

DELHI TRANSPORT CORPORATION
(Govt. of NCT of Delhi)
I.P Estate- New Delhi-110002.

No.Act/CS-II/2019/763

Dated: 1st July, 2019

Sub:-Guidelines / Instructions to the new 7 cluster Depots.

You are aware that the Government vide its letter dated 30.4.2019 has assigned the job of Management of fare collection of 1000 Cluster buses to DTC to be operated in the 7 Depots. The DMs of the said depots may see the following guidelines/ Instructions pertaining to Finance and Accounts side.

- 1) The salary payment to the contractual conductors / other office staff to be deployed in the said depots shall be paid from the separate Bank Account from the funds released / to be released by the Govt. Accordingly, the salary data of the said employees shall also be prepared separately and shall not to be mixed in the Salary data of the existing DTC employees.

-The salary data of the contractual employees based on minimum wages (as circulated by the PLD- DTC from time to time) along-with bank details (Bank Account no- of the employee, IFSC code) of the said employees shall be forwarded to the computer cell – DTC BBM complex by all these seven units well in time in consultation with the Pay Roll Section- BBM Complex. The name of the employee, Token No, may be written on the back of cheque leaf(s) to avoid payment in wrong Account / wrong employee. The salary data of the existing DTC employees if posted in these depots shall be prepared as per their existing pay.

- The statutory dues (ESI and PF) as per rules shall be deducted from the payable salary amount as per rules/practice in vogue. For generation of ESI challans and ESI payment related issues, the DMs may remain in touch with Dy. Manager (pay) HQ on his Mobile number- 8744073270. The concerned officers of HQ and Depots shall also maintain separate registers for ESI, PF and other registers as per requirement and need for the said seven depots. All these payments including salary of the staff of these depots shall be made by HQ from the New Bank Account No-3525101001476 opened in Canara Bank based on the bills and salary data received from the depots and Pay Roll section respectively.

2) Daily Traffic earning of the said depots shall be deposited in the designated Bank Accounts of Transport Department, which shall be communicated to the Depots shortly. For deposit of daily cash in the said account of Transport department, the official vehicle (s) allotted to the Depots/Regional Checking or at the disposal of FCMS project-PGD shall be utilized with proper security arrangement. The timely deposit of the daily earning in the designated Bank Account of Transport department shall be ensured by the DMs and monitored by the In-charge FCMS project.

- The Daily Financial returns against sale of tickets shall be submitted to the Dy. Manager (CS-II) HQ for record and compilation purpose on daily basis. Proper cash Book and other related records shall be maintained by the depots for day to day earning. Dy. Manager (CS-II)-HQ shall also maintain separate record of the earning deposited by these depots in the designated Bank Account of Transport department based on the daily DFRs received from these depots and also ensure Bank reconciliation in association with the officials of Transport department officials. A copy of format of DFR (exclusive for the DTC-cluster depots) is enclosed herewith.

The Dy. Manager (CS-II)-Hq. shall open the separate cash Book for recording the Grant in Aid received from the Govt. and for recording day to day expenses against salary of staff, PF, ESI, Imprest Water & electricity bills Taxes and any other expenditure of the depots.

3) Separate Bank Account is also to be opened by the each Depot Manager for maintaining imprest amount. After opening the said Bank Accounts by the individual depots, the Bank details are to be informed to the Dy. Manager (CS-II) -DTC-Hq. to enable him to release imprest amount to these depots to meet day to day expenses.

4) As per existing practice, the code numbers and imprest amounts are allotted to the newly opened depots. Sanctioned Imprest amount for day to day expenses and codes for the said depots are given here-under :-

S. No	Name of Depot.	Code Numbers.	Sanctioned Imprest Amount	Fleet Strength
1	Revla Khanpur	91	1 Lakh	100
2	Dwarka Sector-22.	92	1.5 Lakh	250
3	Kharkhari Nagar.	93	1 Lakh	120
4	Bawana Sector-1.	94	1 Lakh	90
5	Ranikhera-1.	95	1 Lakh	160
6	Ranikhera-2.	96	1 Lakh	140
7	Ranikhera-3.	97	1 Lakh	140

-The Dy. Manager (CS-II) shall maintain separate register for the imprest payment of these cluster depots. The said imprest payment shall be made from the New Bank Account No-3525101001476 opened in Canara Bank by the Hq. Imprest amount shall be released / re-imbursed on need base against sanctioned expenditure with supporting documents of expenditure including sanctions submitted by the DMs as per existing practice in vogue.

- The Daily / Monthly computerized data of the Grant received and Salary and other expenditures from the said new Bank Account (New Bank Account No-3525101001476) in addition to the daily earning shall be maintained separately and kept ready / updated from time to time for information, record and for reconciliation purpose as and when required.

5) The Dy. CGM (MS-I) shall arrange the cash counting machines prior to the date of physical Bus operation from these Depots.

6) The Sr. Manager (CS-I)- Hq shall ensure the Accounting of Grant In Aid against cluster Buses, allotment of Account heads wherever required and for other actions pertaining to his section.

This has the approval of competent authority.

V.N. Patil
117/2019
(V.N. Patil)
Addl. CAO

All DMs - DTC Cluster Depots.
(RKD-22, Bawana Sector-1.)

- CC to 1) Dy. CGM (Pay – Roll)- BBM for information and action.
2) Dy. CGM (MS-I)- for arranging cash counting machines.
3) Dy. CGM (FCMS)- PGD-for information & Action.
4) Sr. Manager (CS-I) –HQ for allotting required heads.
5) Dy. Manager (Pay)-HQ for necessary action.
✓ 6) Dy. Manager (CS-II)-HQ for necessary action.