

The M.P. State Road Transport Corporation Rules, 1962

MADHYA PRADESH

India

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Rule

THE-M-P-STATE-ROAD-TRANSPORT-CORPORATION-RULES-1962 of 1962

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The M.P. State Road Transport Corporation Rules, 1962 Published vide Notification No. 3813-4288-11-C, dated 26-3-1962, M.P. Rajpatra, Part 4 (Ga), dated 6-4-1962 at pages 149-171 In exercise of the powers conferred by Section 44 of the Road Transport Corporation Act, 1950 (LXIV of 1950), the State Government hereby makes the following rules, namely :-

Chapter I Preliminary

1. Short titles.

- These rules may be called the Madhya Pradesh State Road Transport Corporation Rules, 1962.

2. Definitions.

- In these rules, unless the context otherwise requires-(a)"Act" means the Road Transport Corporation Act, 1950;(b)"Advisory Council" means an Advisory Council constituted under Section 17;(c)"Chief Accounts Officer" means a Chief Accounts Officer appointed under sub-section (1) of Section 14;(d)"Division" means such areas as may be established by the Corporation from time to time for the proper operation and control of its undertaking from the administrative point of view;(e)"Managing Director" [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983] means a [Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] appointed under sub-section (1) of Section 14;(f)"Member" means a member of the Corporation and includes the Chairman thereof;(g)"official member" means an employee of the State or Central

Government appointed as member of the Corporation;(h)"quarter" means a period of three months ending on the 31st December of any year.(i)"Regulations" means the regulations made by the Corporation under Section 45;(j)"Schedule" means a schedule annexed to these rules;(k)"Section" means a section of the Act.

Chapter II

Constitution of the Corporation

3. [Constitution. [Substituted by Notification No. 5001-5014-II-A(2)-66, dated 9-11-1967.]

- [(1) The Corporation shall consist of a Chairman and such number of other members not exceeding [twenty five] and not less than six, as the State Government may think fit to appoint under sub-section (1) of Section 5. The number of official members, together with such number of non-official members who may be retired Government servants, shall not be less than fifty-one per cent of the total number of members](2)Two of the official members shall be nominated by the Central Government as their representatives, and the other official members shall be nominated by the State Government as their representative.(3)The non-official members shall be appointed by the State Government.(4)Members may be appointed by the Government concerned as whole time or part-time members of the Corporation.]

4. [Remuneration, fees or allowance to be paid to the members. [Substituted by Notification No. 5001-5014-II-A(2)-66, daicd 9-11-1967.]

- The members of the Corporation including the Chairman thereof shall be entitled to such salaries and allowances, as may be determined by the State Government or Central Government as the case may be.](2)An official member appointed as a whole-time member shall be entitled to such salary and other allowances as may be specified by the State Government or the Central Government, as the case may be. Official members who are part-time members shall not be entitled to any allowances except as provided in Rule 5.

5. Travelling, daily and conveyance allowances.

- [(1) The Chairman and the Vice-Chairman of the Corporation shall be eligible to draw travelling allowance and daily allowance at such rates as the State Government may from time to time, by general or special order, determine in this behalf.] [Inserted by Notification No. 7-3-77-II-A(2), dated 27-6-1979.](2)[Non-official members shall be eligible to draw travelling allowances and daily allowance at the rates admissible to Government officer of the first grade drawing a pay of Rs. 1200/- or admissible to a Government officer of the first grade drawing a pay of Rs. 1200/- or more under the Madhya Pradesh Travelling Allowance Rules.(3)Official members shall be eligible to draw such travelling and daily allowances as may be admissible to them under the rules governing such members.(4)A member shall also be eligible to draw conveyance allowance at the rate of Rs. 5/- per

day for each day on which he attends a meeting of the Corporation or of a committee appointed by it under Section 12 :Provided that the member-(a)ordinarily resides or carries on business at the place where such meeting is held; and(b)has not made use of any vehicle provided by the Corporation free of charge, for the purpose;(c)the distance actually travelled for attending such meeting in 5 miles or more; and(d)he is not in receipt of any other conveyance allowance.]

6. Travel by Air.

- A member may at his discretion travel by air in the discharge of his duties under the Act.

7. Countersigning of bills.

- A bill for traveling allowance, daily allowance and conveyance allowance claimed under these rules shall be countersigned by-(i)the Chairman- in case of his bill or the bill of a non-official member, and(ii)the official member- in case of the bill of an official member himself, before it is submitted for payment.

8. Use of staff cars.

(1)The Corporation may provide staff cars for the use of its members, free of charge, in the discharge of their duties under the Act.(2)Where a member uses the staff car for any journey he shall not be entitled to any mileage or conveyance allowance in respect of such journey.

9. Travelling and daily allowances to certain members.

- Such members of the Corporation, who are the members of the Parliament or of the State Legislative Assembly, shall be entitled only to travelling and daily allowances in accordance with the provisions of the Salaries and Allowances of Members of Parliament Act, 1954 (30 of 1954) or the Madhya Pradesh Legislative Assembly Members (Salaries and Allowances) Act, 1956 (No. 4 of 1957), and the rules made thereunder, as the case may be.

10. Allowance when not to be drawn.

- No member shall draw travelling or daily allowance under these rules for any journey or halts for which he has drawn such allowance from any other source.

11. Remuneration to persons associated with Corporation.

(1)A person temporarily associated with the Corporation or any of its committees (hereinafter in this rule referred to as an associated person) 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 Corporation, with the prior approval of the State Government, not exceeding Rs. 100/- per diem and to the allowances

prescribed under sub-rule (3).(3)An 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 allowances 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, daily and conveyance allowances as are admissible to a non-official member of the Corporation, under these rules.

12. [Term of office. [Substituted by Notification No. 7-3-77-II-A(2), dated 9-9-1977.]

- The members other than official members shall hold office at the pleasure of the State Government. Official members shall hold office at the pleasure of the Government whom they represent.] [Sub-rules (1), (2) and (3) re-numbered as sub-rules (2), (3), (4) by Notification No. 7-3-77-II-A (2), dated 27-6-1979.]

13. Casual vacancy.

- All casual vacancies among the members shall be filled up as soon as conveniently may be in the manner provided in Rule 3, by the State Government :Provided that the vacancies among the members representing the Central Government shall be filled up by the Central Government. The person appointed to full casual vacancy shall hold office so long as the member in whose place he is appointed would have held it if the vacancy had not occurred.

14. Grant of leave of absence to the Chairman.

- The Chairman may at his request be granted temporary leave of absence by the State Government. When such leave is granted the State Government may appoint any other member of the Corporation, to hold the office and to perform all the duties and exercise all the powers of the Chairman, in addition to his own, during the period for which such leave is granted.

15. Quorum.

- The number of members necessary to constitute a quorum at a meeting of the Corporation [shall be one half of the total number of the members, including the Chairman.] [Substituted by Notification No. 5001-5014-II-A(2)-66, dated 9-11-1967.]

Chapter III

Conditions of Appointment, Service and the Scales of Pay of the General Manager, and the Chief Accounts Officer

16. Pay and allowances.

- [Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] and the Chief Accounts Officer shall be appointed on such pay as may be fixed by the State Government.

17. Travelling Allowance.

- [Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] and the Chief Accounts Officer shall be entitled to travelling allowances for the journey performed in the service of the Corporation on the scale provided for Grade I Officers of the Corporation in the Regulations.(2)Notwithstanding anything contained in sub-rule (1), [Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] shall, whether he is a Government servant deputed on foreign service or not and irrespective of the pay drawn by him, in the case of journeys on tour including various types of journeys for which travelling allowance is admissible as for a journey on tour, be entitled to travel by air-conditioned class on railways subject to the condition that the recovery at the rate of 3 pies per mile shall be made from his travelling allowance bill in respect of the distance covered in the air-conditioned accommodation :Provided that such concession shall not be admissible to him for journeys on transfer and other types of journeys and, in the case of any types of journeys to a member of his family.

18. Leave and Leave salary.

- [Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] or the Chief Accounts Officer who-(a)is a Government servant deputed on foreign service conditions to the Corporation shall so long as he remains in Government service, be entitled to leave and leave salary under the rules applicable to him as such Government servant; and(b)is not a Government servant, or being in Government service has subsequently ceased to be in such service, shall be entitled to leave and leave salary admissible to other officers of the Corporation under the Regulations.

19. Provident Fund.

- [The Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] or the Chief Accounts Officer who-(a)is a Government servant deputed on foreign service conditions to the Corporation and who has been admitted to the provident fund maintained by Government shall, so long as he is in Government service be entitled to continue to subscribe to the said fund upon the same terms and conditions, and subject to the same rules as apply to Government shall; and(b)is not a Government servant, or being in Government service has ceased to be in Government service, shall be entitled to the benefits of the contributory provident fund of the Corporation under the Regulations.Note :- A person who has been re-employed after retirement on pension, will not be entitled to the benefit of the Contributory Provident fund.

20. Termination of service.

- Except as otherwise expressly provided in the terms of a contract, in any individual case, the State Government may terminate the services of [the Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] or the Chief Accounts Officer, who is not a Government servant deputed on foreign service conditions to the Corporation or being a Government servant has ceased to be in Government service, by giving him three months notice.

21. Resignation.

- Except as otherwise expressly provided by the terms of a contract in any individual case, [the Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] or the Chief Accounts Officer, who is not a Government servant deputed on foreign service conditions to the Corporation or being a Government servant has ceased to be in Government service, may resign his office by giving three months notice, in writing to the State Government :Provided that if the State Government so directs [the Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] or the Chief Accounts Officer, as the case may be, giving such notice shall not vacate his office after the period of three months until such time as he is relieved thereof.

22. Disciplinary action.

- [The Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] or the Chief Accounts Officer, who-(a)is a Government servant deputed on foreign service condition to the Corporation, so long as he is in Government service, on the recommendations, of the Corporation shall be subject to disciplinary action by Government according to the rules applicable to its officers; and(b)is not a Government servant or being a Government servant has ceased to be in Government service, shall be subject to disciplinary action by the Corporation under the Regulations.

23. Other conditions of service.

- All other matters relating to the conditions of service of [the Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] or the Chief Accounts Officer who-(a)is a Government servant deputed on foreign service conditions to the Corporation, shall be regulated in accordance with the provisions of the Rules applicable to him as such Government Servant;(b)is not a Government servant, or being a Government servant has ceased to be in Government service, shall be regulated in accordance with the provisions of the Regulations.

24. Government servants on deputation.

- Notwithstanding anything contained in these rules, the State Government may by rules prescribe any conditions of appointment, service or scales of pay for [the Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] or the Chief Accounts Officer, who is a Government servant deputed on foreign service conditions.

Chapter IV

Finance Structure

25. Madhya Pradesh State Road Transport Corporation Fund.

(1)The Corporation shall have a fund under Section 27 called the Madhya Pradesh State Road Transport Corporation Fund.(2)[The moneys belonging to the said fund may also be deposited in the State Bank of India or in a bank subsidiary to the State Bank of India or any of the bank specified in column 2 of the First Schedule appended to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970) or in such Government Treasuries or Sub-treasuries as the Corporation may deem necessary.] [Substituted by Notification No. 7-1-73-11-A(2), dated 14-11-1973.]

26. 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 and out of the revenues of the Corporation such sum as may be directed by the State Government from time to time for meeting any 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.

Chapter V

Budget

27. Form of Budget.

(1)The budget estimates of the Corporation shall consist of the following :-

Part I – . - Capital Budget showing a detailed estimate together with summary of (a) contribution from the State Government and the Central Government and other receipts on capital account, and (b) Expenditure on capital account.

Part II – . - Revenue budget giving a detailed estimate together with summary of (a) income, and (b) expenditure on revenue account and the amount transferred to the State Government.

Part III – . - Such account of stores.

Part IV – . - Statement of fund transactions.

Part V – . - Account of the Madhya Pradesh State Road Transport Corporation Fund.

(2)The budget estimates shall give the anticipated receipts and expenditure for the financial year to which they pertain under the major, minor, sub and detailed heads of account in the form in Schedule I. They shall also clearly indicate the event to which amount from any of the funds with the Corporation are proposed to be appropriated towards expenditure during the course of the year.

28. Procedure for forwarding Budget to Government.

(1)The Budget estimates for any year shall be laid before the Corporation on or before the 1st day of December of the previous year and after it is approved by the Corporation shall be forwarded to the State Government for approval on or before the 15th December. The State Government shall approve the budget before 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 authorised in this behalf. Authenticated copies of the budget shall be forwarded to the Central and State Government and the Accountant General, Madhya Pradesh, on or before the 31st January'.

29. 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 Madhya Pradesh Road Transport Corporation Fund, a sum of two lakhs of rupees. The Contingency Fund so established shall be held on behalf of the Corporation by the General Manager and no advance shall be made out of such Fund except for the purpose of meeting emergent unforeseen expenditure pending authorisation of such expenditure by the State Government to which a report detailed the expenditure withdrawn from the fund and the nature of emergency which necessitated such expenditure shall be sent by the Corporation as soon as possible after incurring such expenditure.

30. Unanticipated expenditure.

- If during the course of a year, it becomes necessary to incur expenditure over and above the provision made in the budget, Corporation shall 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 after making such modification as it considers necessary or reject it. A copy of the order of the Government on every such request shall be communicated to the Corporation and

to the Accountant General.

Chapter VI

Accounts any Audit

31. The form and manner of maintenance of Accounts of the Corporation.

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

32. Major heads of Account.

- The following shall be the major heads of accounts, namely :-I Capital;II Revenue;III Funds;IV Deposits and Advances.

33. Major head Capital.

- The Major head "Capital" shall record receipts and expenditure on capital account separately. It shall also record all contributions towards capital received from the State Government and the Central Government as well as the share capital. If any, raised under Sections 23 and 24, of amounts borrowed under Section 26 of the Act, and capital expenditure to represent all expenditure incurred in acquiring assets for the purpose of earning income or increasing the earning capacity of the Corporation including charges in creating and bringing the assets into beneficial use.

34. Major Head Revenue and minor heads under it.

(1)Major head "Revenue" shall cover the transactions of income and expenditure of a recurring nature. The income shall be divided into the following two minor heads:-(i)Traffic Revenue Passenger Bus Service.(ii)Other Revenue.The expenditure shall be divided into the following twelve minor heads:-(a)Traffic,(b)Repairs and Maintenance.(c)Oiwier(d)Licences and Taxes.(e)Welfare and Superannuation.(f)General and Administrative Expenses:(g)Depreciation.(h)Interest and Debt Charges.(i)Income-Tax.(j)Provisions for future contingencies.(k)Contribution to Funds.(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 the minor heads referred to in sub-rule (1).

35. Fund, Deposits and advances.

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

36. Mode of payment.

- All payments from the Madhya Pradesh State Road Transport Corporation Fund shall be made through cheques issued by such officer as may be authorised by the Corporation :Provided that the payments amounting to less than rupees twenty may be made in cash.

37. Procedure for payment.

(1) Payments other than those made from the permanent advance shall be made after pre-audit by the Internal Auditor :Provided that the Chief Accounts Officer, when circumstances justify it and no loss is anticipated to the Corporation, may make payments before audit but vouchers in respect of all such payments shall be sent to the Internal Auditor for post audit and a monthly statement of such payments together with the reasons therefor shall be submitted to the Corporation for approval. (2) It shall be the responsibility of [the Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] to see that no payment from the Madhya Pradesh State Road Transport Corporation Fund is made which is not covered by an existing budget grant or by an approval given under Rule 30, or which cannot be met from the Contingency Fund. Where any demand for payment is received and it is not possible to make the payment in view of this limitation, [the Managing Director] [Substituted by Notification No. 8-4-82-VIII, dated 26-12-1983.] shall place the case before the Corporation with a request to secure the approval of the State Government under Rule 30 for the payment. The payment shall be made only after the approval of the State Government is received.

38. 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 instructions as may be issued from time to time by the Chief Accounts Officer.

39. 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, such as land, buildings, plant and machinery, vehicles and tools, 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 ledger.

40. Investment of surplus money.

(1) Any monies lying at the credit of Corporation and not immediately required by it for the purpose of the business of the Corporation may be invested by the Corporation in securities authorised by the Indian Trusts Act, 1882 or may be deposited with such Banks as are approved by the State

Government for that purpose.(2)The cash balance of Depreciation, Reserve and other Funds which are not immediately required for disbursement may similarly be invested.

41. Physical Verification of Assets.

- A physical verification of all the assets of the Corporation both movable and immovable, shall be made at least once a year by officers of the Corporation, specially authorised in this behalf, who are not the custodians thereof. The results of verification indicating shortage or excesses of both shall be recorded in writing and the orders of the Corporation or any officer authorised in this behalf shall be obtained thereon and action shall be taken in accordance with those orders.

42. 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 financial year :Provided that on the application of the Corporation, the State Government may, in consultation with the Accountant-General, Madhya Pradesh, extend the time for drawing up any accounts by such period as it may deem necessary. These accounts shall take 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 account shall consist of:-(a)Operational Account. - Showing the gross earnings, direct operational costs, administration expenses, other indirect charges, insurance, income-tax, depreciation, interest etc., and net revenue;(b)Net Revenue Appropriation Account. - Showing the appropriation of net revenue including contributions to funds, etc.(c)Balance Sheet;(d)Statement of Capital Receipts and Capital Expenditure.-Showing on the debit side the amount of capital expenditure on first assets at the beginning of the year, expenditure incurred during the year on the different assets, sale disposals and writes off balance at the end of the year and, on the credit side, the receipts on capital accounts;(e)Statement of loans. - Showing the amount of loans borrowed, rate of interest, amount of loans repaid, balance outstanding etc.(f)Statement of Depreciation Fund, Reserve and other Funds. - Showing the opening balance appropriation during the year, interest realised from investments, withdrawals from the Fund and balance at the end of the year;(g)Statement of Investments of Depreciation Fund, Reserve and other Funds. - Showing the investments held at the beginning of the year, investment made during the year, investments sold or disposed of during the year and balance of investments held at the end of the year;(h)Statement of Stores.

43. Internal audit.

- The accounts of the Corporation shall be subject to internal (Department) concurrent audit supplemented by inspection of initial records.

Chapter VII

Statistics

44. Statistical Returns and Reports.

(1) An operational Review shall be compiled at the end of the each quarter and submitted to the State Government before the expiry of the following quarter. (2) The operational review shall contain the following information regarding the general progress and operation of the undertaking :-(a) Vehicle position and performance statistics; (b) Statistical analysis of operation; (c) General Statistics showing the position of staff, progress of works complaints and the like; (d) Analysis of Revenue; (e) Analysis of working costs.

Schedule

[See sub-rule (2) of Rule 27]

Part I – Capital Budget Summary

Particulars	Actuals for year	Budget estimate year	Revised estimate year	Budget estimate year	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
A-Receipts.(1)State Government.(2)Central Government.(3)Shares.(4)Withdrawals from internal resources.(5)Others.Total - ReceiptsDeduct - Repayments of capitalNet - Capital ReceiptsB-Expenditure(1)Land and Buildings.(2)Vehicles (motor buses, trucks, cars etc.)(3)Machinery and equipment(4)Miscellaneous equipment(5)Miscellaneous.Total - Capital ExpenditureDeduct - Expenditure to be met out of fundsNet - Capital Expenditure					

Part I – Capital Budget Details

Particulars	Actuals	Actuals	Actuals	Budget estimates	Revised estimates	Budget estimates
(1)	(2)	(3)	(4)	(5)	(6)	(7)
I-CapitalA-Receipts						

1. Capital Contribution by the State of Madhya Pradesh.

2. Capital Contribution by Central Government.

3. Additional Capital raised under Section 24 of the R.T.C. Act.

4. Withdrawals from internal resources.

5. Other capital receipts.

Total - Receipts Deduct - Repayment of capital Net - Receipts B-Expenditure

1. Land and Buildings-

(a) Land (b) Buildings and fixtures - (i) Permanent Buildings (ii) Temporary buildings. Total - Buildings and fixtures Total - Land and Buildings

2. Vehicles (buses, vehicles, cars, etc.)

A. Passenger Service Vehicle - (a) Diesel (b) Petrol Total B. Departmental Vehicles - (a) Trucks (b) Cars, pick ups etc. Total - Vehicles.

3. Machinery and Plant-

(a) Tools (b) Plant and Machinery Total - Machinery and Plant

4. Miscellaneous Equipment-

(a) Furniture and Fixtures. (b) Electrical Equipment. (c) Office Equipment. (d) Other Equipment. Total - Miscellaneous Equipment

5. Miscellaneous.

Total - Capital Expenditure

6. Deduct - Expenditure to be met from funds-

(i) Depreciation Fund. (ii) Insurance Fund. (Add further items depending on the funds from which the accounts are found) Total - Deduct - Expenditure to be met from funds. Net Capital Expenditure.

Part II – Revenue Budget

Summary

Particulars Actuals Actuals Budget estimates Budget estimates

(1) (2) (3) (4) (5)

A. Receipts (1) Traffic Revenue. (2) Other Revenues. Total - Receipts. B. Deduct-Working Expenses. (a) Traffic. (b) Repairs and Maintenance. (c) Power. (d) Licenses and taxes. (e) Welfare and Superannuation. (f) General and Advertisement expenses (g) Depreciation. (h) Interest and debt charges. (i) Income Tax. (j) Provision for future contingencies. Total - Deduct-Working Expenses. C.

Contribution to FundsTotal - Working expenses.Net - Surplus.Amount transferred to State Governmentunder Section 30 of the Act.

Part II – Revenue Budget

DetailsII-RevenueA. Receipts-(1)Traffic Revenue-(a)Revenue from passenger bus service-(i)Sale of tickets.(ii)Reservation charges.(b)Contract Services.(c)Passenger luggage.(d)Parcel Services.(e)Wharfage charges.(f)Postal mail service.(g)Out-agency receipts.(h)Contribution for service rendered to other services.Total - Traffic Revenue.(2)Other Revenue-(a)Advertising.(b)Rent from buildings and premises.(c)Miscellaneous receipts from-(i)Excess receipts(ii)Sale of scrap and unserviceable vehicles.(iii)Sale of fully depreciated vehicles.(iv)Publications.(v)Interest on securities and deposits.(vi)Other Miscellaneous receipts.Total - Revenues.Total II-A- Revenue Receipts.II-B-Deduct working expenses(A)Traffic-(1)Salaries and allowances (Traffic officer. Lines Staff, drivers, conductors etc. including T.A.)(a)Officers-(i)Pay.(ii)D.A.(iii)Compensatory and other allowances.(iv)T.A.Total(b)Other Staff-(i)Pay(ii)D.A.(iii)Compensatory and other allowances.(iv)T.A.TotalTotal - Salaries and allowances(2)Tickets and traffic stationery.(3)Uniforms (including water proof) and badges.(4)Tolls and Equipment.(i)Tickets issue machines.(ii)Punctures, straps and holders.(iii)Ticket boxes, cash boxes, cash bags, etc.Total(5)Time-table and Publicity.(6)Other charges-(a)Drivers and Conductors, licence fees.(b)Pruning of trees and repairs to roads.(c)Remuneration to Part time parties, waterman, sweepers etc.(d)Miscellaneous traffic expenses.TotalTotal (A) - Traffic.(B)Repairs and Maintenance

1. Salaries and allowances-

(a)Officers-(i)Pay(ii)D.A.(iii)Compensatory and other allowances.(iv)T.A.Total(b)Other staff-(i)Pay(ii)D.A.(iii)Compensatory and other allowances.(iv)T.A.TotalTotal - Salaries and Allowances

2. Stores-

(a)Spares-(i)Major Assemblies(ii)Other spares(b)Lubricants, oils and greases.(c)Tyres and tubes-(i)Tyres.(ii)Tubes.(iii)Flaps.(d)Batteries.(e)Other stores.(i)Bus-body components.(ii)Small tools.(iii)Other Misc. Stores.Total - Stores.

3. Uniforms and Badges.

4. Other charges-

(a)Repairs and spares by outside agencies.(b)Reconditioning of bus bodies(c)Reconditioning and repairs to assemblies.(d)Gas, Power, etc.Total - Other charges.Total - Repairs and maintenance.(C)Power(a)Cost of Diesel.(b)Cost of Petrol.(c)Rental of pumps and installations.Total (C) - Power(D)Licences and Taxes-(a)Permit fees and registration charges(b)Motor Vehicles lax and fitness certificate fees.(c)Wheel Tax.(d)Octroi and local taxes.(e)Tax on fares.Total (D) - Licences

and Taxes.(E)Welfare and Superannuation(a)Contribution under the Employees State Insurance Act.(b)Medical Expenses.(c)Contribution to staff welfare schemes.(d)Compensation under Workmen Compensation Act.(e)Fidelity Insurance.(f)Expenditure on incentive schemes.(g)Employees contribution to Provident Fund.(h)Pension and gratuity.Total (B) - Welfare and Superannuation.(F)General and Administrative Expenses

1. Salaries and allowances.

(a)Officers-(i)Pay(ii)D.A.(iii)Compensatory and other allowances.(iv)T.A.(b)Staff.(i)Pay(ii)D.A.(iii)Compensatory and other allowances.(iv)T.A.(This head will include staff engaged in the Head Office Accounts, Stores, Civil Engineering, Watch and Ward and other departments which are not charged directly to Traffic or maintenance)Total - Salaries & Allowances.Rents and Taxes-(a)Rent(b)Taxes on lands and buildings.Total - Rents and Taxes.

3. Insurances-

(a)Third Party risk.(b)Fire and other Insurance.(c)Risk in carriage of goods for hire.Total - Insurance

4. Expenses on departmental Vehicles-

(a)Pay.(b)D.A.(c)Other allowances.(d)T.A.(e)Spare parts including assemblies.(f)Batteries.(g)Lubricants, oils and greases.(h)Petrol.(i)Diesel.(j)Tyres and Tubes.(k)Uniforms and clothing.(l)Taxes including cost of number plates.(m)Consumable stores.(n)Cost of repairs by outside agencies.(o)Cost of reconditioning departmentally.Total - Expenses on Departmental Vehicles.

5. Maintenance and repairs to Buildings including gardens etc.

(This head also includes service charges, power, heating etc. of buildings).

6. Accident claim compensation (other than to workers)

7. General charges-

(a)Uniforms and clothing (other than traffic and maintenance).(b)Stationery.(c)Advertising and Publicity.(d)Postage and Telegrams.(e)Telephones.(f)Law charges.(g)Audit fees.(h)Freight charges.(i)Allowances & Fees to Board and Committee members.(j)Foreign service contribution.(k)Training schemes.(l)Temporary works.(m)Books and periodicals.(n)Experiments.(o)Physical loss of stores.(p)Loss of cash.(q)Loss of stores due to revaluation, sales, deterioration, evaporation, conversion into decimal system etc.(r)Survey charges.

8. Other Miscellaneous Expenses.

Total - General charges.Total (F) - General and Administrative Expenses.(G)Depreciation

1. Service Vehicles.

2. Departmental Vehicles.

3. Other assets-

(a)Tools, plants.(b)Machinery.(c)Permanent buildings.(d)Temporary buildings.(e)Furniture and fixtures.(f)Electrical equipment.(g)Office equipment.(h)Other stores.Total (G) - Depreciation.(H)Interest and Debt Charges

1. Interest

(a)Payable to State Government on their capital.(b)Payable to Central Government on their capital contribution.(c)Payable to others.Total (H) - Interest and Debt charges.(I)Income Tax-

1. Income tax on investments or interest deducted at source.

2. Income Tax on profits.

Total (I) - Income Tax.(J)Provisions for future contingencies

1. Clearance of stock adjustment account.

2. Clearance of assets adjustment account.

3. Anticipated loss on disposal of surplus stores.

4. Obsolence of Stores.

5. Difference between the book and grand balance on the last day of the year.

Total (J) - Provision for future contingencies.Total II-B - Deduct Working Expenses.II-C - Contribution to Funds.

1. Reserve fund for bad debts.

2. Rehabilitation fund.

3. Reserve fund for passenger amenities.

4. Development fund.

5. Gratuity and Welfare fund.

Total II-C - Contribution to Funds.II-A - Receipts.III-B - Working Expenses.II-C - Contribution to Funds.Net MarginAmount transferred to the State Government under Section 30 of the Act.These details are only illustrative and may be changed in accordance with the final decision taken by the Corporation in regard the various funds to be maintained.

Part III – Stock Account of Stores

Item	Opening balance as on 1st April	Estimated additions during the year	Estimated consumption during the year	Estimated balance as on 31st March	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
A. Building materials Electrical materialsB. Stores-					

1. Spare parts including major assemblies.

2. Diesel.

3. Petrol.

4. Lubricants, oils, greases, etc.

5. Batteries.

6. Tyres, Tubes and flaps.

7. Small tools.

8. Printing and Stationery

(i)Ticket Stock.(ii)Stationery and Forms.

9. Other stores including consumable stores.

Total

Part IV – Statement of Fund Transactions

A-Funds

Particulars	Actuals	Actuals	Actuals	Budget estimates	Revised estimates	Budget estimates
(1)	(2)	(3)	(4)	(5)	(6)	(7)
I. Depreciation Fund-(a)Opening Balance.(b)Add amount transferred from Revenue account.Total(c)Deduct amount transferred to capital account.Balance						

2. Insurance Fund-

(a)Opening balance.(b)Add amount transferred from Revenue account.Total(c)Deduct amount expendedBalanceNote :- Similar details may be added in respect of the various funds maintained.B - Funds Investment

Particulars	Actuals	Actuals	Actuals	Budget estimates	Revised estimates	Budget estimates
(1)	(2)	(3)	(4)	(5)	(6)	(7)

1. Depredation Fund-

(a)Opening Balance of investment.(b)Acid amount investedTotal(c)Deduct investment sold or transferred to other funds-(i)Amount realised.(ii)Loss or gain on sale of investment.Net amount of investment(d)Add amount advanced for capital Expenditure(e)Add uninvested balance.Total - Balance in Fund.Similar details may be added for various other funds maintained.

Part V – The Madhya Pradesh State Road Transport Corporation Fund

Particulars	Actuals	Actuals	Actuals	Budget estimates	Revised estimates	Budget estimates
(1)	(2)	(3)	(4)	(5)	(6)	(7)
(1)Opening balance(2)Add : Receipts.Total(3)Less-Payments Balance.						