employee or wife of a male employee, treatment includes confinement and prenatal and post-natal treatment at the hospital with which arrangements have been made by the Corporation or at a Government hospital/M.C. maintained by a Govt. or local bodies subject to the condition that the reimbursement of charges at private hospital will be limited to what would have been admissible had the confinement been at a Govt. hospital and the case has been duly certified by D.T.C. Medical Board/A.M.C.

5. Charges for Dhobi and Ayah.

Dhobi charges and charges for an Ayah at the time of confinement/post natal care are not admissible.

6. Dental Treatment:

Expenses incurred by an employee of Corporation in connection with the following type of dental treatment

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obtained at ~~Govt.~~ hospital or hospital with which arrangements have been made by the Corporation may be reimbursed subject to the condition that the case has been duly certified by D.T.C. Medical Board.

- a) Extraction;
- b) Scaling and gum-treatment;
- c) Filling of teeth except with gold (cost of denture will not be reimbursed).
- d) Root Canal treatment.

Explanations

- i) Surgical operation needed for removal of odontomes and impacted wisdom teeth also fall under the category of dental treatment of a major kind. Treatment of gum boils will come under oral surgery (surgery of the mouth) and as such it will be admissible under these rules.
- ii) Orthodontal treatment other than for cosmetic purposes shall also fall under the category of dental treatment based on the certificate of the Medical Board.

Clarification:

Rates/charges reimburseable in respect of following items of dental treatment to Corporation and employee and their families will be as under:

- i) Dental fillings:
 - a) one surface Rs.15/-
 - b) Two surface Rs.20/-
- ii) Gum Treatment Rs.30/- per segment.
- iii) Scaling charges Rs.30/-
- iv) Root Canal Treatment Rs.30/-
- v) Dental X-ray Rs.8/- per dental film.
Rs.60/- for whole mouth.

These rates would be the ceiling. The actual payments made to the doctors would be reimbursed subject to these ceiling.

7. Eye sight testing:

Eye sight may be got tested once in every three years on the recommendation of the Medical Board at any hospital or clinic, if no such arrangements exists at Corporation's dispensary or in an empanelled hospital with which special arrangements have been made, charges of which will be reimbursed.

However, cost of spectacle will not be reimbursed. In every claim for reimbursement of fee for eye sight testing, the employee will certify that he has not claimed or been paid any amount for eye sight testing during the period of three years immediately preceding the date of testing to which the claim pertains.

A record will be maintained in service book/register be maintained by the controlling officer to ensure that the employees do not get eye sight testing facility on more than one occasion in a period of three years. Families of the Corporation's employees are not entitled to the above concession.

8. Treatment for Immunizing and Prophylactic purposes

Reimbursement of charges incurred on treatment of the employees and their families for immunizing and prophylactic purposes will be permitted only in case of communicable disease and as per the maximum rate indicated below:

- | | |
|--------------------------------|---------|
| 1. Cholera | Rs. 5/- |
| 2. Typhoid group of fever (TB) | Rs. 5/- |
| 3. Small-pox | Rs. 5/- |
| 4. Plague | Rs. 5/- |
| 5. Tetanus | |
| 6. Diphtheria | |
| 7. Whooping cough | |

For a combined injection for these three items Rs. 4/- for each injection subject to ceiling limit of Rs. 15/- for three injection.

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| 8. Polio | Rs.15/- on each occasion subject to a ceiling limit of Rs.15/- |
| 9. Measles | Rs.25/- |

Such treatment may invariably be obtained either through a hospital with whom arrangements have been made or a Govt. hospital and the actual expenditure incurred will be reimbursed subject to the ceiling limits indicated above.

NOTE: In case an anti-tetanus injection is administered separately, the ceiling limit will be Rs.5/- which will be inclusive of cost of medicine and injection charges.

The above rates are all inclusive viz. the consultation fee, the cost of medicine and the injection and as such separate consultation fee and/or injection charges or cost of medicines will not be reimbursed.

9. Vaccination, Inoculations etc.

The cost of vaccinations, inoculations and injections for prophylactic and immunising purposes to secure health certificate under international travel regulations before commencement of such travel will be reimbursed by the Corporation provided the journey is undertaken on behalf of the Corporation.

10. Blood Transfusion:

Blood transfusion charges paid to a Govt. institution or any local organisation recognised by the State/ Central Govt. are reimbursable. There shall be no objection to the purchase of blood plasma from a Chemist or to obtaining blood from a private doctor and the cost thereof reimbursed to the employee, provided the Medical Board certifies to the effect that the patient could not arrange for a donor from amongst his family members and that the supply

of blood required was not available from a local Govt. Institution and the price paid was reasonable.

11. Anti Rabic Treatment:

These rules cover Anti Rabic Treatment received on the advice of Medical Board.

12. Medical Treatment of certain diseases:

Medical treatment for both Avitaminosis and Hypovitaminosis is permissible. "General Debility" is a term loosely used. There is no such disease and it will be advisable for attending doctor to be more precise and indicate the disease giving rise to this. As regards "Secondary Anaemia" it is a term used by the Doctors but more detailed classification of anaemia is now known. If Anaemia is secondary to other conditions such as bleeding, hemorrhage, systemic illness such as enteric group of fever typhoid, kidney disease, cancer etc. it should be indicated clearly. Anaemia can also be due to the lack of Iron, B-12, Folic-Acid deficiency. The disease/diseases causing "General Debility" and "Secondary Anaemia" should be indicated in the essentiality certificate instead of putting the diagnosis as "General Debility" which indicates general weakness only.

13. Cost of Heart Pacemaker and replacement of the pulse generator:

The cost of Heart Pacemaker and the replacement of pulse Generator is reimbursable based on the recommendations of the Medical Officer or the specialist duly certified by the Medical Board.

The payment will be made to the supplying agency and not to the employee.

Clarification:

Cost of Heart Pacemakers and replacement of pulse generator only are reimbursable barring these two specific appliances cost of all other appliances are not reimbursable.

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14. Expenses for treatment of Dialysis & Kidney Transplant:

Expenses towards dialysis charges will be reimbursed if the same is carried on the recommendation of the Medical Board and in empaneled hospital. In case dialysis is carried out in any other private hospital, reimbursement will be made as per rule of dialysis in A.I.I.M.S.

Cases of Kidney transplantation should be carried out from the institution/hospitals as mentioned in C.S.(M.A.) Rules, 1944 on the recommendations of Medical Board. Any expenses incurred towards operation of Donor etc. will not be reimbursed.

15. Expenses for treatment of sterility:

The employees of the Corporation and members of his family will be eligible for reimbursement of expenditure incurred on treatment of sterility.

16. Treatment of V.D.

The expenses for treatment of Venereal Diseases are reimbursable.

17. Cost of life saving imported drugs:

As far as possible the prescription of imported drugs should be avoided. However, in cases when the Doctor/Specialist considers that all possible medicines drugs available in India have been tried but have proved ineffective and the prescription of imported life saving drugs is imperative for saving the life of patient, he may prescribe the drugs and the patient be directed to procure the life saving drugs either by placing orders on the foreign firms or otherwise. Only the cost of drugs thus imported shall be reimbursed subject to certification by the Medical Board.

NOTE: Only cost of the drugs is reimbursable. Packing charges custom duty, freight charges etc. will not be reimbursable.

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NOTE: Only cost of the drugs is reimbursable. Packing charges custom duty, freight charges etc. will not be reimbursable.

The attending doctors should not prescribe medicines for more than seven days at a stretch.

Classification:

The restriction that the medicines should be purchased only for seven days will not apply to Chronic ailment/ailments requiring prolonged treatment. In cases of such ailments, a certificate should be obtained from the Medical Board, as follows:

"Shri/Smt./Kumari _____ is suffering from _____ which is a chronic ailment/ailments requiring prolonged treatment".

When such a certificate is furnished, the requirement that purchase of medicines should be restricted to seven days at a time will not apply. In such cases, the maximum limit is extended from seven days to 30 days. On the expiry of 30 days, fresh purchases of medicines should be supported by a fresh certificate and recommendation/prescription from the Medical Board, as referred above.

18. Declaration of Dependence:

Every employee on appointment shall declare members of his family dependent on him in the prescribed form-A, dependent parents of family members of the employees even if her spouse, also a DTC employee has opted for inclusion of his parents as dependents under the scheme. The existing employees shall do so within a month of publication of these rules.

19. Treatment at the Dispensary/Hospital of the Corporation:

Employees and their families as defined in para 3.8 & 3.9 are entitled to free medical attendance/treatment in empaneled hospital/Government hospital. Patient will not ordinarily be treated at their residence, except in case of acute disease or when the Medical Board considers movement of the patient injurious to his recovery. Patients requiring hospitalisation may be admitted to the empaneled

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hospital as per Annexure-A, and will be entitled to the following facilities at the Corporation's expenses:

- a) Use of all medical and surgical facilities available at the hospital as may be required.
- b) The employment of such pathological, bacteriological, radiological or other methods as may be considered necessary by the hospital Doctor.
- c) Supply of such medicines, vaccines, sera or other therapeutic substances as may be ordinarily available in the hospital. Cost of medicines etc. prescribed by the attending doctor not available in the hospital will be reimbursed for the period of hospitalisation subject to the condition that:
 - i) Such consultations with a specialist as attending doctor may certify to be essential; and
 - ii) Such accommodation and such nursing as are ordinarily provided in the hospital and is within the entitlement of the patient as per these rules.

20. Treatment as Indoor Patients at government hospitals:

Employees and their families as defined in para 3.8 & 3.9 may take indoor treatment, if referred by Delhi Transport Corporation's Medical Board. From any Government, Railway, Public Sector Undertaking or local Authority hospitals including the hospitals mentioned in Annexure-A.

Actual expenditure incurred on hospitalisation in any of the hospital including the fee of operation, cost of medicines, charges for various tests etc. payable according to the rules of these hospitals and as per status of the employee, whichever is lower shall be reimbursed. Where the treatment

has been obtained from any other Private Hospital/Nursing Home duly certified by the Corporation's Medical Board, the entitlement for accommodation, major operations, and diagnosis tests, etc. shall be limited to those of All India Institute of Medical Science or at actuals whichever is lower. While treatment in Govt./empaneled hospital, the employees shall be entitled for accommodation at Corporation's expenses as per the following entitlement:

<u>Pay Range</u>	<u>Type of Accommodation</u>
i) Upto Rs.1545/-p.m.	General Ward upto maximum Rs.20/- per day.
ii) Rs.1545/- to Rs.2049/-p.m.	Semi-paying ward.
iii) Rs.2050/- to Rs.2249/-p.m.	Private Room
iv) Rs.2250/- to Rs.5149/-p.m.	Private A.C.Room
v) Rs.5150/- and above	Private Delux A.C.Room.

ILLUSTRATION:

- A. An employee admitted in Government hospital where the room charges etc. are free cannot claim any reimbursement.
- B. An employee with a basic pay upto Rs.1545/-P.M. is admitted in a hospital where the charges of general ward is more than Rs.20/- per day or is admitted to semi-paying ward etc. then employee will only be allowed reimbursement of Rs.20/- per day.
- C. An employee/officer with basic pay upto Rs.2675/- is admitted in an empaneled hospital and is occupying a semi-paying ward though his entitlement is for a private room, he/she will be entitled to the charges of semi-paying ward only.

21. REIMBURSEMENT WHEN BOTH HUSBAND AND WIFE ARE EMPLOYED:

When both husband and wife are employees of the Corporation, benefits under these rules to self and members of his family will be admissible only according to the entitlement of one of them, at their discretion. For this purpose, they shall furnish to their Controlling Officer a joint declaration as to who will prefer the claim for reimbursement of medical expenses in respect of wife/husband and other family

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members in the prescribed form-B. When wife and husband are employed in two different establishments of which one is not under the control of the Corporation, the husband or wife, as the case may be, whether employed in a Central/State Government or in the Defence/Railway Services or Corporation/Offices financed partly or wholly by the Central or State Govt. local bodies and private organisations, which provide medical services, would be entitled to choose for self and family members either the facilities under the rules of the Corporation or the medical facilities provided by the organisation in which he/she is employed and for this purpose they will have to give a joint declaration subject to condition that the spouse of the employee is not covered under C.G.H.S./B.S.I.

Clarification:

Change of option as indicated above may be allowed only once in the service of the employee. The Controlling Officer will exercise his discretion as to the circumstances of the case and will allow the same where considered necessary. In such cases, he will forward the revised option (in original) duly countersigned by him to the Accounts Wing for record.

22. Reimbursement of Medical Expenses:

The cost of medicine prescribed by Corporation's Doctor or doctor of a Govt. Hospital or a Doctor on duty of a hospital as the case may be, will be reimbursed on submission of a claim as hereinafter prescribed. Medicines as prescribed by the Doctor should invariably be purchased from Super Market in case they are not available in recognised Hospitals/Empanelled Hospitals. If the particular medicines are not available in Super Market, the same may be purchased from open market and the certificate that the medicine was not available in Super Market be produced. The cost of the medicines will be reimbursed to him on presentation of the bill together with the prescription. a) The cost of medicines which are food value,

23. Travelling Allowance:

Employees and their families will be entitled to payment of travelling allowance in terms of T.A. Rules of the Corporation when referred by the Medical Board for medical attendance to another M.O./Specialist or hospital outside the station. T.A. for one attendant/escort will also be allowed if it is certified by the Medical Board that it is unsafe for the patient to travel unattended. However, the total number of family members including attendant entitled for travelling allowance will not in any case exceed two.

24. Reimbursement of medical expenses incurred in emergencies:

Reimbursement of medical expenses upto Rs. 500/- in each case of prolonged illness may be allowed by the General Manager concerned on the recommendations of DTC Medical Board, in relaxation of these rules in cases of emergencies.

25. Treatment secured by an employee outside India:

Reimbursement of expenditure of medical treatment incurred abroad by the employee while on official tour or training or for participation in a seminar or conference, shall be subject to the scale if any laid down by the Reserve Bank of India from time to time, and as prescribed by C.S. (M.A.) Rules, 1944. Such medical attention/treatment outside India should be availed from authorised medical attendants and hospitals recognised by Indian Missions abroad. Similarly, reimbursement of such expenditure may be considered in appropriate cases depending on merits subject to over all satisfaction of the DTC Medical Board.

26. Treatment of Chronic Diseases:

Cases of Chronic diseases viz. T.B., Cancer, Polio, mental diseases etc. will be treated under these rules.

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toilet articles etc. as mentioned in Schedule-I of C.S.(M.A.) Rules, 1944 as amended from time to time will not be reimbursed. b) Expensive drugs as mentioned in Schedule-II of C.S.(M.A.) Rules, 1944 would be reimbursed, only if certified as essential for the patient, by the Medical Officer duly certified by the Competent Medical Officer of DTC.

NOTES:

When cheaper substitute of equal therapeutic value are available, the less expensive ones should be prescribed by the Doctor, as far as possible.

All pathological, bacteriological, radiological and other tests should be conducted at the Corporation's dispensary or at Govt. Hospital or sanctioned institutions. All such charges payable in Govt. Hospital/Institutions will be reimbursed. All payments of medical expenses should be made by the employees in the first instance. Claims for reimbursement of medical expenses should subsequently be submitted to the Controlling Officer. The claims shall be checked by the Corporation's Doctor i.e. Medical Board, with reference to the rules and countersigned for the admissible amount by the Controlling Officer of the employees (Depot Manager/Unit Officer concerned) before being forwarded to the Regional Accounts Officer for final check and payment.

Claim for reimbursement of medical expenses shall normally be submitted within three months from the date of completion of the treatment. Related claim will require sanction from Chairman-cum-M.D./General Manager.

Every claim of reimbursement of specialised medical treatment must invariably be signed by the employee and in case of employee himself is a patient and either DTC Medical Board and or the superintendent of the Hospital certifies that he is unable to sign, the next of kin may be allowed to submit such claim.

27. Medical Card for Medical Treatment.

Each employee eligible for medical treatment will be issued by the Corporation a medical card indicating the names of employee's family members entitled to medical treatment under these rules duly signed by the employee. Such medical card shall be produced by the employee concerned to the Medical Board at the time of taking the treatment. Any change in the family member shall be reported by the employee concerned. The identity card shall be surrendered to the Corporation by the employee on leaving the service.

28. O.P.D. Treatment

Employees or the members of their families taking O.P.D. treatment from the empanelled or Govt. hospitals as the case may be, will be reimbursed expenses including consultation fee subject to actual expenditure incurred on treatment (except on account of appliance instrument and items as mentioned earlier) in accordance with the rules of these hospitals or his entitlement whichever is lower and subject to the condition that the patient is referred by the D.T.C. Medical Board.

29. Relaxation/Interpretation:

Doubt regarding interpretation or application of these rules and cases of relaxation of these rules shall be referred to C.M.D. whose decision shall be final.

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ANNEXURE-A

LIST OF THE EMPANNELED HOSPITALS.

1. Moolchand Kharati Ram Hospital.
2. Holy Family Hospital.
3. All India Institute of Medical Science.
4. Sir Ganga Ram Hospital.
5. Balak Ram Hospital.
6. Kapoor Memorial Hospital.
7. St. Stephen's Hospital.
8. Sir Jessa Ram Hospital.
9. Tirath Ram Hospital.
10. Batra Hospital.
11. Gura Teg Bahadur Hospital.

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