

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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Delhi Road Transport Authority
(General Office, Delhi)
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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 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. (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 withhold 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 withhold its contribution and interest thereon.

[Signature]
Manager (Admin.) Hqr.
Delhi Transport Corporation
1.P. S. No. 2, Connaught Place, Delhi-110002

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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 faithfull, 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.

(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, excluding 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

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Manager (Admin) Hq.
Delhi Road Transport Corporation
(C.O. Office of Hq.)
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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 3/4th 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 prevailing 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, 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 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.

(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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Manager, Union Bank of India
Deputy Manager, Union Bank of India
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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 withdrawn 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;

- (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 with-drawals	TOTAL	With-drawals.	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

Handwritten signatures and initials:
 [Signature]
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Particulars	Opening Balance	Deposits..	Interest.	Total	With dra- wals.	Clos- ing Bal- ance.
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Subscriptions.

Author. ty'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

DELHI ROAD GENERAL MANAGER
TRANSPORT AUTHORITY.

Date.....

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:-

Manager (Admin) Dept.
Delhi Road Transport Authority
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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 monies 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.

1.

2.....

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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Name and address of Nominee.	Relationship with subscriber.	Age.	*Amount or Share of accumulations to be each.	Contingencies on happening of which the nomination becomes 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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Date this.....day of.....19.....

at

Signature of subscriber

Two witnesses to signature.

1.....

2.....

*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

III. When the subscriber has no family and wishes to nominate one person.

I, having no family as defined in clause 2 of the D.RTA (employees provident fund), Regulations hereby nominate the person mentioned below to receive the amount that may stand to my credit in the fund, in the event of my death before that has become payable, or having become payable has not been paid.

Name & 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.
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Dated this day of 19
at

Signature of subscriber.

Two witness to signature.

1.....

2.....

*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.

1.....

2.....

*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

~~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~~

**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.

Manager
Delhi
(Cay)

(SHANKAR PRASHAD)
CHAIRMAN
DELHI ROAD TRANSPORT AUTHORITY.

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DELHI ROAD TRANSPORT AUTHORITY
SCINDIA 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.(Employee's 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 he 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. All T.Ss and Assistant Works Manager, Central Workshop (with 2 spare copies for N.E.).
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.M.S.Worker's Union, Delhi

2. Concurrent Audit Party (in duplicate).
3. File No.AMDI-3(3)/55.