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AMENDMENT NO. A:

DE... CORPORATION
(A GOVT. OF INDIA UNDERTAKING)
I.P. ESTATE, NEW DELHI

Ref: AdmL-2(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.

Encls: As above.

Sd/-
(D.C. ARORA)
Labour Officer
for Sr. Administrative Officer

All officers and Sections.

Luo
Manager (Admin) 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/Shri B. S. Garkar
Minister of Labour/Shri Mantralaya.

NOTIFICATION

S. S. R. S. D. 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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- (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 II, 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

J.T.C.I.P. ESTATE : NEW DELHI

The existing paragraph Nos. 7, 12 and 20 in the J.T.C. Employees Provident Fund Regulations, 1976, shall be substituted with the new paragraphs as under:-

PARA. 7. SUBSCRIBER.

(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 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 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/- 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 Insurance 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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EXPLANATION:- In computing the period of work, for 60 days under this regulation:-

- 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. 1.2.81 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 he 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 Fund 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 un-lived 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 construction 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 unlive 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 3.10.1981.

(2) The amount of advance shall not exceed the member's basic wages and dearness allowance for twenty four months or the member's own share of contributions, together with that amount of 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
i) The member has completed five years' membership of the Fund.

ii) 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;

iii) 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 two 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 his 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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- (8) 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 any 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 F.F. Trust, or where so authorized by the F.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(1) of the Extra Ordinary Gazette of India dated 3.10.81.

PARA 20(a) ADVANCE FROM THE FUND TOWARDS THE ALLOTMENT OF A TENEMENT 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 TENEMENT 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 available under sub-paragraph (3) of the paragraph 20 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)* 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 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 upon 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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Delhi Transport Corporation
(Caretaker of M.C.T. of Delhi)
IP EMD 29/05/2002

*PARA-20(h) has been substituted w.e.f. 25.1.03 vide

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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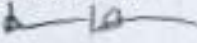
as his own share of contribution with interest thereon, whichever is less.

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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ANSWERS To C

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

No: Admi-5(41)82

Date: 25.6.1982

Subject: Amendments in the P.F. Regulation 1976.

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 1976.

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. Delegation 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. JETA)
Administrative Officer (NO)

All Unit Officers.

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Manager (Adm.) Hgt.
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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 nece-
ssary 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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Manager (Admin.) Hqr.
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1 P. Estate, N.C.T. of Delhi - 110002
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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.

ii) 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.

iii) 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 eight hours or even nine hours
per head	
Conductor.... Rs. three per day	} if required (ex- cluding rest in travel).
per head	

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 reasons, 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.

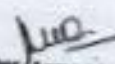
vii) If, on any day any member of the retainer crew is not put on duty and does not earn the full wages prescribed in clause (v) above, or half wages as prescribed in clause (vi) (a) above, retainer allowance as indicated below shall become payable to him subject to fulfilment of the conditions set forth 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 8 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 - 110005

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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.


 Manager (Admin.) Mr.
 Delhi Transport Corporation
 (Govt. of N.C.T. of Delhi)
 I.P. Estate, New Delhi - 11002

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 establishments: 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)
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DELHI ADMINISTRATION : DELHI
(LABOUR DEPARTMENT)

NOTIFICATION

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 listed 24.8.1950 and Ministry of Home Affairs Notification No.S.O.530(F.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.

SCHEDULE

"Employment in DELHI TRANSPORT CORPORATION"

S.No.	Category of Employees	Minimum rates of wages
1.	Peon	
2.	Chowkidar	
3.	Water Server	
4.	Mazdoor	
5.	Helper	
6.	Mali & Cleaner	
7.	Sweeper	Rs.11.60 per day
8.	Solder	
9.	Sweeper-cum-Cleaner	
10.	Packer	
11.	Mate	
12.	Asstt.Fitter	
13.	Asstt.Electrician	
14.	Asstt.Blacksmith	
15.	Asstt.Painter	
16.	Asstt.Body Fitter	
17.	Tyremen	Rs.13.90 per day
18.	Asstt.Plumber	
19.	Asstt.Carpenter	
20.	Pump Driver	
21.	Asstt.Fitter(CED)	
22.	Mason	
23.	Carpenter	
24.	Fitter	
25.	Blacksmith	
26.	Truck Driver	Rs.21.00 per day
27.	Painter	
28.	Other Drivers	
29.	Sanitary Fitter	
30.	Wireman	
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.486/- P.M. or Rs.18.50 per day.

Notes:- 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.

Notes:- 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.CHIMRA)
Under Secy. (Labour)
Delhi Adm., Delhi.

DELHI TRANSPORT CORPORATION
1-P. ESTATE, NEW DELHI

No.PLJ-IV (MW)/82/6075

Dated: 9.6.1982

Copy forwarded to all concerned for information and necessary action please.

Sd/-

(C.L.PARMA)
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. HARRIS
P.P.S.
A.P.O.-II for information
A.P.O.-IV for information
S.R.
Dy.P.O. for information

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Manager (Admin) H-7
Delhi Transport Corporation
(Govt of N.C.T of Delhi)
1-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(67)/82

Dated: 5.8.82

OFFICE ORDER NO. 24

Sub: Provision of medical facilities to the employee
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.30 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 (Admin.) 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:Adml-3(67)/63

Dated: 18th Sept. 63

OFFICE ORDER NO. 90

It is notified for the information and guidance of all the employees that it has been decided to extend 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, an 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 J.T.U. Workers Union.
File No. Adml-8(4)63 & Adm-7(27)/63.

DELHI TRANSPORT CORPORATION
(OF THE MUNICIPAL CORPORATION OF DELHI)
1, P. ESTATE, NEW DELHI

No:Adml-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.

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

Sd/-
(L.S.TITUS)
Addl. General Manager

All Officers & Sections.