

**RAJASTHAN STATE ROAD  
TRANSPORT CORPORATION**



**RAJASTHAN STATE ROAD TRANSPORT  
CORPORATION RULES -1964**

**PARIVAHAN MARG  
JAIPUR**

**RAJASTHAN STATE ROAD TRANSPORT CORPORATION**  
**RULES - 1964**

**CHAPTER - ' I '**

Preliminary

1- **Short title :-**

These rules may be called the Rajasthan State Road Transport Corporation Rules, 1964.

2- **Definition :-**

In these rules, unless the context otherwise requires :

- (a) "Act" means the Road Transport Corporation Act, 1950 (Central Act, 64 of 1950) ;
- (b) "Corporation" means the Rajasthan State Road Transport Corporation established under the Act ;
- (c) "Schedule" means the schedule annexed to these rules ;
- (d) "Section" means a section of the Act ;

**CHAPTER - ' II '**

Constitution of the Board

3- **Constitution :-**

(1) The Board shall consist of :-

- (a) The Chairman to be appointed by the State Government ;
  - (b) Six official Directors of whom four shall be nominated by the State Govt. and two shall be nominated by the Central Government ;
  - (c) Three Non-official Directors to be appointed by the State Government ;
  - (d) Two representatives of labour from amongst the workers of the Corporation to be nominated by the Government.
- (2) The State Government may appoint any of the Directors as Vice-Chairman of the Corporation.
- (3) The Non - Official Directors shall be part-time Directors.

4- **Term of office**

The Directors other than the official Directors shall hold office for a period of one year from the date of their appointment and shall be eligible for re-appointment.

**5- Emoluments of Chairman and Directors .**

(1) The Chairman, appointed under Rule 3(1) of the said rule whether whole time or part-time shall receive such remuneration as the State Government may fix from time to time.

Provided that where the official part-time Chairman draws his full salary from the consolidated fund of the State, the Government shall be reimbursed in respect of the Chairman's services as may be fixed by it from time to time.

(2) The non-official Directors shall hold their offices in an honorary capacity.

(3) An official Director appointed as a whole time Director shall be entitled to such salary and such other allowances as may be specified by the State Government or the Central Government, as the case may be, official Directors who are part time Directors shall not be eligible to any allowance except provided in Rule - 6

**6- Travelling Daily and Conveyance allowance .**

(i) All non-official Directors shall be eligible to draw **travelling allowance and daily allowance** at the following rates :-

Journey by Rail/Bus	Air conditioned class where available or ordinary 1st class or actual bus fare plus incidental charges @ 4 paisa per Km. limited to Rs. 15/- for every period of 24 hours or fraction thereof spent on actual travel by rail or bus.
Journey by Air	Actual Air fare, plus incidental charges @ 20% of fare limited to Rs. 15/-
Journey by road in car owned, hired or borrowed by Directors	1.30 paisa per Km.
Daily allowance for the date of meeting of the Board or of a committee	Rs. 15/- if stay is arranged in Govt. Circuit House or Dak Bungalow at concessional rates admissible to Govt. official on duty. Rs. 30/- in other cases in Jaipur. Same as admissible to the highest category of Corporation employees in other places.

(ii) **Conveyance allowance** Rs.20/- per meeting of  
for local Directors Board or committee.

**(iii) Sitting Fee**

- (a) For attending the Board meetings      Rs. 500/-
- (b) For attending the meetings of the      Rs. 100/-  
Committee constituted by the Board.

- (2) The official Directors shall be eligible to draw such travelling and daily allowances as may be admissible to them under the rules, governing such Directors and whenever necessary such official Directors may travel by air.

Provided that such official Directors while presenting their claims for travelling allowance under these Rules shall record specifically the reasons for journey by air against each claim.

Provided further that such official Directors shall be eligible to draw travelling allowance under these rules only when they travel for attending the meetings of the Board.

- (3) An official Director including the Chairman shall also be eligible to draw conveyance allowance at the rate of Rs. 25/- for each day on which he attends a meeting of the Board or of a committee appointed by it under Section 12 or for journey performed in connection with affairs/business of the Corporation on duty as a Director of the Board or a member of such Committee.

Provided that such official Director :-

- (a) has his official headquarters at the place where such meeting is held or duty is performed.
- (b) has not made use of any of the vehicles belonging to the Corporation free of charge for such purpose; and
- (c) is not in receipt of any other conveyance allowance.

- (4) Every official Director claiming conveyance allowance under sub-rule (3) shall certify in terms of clauses (a), (b) and (c) of the proviso to said sub-rule and every non-official Director shall certify in terms of clauses (a) and (b) of the said proviso.

(5) A bill for a travelling allowance daily allowance or conveyance allowance as the case may be claimed under this Rule shall be counter-signed, when such allowance is claimed by :-

- (a) the Chairman, by the Chairman himself ;
- (b) by a non-official Director, by the Managing Director, and
- (c) an official Director, by the official Director himself before such bill is submitted for audit and payment.

When the period intervening between the dates of two meetings of the Board or of a committee appointed by it at the same place is four days or less, a Director of the Board may, if he so desires, remain at the place in which case he shall, notwithstanding anything contained in sub-rule (1) be also entitled to draw a daily allowance at the rate admissible to him but not exceeding the amount of Travelling Allowance (Excluding halting allowance) that would have been admissible had he undertaken the journey to his headquarters and back to the place of the meeting.

(6) The representatives of labour from amongst the workers of the Corporation nominated by the State Government under clause (d) of sub rule (1) of rule 3 of these rules shall be entitled to draw travelling , daily and conveyance allowances admissible to them in their official capacity as employees of the Corporation.

7. **Use of Staff car by the Chairman.**

The Corporation may provide staff car for the use of the Chairman in the discharge of his duties under the Act; and where the Chairman uses such staff car for any official journey no mileage allowance shall be admissible to him in respect of such journey but he shall be entitled to draw daily allowance admissible to him under rule 6.

8. **Use of Staff car by Directors :**

- (1) The Corporation may also provide staff cars for the use of the Directors other than Chairman in the discharge of duties as Directors under the Act.
- (2) A non-official Director ordinarily residing or carrying on business outside the place where a meeting of the Board is held, may, for the purpose of attending such meeting, use a staff car within the municipal limits or a distance of five miles from the place where such meeting is held , whichever is greater ;

Provided that for each day on which the staff car is used by a Director a deduction of Rs. 5/- be made from the daily allowance or incidental expenses admissible to him for such day.

- (3) A Director may use a staff car for his inspection tours, for business of the Corporation outside the place where he ordinarily resides or carries on business or for performing any other duties connected with the work of the Corporation.

Provided that when a Director uses the staff car for any such purpose, no mileage allowance shall be admissible to him in respect of the journey; but he shall be entitled to draw daily allowance admissible to him under rule 6. '

9. **Travelling allowance may be drawn in advance :-**

The Corporation may, at the request of any Director, grant him an advance against the travelling allowance to which he may be entitled under rule 6 for a journey to be undertaken by him. Such advance shall not exceed the estimated amount of the travelling allowance admissible to such Director for the journey, and shall be recovered in full on submission of the Director's travelling allowance bills.

T.A.Bills shall be submitted by the Director within a month.

No second advance shall be admissible if any advance drawn earlier is outstanding.

10 **Travel by air :-**

The Chairman at his discretion and the other Directors of the Board with the previous permission of the Chairman can travel by air in the discharge of their duties under the Act.

11- **Temporary vacancies :**

All casual vacancies among the Directors shall be filled up as soon as conveniently may be in the manner provided in rule 3 by the State Government; provided that vacancies among the Directors representing the Central Government shall be filled up by the Central Government. The person appointed to fill a casual vacancy shall hold office so long as the Director in whose place he is appointed would have held it if the vacancy had not occurred.

12- **Quorum :-**

The number of Directors necessary to constitute a quorum at a meeting of the Board shall be five including the Chairman.

**CHAPTER - ' III '**  
**ASSOCIATED PERSONS**

13- **Remuneration of persons associated with the Board**

(1) A person temporarily associated with the Board or any of its committee (hereinafter in this rule referred to as an "associated persons") may be so associated in an honorary capacity, or on payment of remuneration.

(2) When an associated person works on remuneration, he shall be entitled to draw such remuneration as may be determined by the Board with the prior approval of Government, not exceeding Rs. 1,000/- per mensem or Rs. 50/- per diem and to the allowances prescribed under sub-rule (3) such associated person shall be entitled :-

(a) if he is in the service of the Government of India or the Government of a State or a Statutory Corporation, to

such travelling and daily allowance, as may be admissible to him under the rules governing him as a servant of the appropriate Government or such Corporation.

Provided that he shall not draw travelling or daily allowance admissible under these rules, if for the same journey or halt he has drawn travelling or daily allowance from the Government Treasury or the funds of the Corporation in any other capacity;

- (b) If he is not in such service to such travelling and daily allowance as are admissible to a non-official Director under rule 6.
- (c) to such conveyance allowance as is admissible to non-official Director under rule 6.

## **CHAPTER - ' IV '** **APPOINTMENT OF GOVERNMENT OFFICERS** **OF THE CORPORATION**

### **14. Appointment and conditions of service of the Managing Director and the Chief Accounts Officer-Cum-Financial Advisor.**

The appointment of the Managing Director, the Chief Accounts Officer-Cum-Financial Advisor or the Chief Accounts Officer and the Financial Advisor of the Corporation shall be made by the State Government on such conditions as may be specified by it.

### **15- Deputation of Government Servants to the Corporation.**

Where a Government servant is appointed on deputation, the terms of his deputation shall be laid down by the Government and the Corporation shall pay, in respect of such Government Servants, for the period of deputation, the Government leave and pension contribution at such rates as are payable according to rules of Government.



**CHAPTER - ' IV ( A ) '**  
**OBSOLETE STORES ARTICLES**

**15. (a) Procedure to declare stores obsolete.**

- (1) After the close of a financial year, the Head of the Stores & Purchase Department, within one month shall circulate a list of parts not issued/moved from the stores for the last three years showing quantities to the General Manager (Production)/ (Operation) , Works Managers of Central Workshops and the Divisional Mechanical Engineers, the so called users of the parts.

These officers shall furnish a report about the possibilities of utilization of such parts immediately or in near future latest by the 15th May.

- (2) On receipt of the report, the parts shown as non-useable shall be declared obsolete by the 30th June for disposal.

**CHAPTER - V**  
**FINANCIAL STRUCTURE**

**16- Rajasthan State Road Transport Corporation Fund :-**

- (1) The Corporation shall have a fund called the Rajasthan State Road Transport Corporation Fund.
- (2) The monies belonging to the said fund may be deposited in any of the following manners namely :-
- (a) with the Government of Rajasthan as interest bearing deposits.
  - (b) with the Government of Rajasthan in personal deposit account with the Treasuries and sub-treasuries.
  - (c) with the State Bank of India and in its subsidiary Banks.
  - (d) With any scheduled Bank.
  - (e) With any Central Co-operative Bank.
  - (f) Post Office savings Bank Account.

**17- Third Party Liability Fund :-**

There shall be established and maintained by the Corporation a fund to be called the Third Party Liability Fund into which shall be paid every year from out of the revenues of the Corporation such sum as may be directed by the State Government from time to time for meeting liability, arising out of the use of any vehicle of the Corporation, which the Corporation or any person in the employment of the Corporation may incur to third parties.

Such fund shall be kept with State Government.

**CHAPTER - ' VI '**

**18- Form of Budget :-**

- (1) The budget estimate of the Corporation shall be in such number of parts and in such forms as the State Government may in consultation with the Corporation specify.
- (2) The Budget estimates shall give the anticipated receipts and expenditure for the Financial Year to which it pertains under the Major, Minor sub-detailed heads of Accounts as may be specified by the Government separately. They should also clearly indicate the extent to which amounts from any of the Funds with the Corporation are proposed to be appropriated towards expenditure during the course of the year.

**19- Procedure for forwarding Budget to the State Govt. :-**

- (1) The budget estimates for any year shall be laid before the Board on or before the 1st day of December of the previous year and after it is approved by the Board shall be forwarded to the State Government for approval on or before the 15th December. The State Government shall approve of the budget before the 15th January after making such amendments and alterations as it considers necessary.

(2) The budget thus amended or altered and approved shall constitute the budget of the Corporation for the ensuing financial year and shall be issued under the seal of the Corporation and signed by the Officer or officers of the Corporation duly authorized in this behalf. Authenticated copies of the budget shall be forwarded to the Central and State Government and the Accountant General, Rajasthan, on or before the 31st January.

**20- Contingency Fund :**

There shall be established a Contingency Fund in the nature of an imprest entitled the Contingency Fund of the Corporation into which shall be paid from and out of the Rajasthan State Road Transport Corporation Fund a sum of three lakhs of rupees. The contingency fund so established shall be held on behalf of the Corporation by the Managing Director and no advance shall be made out of such fund except for the purpose of meeting unforeseen expenditure pending authorization of such expenditure by the State Government to which a report detailing the expenditure withdrawn from the fund and the nature of emergency which necessitated such expenditure shall be sent by the Corpn. as soon as possible after incurring such expenditure.

The amount of the contingency fund shall be kept under the major head part III-Deposits under various funds etc. and the amount shall remain with the Corporation.

**21- Unanticipated expenditure :-**

If during the course of a year, it becomes necessary to incur expenditure over and above the provision made in the budget, it would immediately forward to the State Government the details of the proposed expenditure along with the manner in which it is proposed to meet the additional expenditure. The State Government shall either approve the proposed expenditure after making such modifications as it considers necessary, or reject it. A copy of the order of the State Government on every such request shall be communicated to the Corporation and to the Accountant General.

## CHAPTER - ' VII ' ACCOUNTS AND AUDIT

**22- The form and manner of Maintenance of accounts of Corporation :-**

The receipts and expenditure of the Corporation classified under the various major, minor and subordinate heads of account prescribed in schedule shall be booked under such further detailed heads of accounts as the Corporation may deem necessary for purposes of information and control.

**23- Major Heads of Accounts :**

The following shall be the major heads of accounts namely :-

- A. Capital;
- B. Revenue ;
- C. Capital Receipts
- D. Fines, deposits and advances.

**24- Capital Expenditure :-**

Capital expenditure shall represent all expenditure incurred in acquiring assets for the purpose of earning income, or increasing the earning capacity, of the Corporation and includes charges in creating and bringing the assets into beneficial use.

**25- Major head Capital Receipts :-**

The major head and 'Capital Receipts' shall record all contributions towards capital received from the State Government and the Central Government or amounts borrowed under Section 26 of the Act.

**26- Revenue Expenditure :-**

Revenue expenditure shall represent all expenditure incurred from the revenues of the Corporation for the operating of the bus services, running of the new workshops and maintenance of the old ones, petty works and repairs etc.

**27- Major Head Revenue and minor heads under it :**

- (1) Major head 'Revenue' shall cover the recurring transactions and shall be divided into the following three minor heads subject to such modifications and additions as the Corporation may think fit, namely :-
  - (a) Passenger Bus Services ;
  - (b) Interest from investment, etc. and
  - (c) other revenues.
- (2) The Corporation shall communicate forthwith to the State Government for its approval any modifications or additions made by the Corporation in the nomenclature or order of minor heads referred to in sub-rule (1) above.

**28- Recording Debits and Credits under funds :-**

Debits and Credits pertaining to the various funds shall be recorded separately under suitable minor heads under each Fund. Similarly, transactions pertaining to each group of Deposits and advances shall be recorded under suitable minor heads.

**29- Mode of Payment :**

All payments from the Rajasthan State Road Transport Corporation Fund shall be made through cheques issued by such officer as may be authorized by the Board provided the payments amounting to less than rupees twenty may be made in cash.

**30- Procedure for payment :**

Subject to such limitations as may be laid down by the Board all payments shall be made after pre-audit.

Provided that the Chief Accounts Officer-Cum-Financial Advisor in emergent case and where the loss is anticipated to the Corporation may make payment before audit. In such cases, vouchers shall be sent to pre-audit for carrying out post-audit, and monthly statement of such payment made together with reasons therefore, shall be submitted to the Board for approval.

Provided further that pre-audit shall not be necessary in case of payments made out of permanent advances.

**31- Principal books of account :-**

The Principal books of accounts shall consist of the ledger, the journal and the cash book. These shall be maintained in accordance with such instruction as may be issued from time to time by the Chief Accounts Officer.

**32- Subsidiary registers :-**

Besides these principal books, such subsidiary registers as may be prescribed by the Chief Accounts Officer shall be maintained to record the receipts and expenditure in detail and to keep a proper detailed account of all assets stores, raw materials, spare parts, investments, advances, deposits, etc. and also to watch the clearance of suspense transactions. These subsidiary registers shall be reconciled monthly with the Cash Book and the ledger.

**33- Investment of surplus money :**

- (1) Any money lying at the credit of the Corporation not immediately required by it for the purposes of the business of the Corporation may be invested or deposited by the Corporation with such Banks and as upto such limits in respect of each Bank as may be specified by the State Government or invested in securities authorized by the Indian Trust Act, 1882.
- (2) The cash balances of Depreciation, Reserve and other funds which are not immediately required for disbursement may similarly be invested.

**34- Physical Verification of Assets :**

A Physical verification of all the assets of the Corporation , both moveable and immovable, shall be made atleast once a year by officers of the Corporation specially authorised in this behalf, who are not the custodians thereof. The results of verification indicating shortages or excesses or both shall be recorded in writing and the orders of the Board or any officer authorised in this behalf shall be obtained thereon and action shall be taken in accordance with these orders.

**35- Annual Accounts :-**

The annual accounts for each financial year, showing the financial results of the undertaking, shall be drawn up within six months from the close of the financial year provided that on the application of the Corporation, the State Government may, in consultation with the Accountant General, Rajasthan, extend the time for drawing up any such accounts by such period as it may deem necessary. These accounts shall be taken into account all liabilities for the year incurred but not liquidated as also all expenditure incurred in the year in advance of the period to which it pertains. The annual accounts shall consist of such statements as the State Government may specify.

**36- Internal Audit :**

The accounts of the Corporation shall be subject to internal (departmental) concurrent audit supplemented by inspections of initial records.

**CHAPTER - ' VIII '**  
**STATISTICS**

**37- Statistical returns and reports :**

- (1) A report called the operational review shall be submitted to the State Government each month containing details of statistical returns and other information relating to the operations and other general progress of the undertaking.
- (2) (1) The operational review shall contain details relating to :-
  - (a) The analysis of operation ;
  - (b) the vehicle position;
  - (c) the revenue analysis ;

- (d) the cost analysis on major items including fuel consumption, staff consumable stores, departmental kilometers, estimated operational surplus or deficit in terms of actual value and in paise per effective kilometer.
- (e) the operational review may consist of the Statistical statement in such forms and such other statements as the State Govt. may from time to time specify.