

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 each 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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Manager (Admin.) Hqr
Delhi Transport Corporation
(Govt. of N.C.T. of Delhi)
P. Estate, New Delhi - 110002
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Form

Condition

1) 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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