

STATUTORY RULES

NOTIFICATION

No. HD 57, MVF 57, Dated: Bangalore, 25th May 1961.

In exercise of the powers conferred by Section 44 of the Road Transport Corporation Act, 1950 (Central Act LXIV of 1950) the Government of 1(Karnataka) hereby makes the following Rules namely:-

CHAPTER I

PRELIMINARY

1. Title and Commencement: -

- (1) These Regulations may be called the 1 (Karnataka) State Road Transport Corporation Rules 1961.
- (2) They shall come into force on the 1st day of June, 1961:-

2. Definitions:- In these Rules unless the context otherwise requires:-

- (a). "Act" means the Road Transport Corporation Act, 1950;
- (b). "Corporation" means the 1(Karnataka) State Road Transport Corporation;
- (c). (Divisions") means such area as may be established by the Corporation from time to time for the proper operation and control of its undertaking;

1 Substituted as per Notification No. HD 27 TRC 73 dated 15-10-1973.

* Substituted by amendment vide No. HD 165 TRT 80 dated 23-9-1983.

- (d). “Government” means the Government of 1(Karnataka)
- (e). “Regulation “ means the regulations made by the Corporation under Section 45 of the Act;
- (f). “Schedule” means a Schedule annexed to these Rules;
- (g). “Unit” means an Operative Division, Regional Workshops, Civil Engineering Divisions, Security and vigilance Central Offices, Department of Printing and any other Establishments, which may be declared as a Unit, from time to time, by the Corporation.

CHAPTER II CONSTITUTION OF BOARD

3. f Constitution:-

- (1) The Official Directors on the Board to be appointed by the State Government and the Central Government shall be in the proportion of 7:5:1 respectively.
- (2) The Non- official Directors shall be part-time Directors; Provided that when a non-official Director is appointed as Chairman, he shall be a whole time Director.
- (3) The Government may appoint one or more of their representatives to be whole-time Directors of the Board.

******(4) Term of office:- @[(1) A non official 2(Director) shall hold office during the pleasure of Government.]

(2) An Official 2(Director) shall hold office during the pleasure of Government or so long as he holds the post mentioned in the order of appointment.

1 Substituted as per Notification No. HD 27 TRC 73 dated 15-10-1973.

* Inserted as per KSRTC (Amendment) Rules 1984 vide No. HD 14 TRC 83 dated 24-4-1984.

2 Substituted by amendment vide No. HD14 TRC 83 dated 24-4-1984.

f Rule 3 Substituted by amendment vide No. HD 8 TRC 63 dt. 24-4-1984.

** Rule – 4 substituted by amendment vide No. HD 8 TRC 62 dt. 24-4-1962.

@ Substituted as per amendment vide No. HD 1 TRC 78 dated 18-1-1978.

***** 5 Sitting Fee to *(Director):-** (1) The non- official *(Directors) other than the Chairman shall be entitled to sitting fee at the rate of Rupees one hundred for every day of the meeting of the ---

- (i) *Board
- (ii) Committees appointed by the *(Board under Section -12 of the Act.)
- (iii) Divisional or Unit Selection Committees constituted by the Corporation and to which non-official *(Directors) are appointed as Chairman.
- (iv) Advisory Committees.
- (v) Selection Committee when co-opted under the Cadre and Recruitment Regulations of the Corporation.
- (vi) Any other meeting called by the *(Board).

The non-official *(Director) shall not be entitled not withstanding any thing in sub-rule (1) of Rule-6 to any Daily Allowances in addition to sitting fee.

(2) An Official *(Director) appointed as a whole-time *(Director) shall, if he is a member of the All India Service or the State Civil Services, be entitled to draw salary and allowances at the scales and rates admissible to him under the rules regulating his conditions of service.

1(3) Official *(Directors) who are not whole-time *(Directors) having their headquarters at Bangalore shall be entitled to sitting fee limited to Rs 100/- for every day of meeting.

* Sub-rules- 5(1) substituted as per amendment vide No. HD 1 TRC 72 dated 11-1-1974.

* Substituted as per KSRTC (Amendment) Rules 1984 vide No. HD 14 TRC 83 dt :24-4-1984.

1Sub-rule- 5(3) added as per amendment vide Notification No. HD 1 TRC 72 Dated 17-3-1975.

Substituted vide notification no FTD2 TRC91 dated 24-03-1992

† 5A. Remuneration etc., to Chairman

When a non- official *(Director) is appointed as chairman he shall be entitled to the following remuneration, facilities and allowances.

- i. Remuneration of ‡(Rs. 2000/) per month
- ii. ‡(A Free furnished house)
- iii. A free Car for official purposes.

**** 6. Travelling, Daily and Conveyance Allowance:**

- i. The chairman, the Vice-Chairman and the *(other Directors of the Board) shall be entitled to the travelling and daily allowances both for attending the meeting of the *(Board) and for the purposes connected with the affairs of the Corporation at the rates specified below, namely:-

I. For Journeys within the State.

- **Travelling Allowance:- 1) For journeys by train.**

One single air condition class fare or one single first class fare with incidental charges as follows with reference to the distance of the journey.

Distances	Incident charges.
Not exceeding 100 Kms.	Amount equal to half of Daily Allowance admissible for halt within the State.

† Rule inserted as per Notification No. HD 2 TRC Dated 7-2-1962.

*Substituted as per KSRTC (Amendment) Rules 1984 vide No. HD 14 TRC 83 Dated 24-4-1984.

‡ Substituted as per amendment vide No. HD 18 TRC 76 Dated 8-10-1976.

** Rule- 6 Substituted as per amendment vide No, HD 1 TRC 72 Dated 11-1-1974.

Above 100 Kms. Amount equal to full Daily Allowances as admissible for halt within the State for every 100 Kms and half the said daily allowances for a fraction thereof subject to a maximum of one fully daily allowances for every 24 hours journey.

Note :- The rate of Daily Allowance to be taken into consideration in determining the incidental charges is the rate admissible in places other than Bangalore City, Within the State.

***ii) For journey by road:-** to road mileage at 1.20 paisa per kilometer subject to a maximum of Rs 3/-.

iii) For journey by air:- Mileage allowances equal to one and one-fifth of the standard air fare for the journey, the incidental fare of one-fifths being subject to a maximum of Rs. 30/- (Rupees thirty only) in respect of each single journey.

****b) Daily Allowances:-** 1 (Sixty rupees) for each day calculated as follows:-

Halt upto six hours	Nil
Halt exceeding six hours but not exceeding twelve hours	Half Daily Allowance
Halt exceeding twelve hours but not exceeding twenty four hours	Full Daily Allowance.
Halt exceeding twenty four hours	One Daily Allowance for every 24 hrs. For fraction of 24 hours at the end of halt, Daily Allowance will be calculated as indicated above.

*Substituted as per amendment vide Notification No. HD 1 TRC 72 dated 17-3-75. and Substituted vide FTD TRC 86 Dated 15-04-1998

**Substituted as per amendment vide Notification No. HD 44 TRC 79 dated 17-1-1979. and substituted as per amendment vide no FTD/TRC 89 Dated 18-05-1990

1 Substituted as per amendment vide Notification No. HD 19(A) TRC 79 dated 24-10-1980.

Provided that, every non-official Director travelling by road between places connected by Railway in his own car, for attending the meeting of the Board and of the Committees appointed by the Board shall be entitled on his furnishing a certificate that he actually performed journeys by road in his own car, to draw travelling allowances for both to and fro journeys at the rate of Rs 3/-. In respect of travelling by road in taxi between places connected by air/railway, the actual taxi charges shall be paid on his furnishing a certificate that he actually performed journeys by road in taxi

(Substituted vide FTD 1 TRC 86, Dated 15-11-1988)

II For Journeys outside the State

- a) **Travelling Allowance:-** i) For journeys by train one single air conditioned class fare or one single first class fare with incidental charges as follows with to the distance of the journey.

Distance	Incidental Charges.
Not exceeding 100 Kms.	Amount equal to half of Daily Allowance admissible for halt within the State.
Above 100 Kms.	Amount equal to full Daily Allowances as admissible for halt within the State for every 100 Kms. and half the said Daily Allowances for a fraction thereof subject to a maximum of one full daily allowances for every 24 hours journey.

*Substituted as per KSRTC (Amendment) Rules 1984 vide No. HD 14 TRC 83 Dated 24-4-1984.

1 Substituted by amendment vide Notification No. HD 6 TRC 75 Dated 30-12-1975.

Note:- The rate of Daily Allowance to be taken into consideration in determining the incidental charges is the rate admissible in places other than Bangalore City, within the State.

ii) For Journey by air:- Mileage allowances equal to one and one-fifth of the standard air fare for the journey, the incidental fare of one-fifths being subject to a maximum of Rs. 30/- (Rupees thirty only) in respect of each single journey.

**** (b) Daily Allowances:-** † (Seventy five rupees per day or actual, subject to a maximum of two hundred rupees per day) calculated as follows:-

Halt upto six hours.	Nil
Halt exceeding six hours but not exceeding twelve hours.	Half Daily Allowance
Halt exceeding twelve hours but not exceeding 24 hours .	Full Daily Allowance.
Halt exceeding twenty four hours.	One Daily Allowance for every 24 hrs. For fraction of 24 hours at the end of halt, Daily Allowance will be calculated as indicated above.

1 *Note: X X X X

(2) In respect of air journeys, insurances will be met by the Corporation on subject to the premium being restricted to rupees ten per trip. (each way).

(3) (i) In respect of a bill for travelling allowance, daily allowance or conveyance allowance as the case may be, claimed by the Chairman, the Vice-Chairman, or *(a Director of the Board) no counter signature shall be necessary before payment.

(ii) The amount paid towards such bill shall be debited to the budget of the Corporation.

**Substituted as per amendment vide HD 44 TRC 78dt. 17-1-79

†Substituted amendment vide HD 19(A) TRC 79 dated 24-10-80.

1 Inserted by amendment vide HD 19 TRC 77 dt 28-12-77 and omitted by amendment vide HD 19 TRC 79 dt. 12-7-79.

* Substituted as per KSRTC (Amendment) Rules 1984 vide No. HD 14 TRC 83 Dt .24-4-84.

(4) The Official *(Directors) who are not whole-time *(Directors) shall be entitled to the travelling and daily allowances at the rate specified in the rules by which they are governed and the amount so drawn by them from the Government shall be reimbursed by the Corporation to the Government.

**** [7 Travelling allowances may be drawn in advance:-**

- The Board may at the request of any Director grant an advance against the travelling allowances 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 allowances admissible to such Director for the journey taken by him. Such advance shall not exceed the estimated amount of the travelling allowances admissible to such Director for the journey and shall be recovered in full on submission of the Director's Travelling Allowance Bill.

- Not more than one advance may be sanctioned at a time. Time previous advance should have been cleared of before a fresh advance is sanctioned under this Rule.]

**** [8 Use of Staff Cars:** The Corporation may provide a staff car free of charge for the use of Chairman or the Vice-Chairman, or the Managing Director for the discharge of their duties. The Corporation may also provide a staff car, to the Directors for attending a meeting of the Boards or of the Committee. If the Staff cars are used for purposes other than the business of the Corporation the cost of such use shall be paid to the Corporation according to such rates as may be prescribed by the Government.]

9 Temporary Vacancy—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 Government.

2. Amendment of rule 10 :- For rule 10 Karnataka State Road Transport Corporation Rule the following shall be substituted , namely:-

****[10 Quorum:** The number of Directors necessary to constitute a quorum at a meeting of the Board shall one-third of the total number of Directors appointed State Government, Which shall not be less than the chairman and Vice-chairman.

Provided that in order to constitute the quorum the presence of, either the Principle Secretary or Secretary to Government in charge of Transport , or Principle Secretary or Secretary to Government, in charge of finance, at the meeting shall be compulsory.

* (Substituted vide Notification no HTD 160 TRE 93 Dated 25-11-1994.)

* Substituted as per KSRTC (Amendment) Rules 1984 vide No. HD 14 TRC 83 dt. 24-4-84.

* Substituted as per KSRTC (Amendment) Rules 1984 vide No. HD 14 Rule 7,8, & 10 TRC 83 dated 24-4-1984.

CHAPTER III

Conditions of Service of the Chief Executive Officer or the *(Managing Directors) and the *(Chief Accounts Officer and Financial Advisor or Chief Accounts Officer –Cum-Financial Advisor) of the corporation.

** 11 DEFINITIONS:-

XX XX XX XX

12. Appointment and Salary etc:- † 1(a) The *(Managing Director) may be appointed by deputation of an officer of the Karnataka Administrative Service (Senior Scale) or of the Indian Administrative Service (Senior Scale), 1(or of the Indian Police (Supertime Scale).

(b) The *(Chief Accounts Officer and Financial Advisor or Chief Accounts Officer- cum-Financial Advisor as the case may be), may be appointed by Selection of the Deputy Chief-Accounts Officer of the Corporation or by Deputation of a person from the Karnataka State Accounts Service or Indian Audit and Accounts Service 3 (or the Indian Railway Accounts Service) holding a comparable post 2(or by selection of a suitable Chartered Accountant by Advertisement) 3(or by Re-appointment of a retired Chief Accounts Officer of the Corporation).

2) The *(Managing Director) and the *(Chief Accounts- Officer and Financial Advisor or chief Accounts Officer-cum- Financial Advisor as the case may be) shall be entitled to such pay and such allowances as may be fixed by the Government.

* Substituted as per KSRTC (Amendment) Rules 1984 vide HD 14 TRC 83 dt. 24-4-84.

** Rules 11 omitted as per KSRTC (Amendment) Rules- 1984 vide HD 14 TRC 83 dt. 24-4-1984

1 Added vide HD 42 TRC 78 (A) dated 10-11-1978

2 -do- HD 47 TRC 78 (a) dated 30-12-78

3 -do- HD 2 TRC 78 (A) dt. 16-1-1979

†Sub-rule (1) substituted by amendment vide No. HD 13(1) TRC 68 dt. 2-11-1968.

****[13 Travelling Allowance:** -- (1) the Managing Director shall be entitled to travelling allowance for the scale provided for the Directors of the Board or on the scale provided for the officers of Government drawing the same pay or on the scale provided for the employees of the Corporation drawing the same pay which ever is advantageous.

(2) The Chief Accounts Officer and the Financial Adviser or chief Accounts Officer-cum-Financial Adviser shall be entitled to travelling allowances for the journeys performed in service of the Corporation, on the scale provided for Officers of Government drawing the same pay or on the scale provided for the employees of the Corporation drawing the same pay, whichever is advantageous.]

14. Leave and Leave Salary:- (1) The *(Managing Director) or *(The Chief Accounts Officer and Financial Adviser or Chief Accounts Officer-cum-Financial Adviser, as the case may be) who,

- a. is a Government Servant deputed to the Corporation shall, so long as he remains in the service of the Corporation, 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 service, shall be entitled to leave and leave salary admissible to other officers of the Corporation, under the regulations.

15. Provident Fund:- The *(Managing Director) or *(The Chief Accounts Officers and Financial Advisor or Chief Accounts Officer-cum-Financial Advisor as the case may be) who:-

* Substituted as per KSRTC (Amendment) Rules 1984 vide No. HD 14 TRC 83 dt. 24-4-84.

** Rules 13 Substituted as per KSRTC (Amendment) Rules- 1984 vide No. HD 14 TRC 83dated 24-4-1984.

- a. is a Government Servant deputed to the Corporation and who has been admitted to the Provident Fund maintained by the Government shall, so long as he is in Government service be entitled to continue to subscribe to the said fund up on the same terms and conditions and subject to the same rules, as are applied to Government Servants; and
- b. is not a Government servant or being in Government Service. has ceased to be in Government service, shall be entitled to the benefit of the contributory provided fund of the Corporation under the regulations.

16. Termination of Service:- Except as otherwise expressly provided in the terms of the contract in any individual case, the Government may terminate the service of the *(Managing Director) or *(the Chief Accounts Officer and Financial Advisor or Chief Accounts Officer-cum-Financial Adviser as the case may be) who is not a Government servant deputed to the Corporation or being a Government servant has ceased to be in Government service, by giving him three months notice or by payments of three months salary in lieu thereof.

17. Resignation:- Except as otherwise expressly provided by the terms of the contract in any individual case, the *(Managing Director) or *(Chief Accounts Officer and Financial Adviser or Chief Accounts Officer-cum-Financial Adviser as the case may be) who is not a Government servant deputed 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 Government.

Providing that, if the Government so directed the *(Managing Director) or *(The Chief Accounts Officer and Financial Advisor or Chief Accounts Officer-sum-Financial Adviser as the case may be)giving such notice shall not vacate his office after the period of three months until such times as he is relieved thereof.

* Substituted as per KSRTC (Amendment) Rules 1984 vide No. HD 14 TRC 83 dt. 24-4-1984.

18. Disciplinary Action:- The *(Managing Director) or the Chief Accounts Officer and Financial Adviser or Chief Accounts Officer-cum-Financial Adviser as the case may be) who:-

- a. is a Government servant deputed to the Corporation, so long as he is in Government Service *(on the recommendation of the Board) shall be subject to disciplinary action by the Government according to the rules applicable to Government 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 *(Board).

19. Other condition of service:- All other matters relating to the conditions of service of the *(Managing Director) or the *(Chief Accounts Officer and Financial Adviser or Chief Accounts Officer-cum-Financial Adviser as the case may be) who,

- a. is a Government servant deputed to the Corporation shall be regulated in accordance with the provisions of Karnataka Civil Service Rules applicable to him; and
- b. is not a Government servant or being a Government servant has ceased to be in Government service, shall be regulated in accordance with such regulations as may be made by the Corporation.

Substituted as per KSRTC (Amendment) Rules 1984 vide HD 14 TRC 83 dt. 24-4-1984.

CHAPTER-IV

*(DIVISIONAL) ADVISORY COUNCILS

20. Definition:- In this Chapter, unless the context otherwise requires:-

- a. 'Advisory Council', means a *(Divisional) Advisory Council constituted under Section-17 of the Act.
- b. 'Chairman' means the Chairman of the Advisory Council;
- c. 'Secretary' means the Secretary of the Advisory Council.

21. Constitution:- (1) An Advisory Council shall consist of not more than 1(thirteen) members including the Chairman and the Secretary.

(2) The members, the Chairman and the Secretary of an Advisory Council constituted under sub-rule (1) shall be appointed by the Government.

(3) Subject to the provisions of rule 24, the members of an Advisory Council shall serve in an honorary Capacity.

22 Disqualification for being chosen as, or for being a member of an Advisory

Council:- A person shall be disqualified for being chosen as, or for being, a member of an Advisory Council.

- a. If he is found to be lunatic or a person of unsound mind; or
- b. If he has adjudged as insolvent; or
- c. If he has been convicted of an offence involving moral turpitude; or
- d. If he has directly or indirectly, any interest in any subsisting contract made with, or in any work being done, by the Corporation except as a shareholder (other than a Director) in an incorporated Company;

* Substituted by amendment vide HD 165 TRC 80 dt. 23-9-83

1 Substituted by amendment vide HD 7 TRC 65 dated 17-7-65.

Provided that where he is a shareholder, he shall disclose to the Government the nature and extend of shares held by him in such company; or

e. If he has any financial interest in any other road transport undertaking.

23 Term of Office:- Subject to the provision of rules 36, the members other than official members shall hold office for a period of two years from the date of their appointment or until their successors have been appointed, whichever is longer and shall be eligible for re-appointment.

Provided that the tenure of appointment of any such member may be terminated by the Government at any time without assigning any reason.

***24 “Travelling Allowance and Sitting fee to Members of Division Advisory**

Councils:- Members other than the official member of the Division Advisory Councils shall be entitled to:

(a) Passes for travelling without payment in stage carriage of the Corporation operated by the Corporation for attending Meeting of the Divisional Advisory Council.

(b) draw a sitting fee at Rs. 30/- per day in respect of meetings held in Bangalore City and Rs. 25/- per day for meeting held at other places”.

25 Temporary Vacancy:- All casual vacancies of the Advisory Council shall be filled up as soon as may conveniently be by the State Government. The person appointed to fill a casual vacancy shall hold office so long only as the member in whose place he is appointed would have held it if the vacancy had not occurred.

26. Procedure for the conduct of the meeting of the Advisory Council:

1. The Advisory Council shall ordinarily hold a meeting at least once in two months on such days as may be fixed by the Chairman.

*Rule substituted by Amendment vide Notification No. FTD 68 TRT 84 dated 7-5-1985.

2. Subject to the provision of sub-rule (i) the Chairman may, in consultation with the members of the Advisory Council, decide that such meeting shall be held in a specified day during such two months.

3. The time and place at which a meeting shall be held shall be fixed by the Secretary in consultation with the Chairman.

4. The Secretary shall send intimation of the date, time and place of all ordinary meetings to all the member of the Advisory Council at least Seven days before the date fixed for the meeting; provided that no such intimation shall be necessary when the meeting has been fixed on a specified day under sub-rule(2) of rule- 26.

27 Special Meeting:-

1. The Chairman, on the written requisition of not less than five members shall call a special meeting of the Council.

Provided that such special meeting shall not exceed three in a year.

2. The written requisition shall be accompanied by a list of subjects which are proposed to be discussed at the meeting with the notes on each subject.

3. The Secretary shall send intimation of special meeting to the members at least ten days before the date fixed for the meeting together with a copy of the agenda and of the notes.

28. Agenda:- A Copy of the Agenda, with notes, if any, shall be circulated by the Secretary to all Members at least four days before the date fixed for the ordinary meeting.

29. Notwithstanding anything contained in rule 26, the Chairman may himself place or allow any member to place for the consideration of the Advisory Council any matter not included in the agenda on which advice or recommendation of the Advisory Council is urgently requires and the Advisory Council shall consider the matter at such meeting.

30. Notice of Proposition:- Any member who desires to move any proposition at any ordinary meeting shall send a notice of such proposition together with a brief note setting out the reasons in support of the proposition to the Secretary at least 15 days in advance of he date fixed for the meeting.

31. The Chairman to Preside: (1) Every meeting shall be presided over by the Chairman.

(2) If at any meeting the Chairman is not present, the meeting shall be presided over by such one of the members present as may be chosen by the members present at the meeting to be the Chairman for meeting.

32. Quorum: Five members including the Chairman shall form a quorum.

33. Adjourned Meeting for want of Quorum:-

If within fifteen minutes from the time appointed for the meeting, a quorum is not present, the meeting if called upon the requisition of members shall be dissolved, in any other case, it shall stand adjourned and for the adjourned meeting it shall not be necessary to have a quorum.

34. Question to be decided by Majority:--

2. All question coming before a meeting shall be decided by a majority of the votes of the members present and voting.

3. In the case of an equality of votes the Chairman shall have a second or casting vote.

35. Minutes:-- The Minutes of the Proceeding of each meetings shall be drawn by the Secretary and circulated to the members of the Advisory Council. After such circulation the minutes shall be deemed to have been read at the next succeeding meeting. The minutes shall be signed by the Chairman at a succeeding meeting unless any member present at the previous meeting objects to the minutes having been incorrectly or in -completely recorded in which case, the Chairman after taking the sense of the members present at the meeting may make such amendments in the minutes as he think proper and the amended minutes shall then be confirmed and signed by the Chairman.

36. Disqualification of a Member:- If any member other than an official member absents himself from three consecutive meeting without the permission of the Chairman, he shall cease to be a member of the Advisory Council.

CHAPTER-V

FINANCIAL STRUCTURE

37 Karnataka State Road Transport Corporation Fund:-

The Corporation shall have a fund under Section-27 of the Act called “ The Karnataka State Road Transport Corporation Fund”.

2. The money belonging to the said fund may also be deposited in such Government Treasuries or Sub-Treasuries in the State of Karnataka as the Corporation may deem fit.

CHAPTER-VI

BUDGET

38 Form of Budget:- (1) The Budget Estimated of the Corporation shall consist of five parts:-

Part-I	----	A detailed estimate of expenditure on Capital Account.
Part-II	----	A detailed estimate of receipt and expenditure on revenue account
Part-III	----	Expenditure statement regarding funds
Part-IV	----	A detailed statement of the appropriation of net profits.
Part-V	----	Cash account of the Karnataka State Transport Corporation Fund.

(2) The Budget estimated shall give the anticipated receipts and expenditure for the financial year to which it pertains under the Major, Minor Sub and Detailed Head of Account in the form in Schedule- 1. It 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.

39 Procedure for Forwarding Budget to Government:-

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 alternations 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 copied of the Budget shall be forwarded to the Central Government, State Government and the Accountant-General, Karnataka on or before the 31st January.

40. Sanction of Expenditure under the Grants:-

The sanction to the expenditure shall be granted under the following grants:-

REVENUE EXPENDITURE

Grant—A— Traffic

The grant will include expenditure on Traffic.

Grant—B— Repairs and Maintenance

This grant should include expenses under repairs and maintenance.

Grant— C—Power

This grant should include expenses under power.

Grant— D— Licenses and Taxes

This grant should include expenditure on licenses and taxes-

* Substituted as per KSRTC (Amendment0 Rules 1984 vide HD 14 TRC 83 Dt 24-04-1984

- Grant—E— Welfare and Superannuation
This grant should include expenditure on Welfare and superannuation.
- Grant—F— General and Administrative Expenses
This grant should include expenditure on General and Administrative expenses.
- Grant—G— Depreciation:-
This grant should include expenditure on debt charges.
- Grant—H— Debt Charges
This grant should include expenditure on Welfare and superannuation.
- Grant—I— Interest
This grant should include expenditure on Interest .
- Grant—J—Income Tax.
This grant should include expenditure on Income Tax .
- Grant—K—Provisions-
This grant should include expenditure on Provisions .

CAPITAL EXPENDITURE

- Grant—1--- LAND
- Grant--- 2—Buildings and Fixtures
- Grant--- 3--- Machinery and Plant
- Grant---4--- Motor Buses, Trucks, Cars, Pickup and other vehicles.
- Grant---5--- Miscellaneous equipment
- Grant---6--- Miscellaneous
- Grant---7--- Compensation
- Grant---8--- Deduct- Capital Expenditure to be met out of funds
- Grant---9--- Suspense.

41 Contingency Funds:- 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 Karnataka State Road Transport Corporation Fund a sum of three lakhs of rupees. The Contingency Fund so establishment 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 purposed 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 nature of emergency which necessitated such expenditure shall be *(sent by the Board) as soon as possible after incurring such expenditure.

42 Unanticipated Expenditure:- If during the course of a year, it becomes necessary to incur expenditure over and above the provision made in Budget the *(Board should) immediately forward to the State Government the details of the proposed to meet the additional 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 Government on every such request shall be communicated to the Corporation and to the Accountant General.

CHAPTER VII

ACCOUNTS AND AUDIT

43. The form and manner of Maintenance of Accounts of the Corporation:- The Receipts and Expenditure of the Corporation classified under the various Major, minor and Subordinate Head of Accounts prescribed in Schedule-I shall be booked under such further detailed heads of Accounts as the Corporation may deem necessary for purposes of information and control.

44. Major Head of Account:- The following shall be the Major Heads of Accounts:-

I-A—Capital Receipt

I-B- Capital Expenditure

II- Revenue Receipts

III- Funds, Deposits and Advances.

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

46. Major Head ‘Revenue’ and Minor Heads under it:-

(1) Major Head ‘Revenue’ shall cover the recurring transactions and shall be divided into the following four minor heads subject to such modifications and additions as the Corporation may think fit, viz:-

(a) Passenger bus service.

(b) Goods Transport Service

(c) Other Revenues

(d) Net Revenue

(2) The Corporation shall communicate forthwith to the State Government for its approval any modification or additions made by the Corporation in the nomenclature or order of the minor heads referred to in sub-rule(1).

47. 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.

48. Major Head “Capital Receipts”-

The major head ‘Capital Receipts’ shall record all contributions towards capital received from the State Government and the Central Government as well as share capital, if any, raised under Section—23 and 24 of the Act. or amounts borrowed under Section-26 of the Act.

49 Mode of Payment:- All payments from the Karnataka State Road Transport Corporation Fund shall be made through cheques issued by such officer as may be authorized by the Corporation provided the payment amounting to less than Rupees twenty may be made in cash.

50 Procedure for Payment:- [* (1) Subject to such limitations as the Corporation may lay down, payments other than those made from the permanent advances shall be made after pre-audit by the Internal Auditor. Provided that the Chief Accounts Officer or Chief Accounts Officer-cum Financial Advisor where circumstances justify and no loss is anticipated to the Corporation, 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 therefore shall be submitted to the boards for approval.]

(2) It shall be the responsibility of the *(Managing Director) to see that no payment from the Karnataka State Road Transport Fund shall be made which is not covered by an existing budget grant or by an approval given under Rules-40, or which cannot be met from the Contingency Fund. Where any demand for payments is received and it is not possible to make payments in view of this limitations, the *(Managing Director) shall place the case before the Corporation with a request to secure the approval of the State Government under Rules 40 for the Payments. The payments shall be made only after the approval of the State Government is received.

51. Principal Books of Accounts:- 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 or Chief Accounts- Officer-cum-Financial Advisor).

* Substituted as per KSRTC (Amendment) Rules -1984 vide No. HD14 TRC 83 dt. 24-4-84.

52 Subsidiary Register:- Besides the principal books, such subsidiary registers as may be prescribed by the *(Chief Accounts Officer or Chief Accounts-Officer- cum-Financial Advisor) shall be maintained to record the receipts and expenditure in detail and to keep a proper detailed account of all assets such as land, building, plant and machinery, vehicles and tools, Stores, raw material, spare parts, investment, 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.

53. Investment of Surplus Money:- (1) Any moneys lying at the credit of the Corporation and not immediately required by it for the purpose of business of the Corporation may be invested *(by the Board) in securities authorized by the State Government.

(2) The cash balances of Depreciation reserve and other Funds which are not immediately required for disbursement may similarly be invested.

54. Physical Verification of Assets:- A physical verification of all the assets of the Corporation, both moveable and immovable, shall be made at least once a year by officers of the Corporation, specially authorized in this behalf. who are not the custodians thereof. The results of verification indicating shortages or excess or both shall be recorded in writing and the orders of the Corporation or any officer authorized in this behalf shall be obtained thereon and action shall be taken in accordance with those orders.

55. 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 ,

* Substituted as per KSRTC (Amendment) Rules -1984 vide No. HD14 TRC 83 dt. 24-4-84.

the State Government may in consultation with the Accountant General, Karnataka extend the time for drawing up any such accounts by such periods 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 accounts shall consist of the following accounts in the PROFORMA prescribed by the Comptroller and Auditor General of India:-

- a. Operational Accounts
- b. Net Revenue Appropriation Accounts
- c. Details of Capital Expenditure
- d. Balance sheet
- e. Details of Loan
- f. Transactions of internal funds.

CHAPTER VIII

STATISTICS

57. Statistical Returns and Reports: - A report called the Operational Review shall be submitted to Government each month containing details of statistical returns and other information relating to the operational and other general progress of the undertaking.

58. (i) the Operational Review shall contain details relating to:-

- (a) Analysis of operations
- (b) Vehicles position
- (c) Revenue analysis
- (d) General statistics of accident and break-downs, analysis of irregularities in service, classification of public complaints and summary of default cases.

(ii) The operational review may consist of statistical statement in the forms in Schedule-II to XI and such other statement as the State Government may direct.

59. A report called the analysis of Cost Operation shall be submitted to the Government each month containing details of estimated cost of all major items and other statistics relating to cost of operations.

60. A detailed report called the Annual Report shall be submitted to the Government as soon as possible at the end of each financial year, reviewing the activities of the undertaking, its programmes and the progress achieved during the year.

61. A progress report of Development Scheme undertaken by the Corporation under the Five Year Plan shall be submitted to the Government at the end of every quarter.

CHAPTER IX

***DISPOSAL OF NET PROFIT**

****62**

X X X X X

63 The manner in which the net profits shall be utilized:-

The Corporation shall utilize 1(such percentage of its net annual profit as may be specified by the State Government under Section-30) in the following manner:

(1) for providing the following amenities to passengers namely:-

- a. Construction of bus stations, including bus shelters, queue railings, waiting rooms, retiring rooms and improvements thereto;
- b. Water supply and sanitary arrangements at bus stations;
- c. Refreshment rooms and tea-stalls at bus-stations
- d. Improvement to the existing vehicles.

*Chapter inserted as per amendment vide No. HD 14 TRC 63 dt. 3/6-11-1967

** Rules-62 omitted by amendment vide HD 4 TRC 63 dt. 19-8-1971

- e. Substituted by amendment vide HD 4 TRC 63 dt. 19-8-1971

- (2) For providing the following for the welfare of labour namely:
- (a) hospital, dispensaries, child welfare and maternity centres;
 - (b) rest houses, reading rooms, recreation clubs and Sports grounds;
 - (c) canteens staff institutes and labour welfare centres;
 - (d) promotion of literacy, award of scholarships to deserving children of employees and training such children in craft;
 - (e) sanitary, water supply, roads, lighting and marketing facilities in staff colonies;
 - (f) improvement to the existing hospitals, dispensaries and other buildings.
- * (3) for other purpose namely.
- (a) for repayment of the amount of loan due to repayment during the year;
 - (b) for replacement of vehicles fully depreciated if the amount available in the depreciation fund is not sufficient for the purpose.

By Order and in the
Name of the Governor of Karnataka
Sd/-
R.N. VASUDEVA
Secretary to the Govt. of Karnataka,
Home Department.

*Inserted by amendment vide Notification No. HD 4 TRC 63 dt. 19-8-1971

PART- 1- CAPITAL

SCHEDULE I

(See Rules 36)

	Actual 19	Budget Estimates 19	Revised Estimates 19	Budget Estimates 19	Remarks
	1	2	3	4	5
	Rs. p.	Rs. p.	Rs. p.	Rs. p.	
A. Receipts:---					
Karnataka Government	--				
Union Government	--				
Others	--				
Total Receipts	--				
B. Expenditure:--					
1. Land	--				
Total Land	--				
2. Building and Fixtures:--					
(a) Pucca Building	--				
(b) Kutcha Building	--				
Total Building & Fixture					
3. Machinery and Plant:-					
a) heavy Mechanical and Electrical equipment	--				
(b) Lights service, Mechanical and Electrical equipment (including big tools)	--				
Total Machinery and Plant	--				

1 2 3 4 5

4. Motor Buses, trucks, Cars, Pickup and other vehicle

A. Diesel

(a) Passenger buses

1 Chassis

2 Bodies

3 Complete buses

4 Petrol converted Diesel vehicles.

(b) Goods Transport Vehicles

1 Chassis

2 Bodies

3 Complete vehicles

Total A Diesel

B. Petrol

(a) Passenger buses

1 Chassis

2 Bodies

3 Complete buses

(b) Goods Transport Vehicles

1 Chassis

2 Bodies

3 Complete vehicles

Total B Petrol

	1	2	3	4	5
	Rs. p	Rs. p.	Rs. p.	Rs. p.	
C. Department vehicles					
1 Chassis	--				
2 Bodies	--				
3 Complete buses	--				
Total C Departmental vehicles	--				
Total.. Motor buses, trucks, cars pickups and other vehicles(A+B+C)	--				
5. Miscellaneous Equipment					
(a) Furniture & office equipment					
(b) Tickets machines	---				
(c) Fire Fighting equipment	-				
(d) Medical equipment	--				
(e) Photographic equipment	--				
(f) Other items of assets	--				
(g) Amenity equipment	--				
Total... Miscellaneous equipment	--				
6. Miscellaneous	--				
Total Miscellaneous	--				
7. Compensation	--				
Total—Compensation	--				
Total Capital Expenditure	--				
Total of (1. To 7)	--				
8. Deduct Capital Expenditure to be met out of funds					
(i) Depreciation fund	--				
(ii) Reserve Fund	--				

	1	2	3	4	5
	Rs.P	Rs. P.	Rs. P.	Rs. P.	Rs. P.
(iii) Other funds (to be specified)	--				
Total... Deduct Expenditure met from funds	--				
Net Capital Expenditure	--				
9. Suspense	--				
(a) Building material stock	--				
(i) Electrical Material	--				
(ii) Building material	--				
(b) Building in process	--				
(b-1) Building.. in process	--				
Industrial Housing Scheme	--				
(c) Stock Account of Stores	--				
1 Spare parts	--				
2 Lubricants (oils & Greases)	--				
3 Tyres & Tubes	--				
4 Batteries	--				
5 Other stores	--				
6 power (Petrol & Diesel –oil)	--				
7 Reconditioned Stores	--				
(d) Works-in-progress	--				
(e) Advance	--				
(f) Deposits by State Transport	--				
Total... Suspense	--				
A. Traffic Revenue—Passenger Bus service					
1 Revenue from Passengers.					
[Less Refunds]	--				
2 Contract service.	--				

	1	2	3	4	5
	Rs.P	Rs. P.	Rs. P.	Rs. P.	
3 Passengers' luggage	--				
4 Parcel service	--				
5 Postal Mail service	--				
6 Out-agencies receipts	--				
Total Passenger bus service	--				
Goods Transport Service.	--				
1 Scheduled service-freight Charges	--				
2 Chartered service- freight Charges	--				
3 Contract service- freight Charges	--				
4 Demurrage charges	--				
5 Wharfage charges	--				
Total... Goods Transport service	--				
B. Other revenue	--				
1 Advertisement	--				
2 Rents	--				
3 Miscellaneous receipts	--				
Total... Other Revenues	--				
Deduct-working Expenses-Net					
Revenue					
DEDUCT WORKING EXPENSES					
A					
Traffic					
Passenger Bus Service					
1 Salaries and Allowances	--				
[a] Officers	--				
[b] Other Staff	--				
[c] Drivers and Conductors	--				
2 Tickets and Traffic Stationery	--				

1 2 3 4 5
 Rs.P Rs. P. Rs. P. Rs. P. Rs. P.

3	Uniforms	--			
4	Tools and Equipments	--			
5	Time Tables and Publicity	--			
6	Other Charges	--			
	Total. Traffic Passenger Bus Service	--			
	Goods Transport Service	--			
1	Salaries and Allowances	--			
	[a] Officers	--			
	[b] Other Staff	--			
	[c] Drivers and Helpers.	--			
2	Tickets and Traffic Stationery	--			
3	Uniforms	--			
4	Other Charges	--			
	Total.. Traffic Goods Transport Service.	--			

B. Repairs and Maintenance
 Passenger Bus Service

1	Salaries and Allowances	--			
	[a] Officers	--			
	[b] Staff [Maintenance]	--			
	[c] Staff [Workshop]	--			
2	Stores	--			
	[a] Spare parts	--			
	[b] Lubricants	--			
	[c] Tyres and Tubes	--			
	[d] Batteries	--			
	[e] Other Stores	--			
3	Clothing	--			
4	Electric power	--			
5	Other Charges	--			
	Total Repairs and Maintenance	--			
	Passengers Bus Service	--			

	1	2	3	4	5
	Rs.P	Rs. P.	Rs. P.	Rs. P.	
Goods Transport Service					
1 Salaries and Allowances					
[a] Officers	--				
[b] Staff [Maintenance]	--				
[c] Staff [Workshop]	--				
2 Stores					
[a] Spare parts	--				
[b] Lubricants	--				
[c] Tyres and Tubes	--				
[d] Batteries	--				
[e] Other Stores	--				
3 Clothing	--				
4 Electric power	--				
5 Other Charges	--				
Total... Repairs and Maintenance					
Goods Transport Service	--				
C. Power					
Passenger Bus Service					
1 Petrol	--				
2 Diesel	--				
Total. Power-Passenger Bus Service	--				
Goods Transport Service					
1 Petrol	--				
2 Diesel	--				
Total. Power- Goods Transport Service	--				
Licenses and Taxes					
1 Passenger Bus Service	--				
2 Goods Transport Service	--				
Total.. Licenses and Taxes[1 +2]	--				

	1	2	3	4	5
	Rs.P	Rs. P.	Rs. P.	Rs. P.	
E. Welfare and Superannuation	--				
1 Employees' State Insurance	--				
2 Welfare and Medical	--				
3 Employee's Contribution to Provident Fund	--				
4 Pensions and Gratuity	--				
Total.. Welfare and Superannuation [1+2+3+4]	--				
F. General and Administrative Expenses	--				
1 Salaries and Allowances	--				
[a] Officers	--				
[b] Staff	--				
2 Rent, Rates and Taxes	--				
3 Insurance	--				
[a] Third Party	--				
[b] Fire and other Insurance	--				
4 Staff Cars and Vans expenses	--				
5 Maintenance and Repairs of Building, Gardens and Plant, Machinery and Equipment.	--				
6 Heating, Lighting and Water	--				
7 Claims and Accidents	--				
8 General charges	--				
[a] Advertising and Publicity	--				
[b] Postage	--				
[c] Telephone and Telegram Charge	--				

	1	2	3	4	5
	Rs.P	Rs. P.	Rs. P.	Rs. P.	Rs. P.
[d] Law charges	--				
[e] Audit fees	--				
[f] Uniforms[other than those Mentioned in A-3 and B-3]	--				
[g] Stationery[other than A-2 items]	--				
[h] Expenditure on temporary works	--				
[i] Books and Periodicals	--				
[j]Other Miscellaneous Expenses	--				
9. Civil Engineering Department Less: Capitalized under Land and Building	--				
G Depreciation					
1 Motor Buses, Trucks, Cars, Pick- up and other vehicles					
2 Building and Fixtures	--				
3 Machinery, Plant and Equipment	--				
H. Debt Charges	--				
1 Interest on State Government Loans	--				
2 Interest on Canadian Aid Loans	--				
3 Interest on Canadian Aid Liabilities	--				
4 Interest on Custom Duty on Canadian Aid.	--				

1 2 3 4 5
 Rs.P Rs. P. Rs. P. Rs. P. Rs. P.

I.	Interest				
	1 Karnataka Government Capital Contribution	--			
	2 Union Government Capital Contribution	--			
J.	Income Tax	--			
K.	Provisions				
	1 For clearance of Stock Adjustment Account	--			
	2 For clearance of Asset Adjustment Account	--			
	3 For Write-off Bad and Doubtful dues	--			
	4 For Passenger Amenity Fund	--			
	5 For Payment of Gratuity	--			
	6 Reserve Funds	--			
	7 Other Funds	--			
	Total operating expenses				
	Balance to Net Revenue Appropriation account	--			
1	Depreciation Fund				
	Amount brought forward from previous year				
	[Operating balance]	--			
	Add-Amount transferred from Revenue Account	--			
	Total	--			

1
2
3
4
5
6

Rs.P. P. Rs. P. Rs. P. Rs. P.

Deduct- Amount expended on Capital Account

2. Provident Fund

Amount brought forwards from previous year [opening balance]
Add-Amount transferred.

Total

Deduct- Amount refunded Balance

3 A. Insurance Fund

[Vehicles Third Party Risk only]
Amount brought forwards from previous year [opening balance]
Add- Amount transferred from Revenue acct.

Total

Deduct- Amount expended Balance

B. Insurance Fund

[Fire and other Insurance]
Amount brought forward from previous year [opening balance]
Add- Amount transferred from Revenue account.

Total

1	2	3	4	5	6
	Rs. P.	Rs. P.	Rs. P.	Rs. P.	
Deduct Amount expended on					
(i) Capital Account	--				
(ii) Revenue Account	--				
Balance	--				
4 Reserve Fund—					
Amount brought forward from					
previous year [Opening Balance]	--				
Add—Amount transferred from					
Revenue Account	--				
Total	--				
Deduct—Amount expended on					
(i) Capital Account	--				
(ii) Revenue Account	--				
Balance	--				
5. General Purpose Fund					
Amount brought forward from					
previous year [Opening Balance]	--				
Add—Amount transferred from Profit					
and Loss appropriation account.					
Total	--				
Deduct—Amount expended on					
(i) Capital Account	--				
(ii) Revenue Account	--				
(iii) Revenue Fund	--				
Balance	--				

ANNEXURE TO PART III
[Fund Investment Account]

	1	2	3	4	5	6
		Actual s	Budget	Revised	Budget	Remarks
		Estimates	Estimates	Estimates	Estimates	
		Rs. p.	Rs. p.	Rs. p.	Rs. p.	
1. Depreciation Fund						
Opening balance of Investment		--				
Add[i] Amount invested		--				
Total		--				
Deduct—Cost of Investment sold		--				
Net Amount of Investments		--				
Add Uninvested balance		--				
Total balance in the Fund		--				
2. Provident Fund						
Opening balance of Investments		--				
Add-Amount Invested		--				
Total		--				
Deduct- Cost of Investments sold		--				
Net Amount of Investment		--				
Add Uninvested balance		--				
Total balance in the Fund		--				
3. A. Insurance Fund						
[Vehicle Third Party risks only]						
Opening balance of Investments		--				
Add- Amount Invested		--				
Total		--				
Deduct-- Cost of Investments sold		--				
Net Amount of Investment		--				
Add Uninvested balance		--				
Total balance in the Fund		--				

6

5

4

3

2

1

Rs. p. Rs. p. Rs. p. Rs. p.

3.	B. Insurance Fund	--			
	[Fire and other insurance]	--			
	Opening balance of investment	--			
	Add--Amount Invested	--			
	Total	--			
	Deduct-- Cost of Investments sold	--			
	Net Amount of Investment	--			
	Add -Uninvested balance	--			
	Total balance in the Fund.	--			
4.	Reserve Fund	--			
	Opening balance of investment	--			
	Add--Amount Invested.	--			
	Total	--			
	Deduct-- Cost of Investments sold	--			
	Net Amount of Investment	--			
	Add Uninvested balance	--			
	Total balance in the Fund.	--			
5.	General Purpose Fund	--			
	[Amenity Fund]	--			
	Opening Balance of Investment	--			
	Add--Amount Invested.	--			
	Total	--			
	Deduct-- Cost of Investments Sold	--			
	Net Amount of Investment	--			
	Add-- Uninvested balance	--			
	Total balance in the Fund.	--			

PART IV
Statement of Appropriation of Net Profit

Particulars	Actual	Original	Revised	Budget	Remarks
	19	Estimates	Estimates	Estimates	
1	2	3	4	5	6
	Rs. P.	Rs. P.	Rs. P.	Rs. P.	
Total Revenue Receipt	--				
Less—Total Revenue Expenditure	--				
Balance	--				
Distributed as Under—	--				
(i) Amount transferred to Reserve					
Fund	--				

PART V
Karnataka State Road Transport Corporation Fund

Particulars	Actual 19	Revised	Budget	Remarks
	Estimates	Estimates	Estimates	
1	2	3	4	5
	Rs. P.	Rs. P.	Rs. P.	Rs. P.
1 Opening Balance				
2 Add-Receipts				
3 Less—Payments				
Total				
Balance				

SCHEDULE II
I. Analysis of Operation

Divisions	No. of routes as on	Route Mileage	Gross Mileage	Eff. Mileage	Dead Mileage	% of dead milage to effective milage			% of dead milage to effective milage	Average daily Scheduled mileage	Average daily Effective mileage	% rise or fall in effective mileage as compared to scheduled mileage
						C. M	P. M	C. M				
1	2	3	4	5	6	7	8	9	10	12	13	

Current Year
C.M.
P.M.
Total
Previous Year
C.M.
P.M.

1 Name of the Routes taken over

Particulars	Division	Name of the route	Route length
[a] New routes taken over	---		
[b] Route re-started	---		
[c] Routes formed due to changes on mode of operation.	---		

1: 2 Routes cancelled

Division	Routes cancelled	Route Kilometers	Reasons thereof

SCHEDULE III

2. Vehicle Position

Divisions	1	2	3	4	5	6	7		9	10	11	12	13
							C.M	P.M					
		Fleet held as on the month	Avg. vehs. held per day	vehicles require for Scheduled service	average vehicles on road per day	Operating fleet allowing 25 percent	Vehicular utilization		Vehicles utilization (Mls. per Vehicle per day)		Additional Spare vehicles	No. of Vehicles scrapped	No. of New vehicles put into commission
							C.M	P.M	C.M	P.M			

Current Year

C.M.

P.M.

Total

Previous Year

C.M.

P.M.

2: 1 Total fleet held as on the last day of the month

Current Month *Previous Month*

Vehicles held at Division	---
Vehicles held at Regional Workshops, Bangalore	---
Vehicles held at Regional Workshops, Hubli	---
Total	

2:2 Vehicles position in Divisional Workshops

1	Divisions
2	No. of vehicles in workshop on the last day
3	No. of vehicles received during the month
4	No of vehicles turned
5	No. of Vehs. as on the last day of the
6	No. of vehs. for routine Insp.
7	No. of Vehs. for light repairs
8	Veh. days lost for light repairs
9	No. of Vehs. for heavy repairs
10	Veh. days lost for heavy repairs
11	No. of vehicles for spare parts
12	vehicle days lost for spare parts
13	No. of Vehicles to be scrapped
14	No. of vehicles awaiting dispatch to R.W.S
15	Remarks

C.M
Total:
P.M

2:3 Average number of units reconditioned per week in the regional workshops, Bangalore and Hubli.

Unit	Average number of units reconditioned per week			Target	
	Hubli	CM	Bangalore	Hubli	Bangalore
1	2	3	4	6	7
	PM				

SCHEDULE V

4. Cost on major items, margins and operating ratio.

Division	1	Expenditure on staff Actual (Rs.)	2	3	4	5	6	7	8	Cost per effective bus mile (P)		10	11	12	13	14
										C.M.	P.M.					
		Expenditure on Fuel Actual (Rs.)	Expenditure on Auto Stores Actual (Rs.)	Insurance depreciation and interest Actual (Rs.)	Expenditure on other items Actual (Rs.)	Total Cost Without C. units Actual (Rs.)	Total Cost including C. Units Actual (Rs.)						Oprnl. Margin (Rs.)	Oprnl. Margin Per bus	operating Ratio	Remarks

Current Year

C.M.

P.M.

Total

Previous Year

C.M.

P.M.

SCHEDULE VI

5. Staff Position

Division	No. of men employed													Remarks		
	Admn			Optl.			Crew			W/s. Maint			D. W**			
	1	2	3	4	5	6	7	8	9	10	11	12	13			
	Total			Total			No. of Schedules			No. of Schdls with Double Crew			Crew utilization			
		C.	P.													
		M	M													

Current Year
C.M.
P.M.
Total
Previous Year
C.M.
P.M.

** These are included in the different categories, but are shown separately to give an idea of the extent of daily wages in the Divisions.

5.1 Staff Ratio and cost per bus mile on staff

Division	Cost B.B.M on staff		Staff for operation vehicle		Total Staff ratio		Standard staff ratio (Vehicles) on road + 25 percent	
	C.M	P.M	For Vehicle on road + 25 percent		For Vehicle on road + 25 percent		For Vehicle on road + 25 percent	
	2	3	4	5	6	7	8	9
			Admn.	Traffic	W/s. Maint	C.M.	P.M	

Current Year
 C.M.
 P.M.
 Total
 Previous Year
 C.M.
 P.M.

6: 2 Mileage done by different types of Tyres

Division	Average mileage During last six months		Average mileage during last six months	Cost per bus mile on Tyres and Tubes		Remarks					
	New Tyre scrapped	New Tyres removed for retreading		C.M	P.M						
1	2	3	4	5	6	7	8	9	10	11	12
	Average		Retreaded Tyres scrapped	Retreaded Tyres removed for retreading	C.M	P.M	C.M	P.M	C.M	P.M	
Total:											
C.M											
P.M											

SCHEDULE VIII

7. Accident and Make wise Breakdowns

Division	Rate per lakh Miles		No. of accident per 100 vehs. on road		Number of breakdowns for 10,000 miles																				
	C.M	P.M	C.M	P.M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
											Ley Land	M. Benz	Dodge	Seddon	Stude baker	Taiter	Commer	Desoto	Austin	Total No. of Break down	No of B/Ds per 10,000 Miles	No of miles per b/ds	No. of B/Ds for Vehs. On road		

SCHEDULE IX

8. Analysis of Irregularities in Service—(Late Departure)

Division	Due to				* Late Percentage late Arrival	Remarks			
	Mech. trouble	Late arrival of crew	Late arrival from Depot	Up to 15 minutes					
1	2	3	4 Late arrival from previous Schedule	5 Late arrival from Depot	6 Up to 15 minutes	7 Above 15 minutes	8 C.M	9 P.M	10

C.M

Total:

P.M

***For City Service up to 5 minutes and above 5 minutes**

**8: 1 Analysis of Irregularities in Service
(Late arrival)**

Division	Mech. trouble	Accidents	Due to Heavy traffic	Late start	Other reasons	Up to 15 minutes	*Late Above 15 minutes	Percentage late Arrival		Remarks
								C.M	P.M	
1		3	4		5	7	8	9	11	
6								10		

C.M

Total:

P.M

***For City Service up to 5 minutes and above 5 minutes**

SCHEDULE X

10. Classification on of public complaints

Division	Total Complaints		4	5	6	7	8	9	10	11	12	13	14	15
	C.	P. M												
1	2													
	3													

Current Year

C.M.

P.M.

Total

Previous Year

C.M.

P.M.

SCHEDULE XI
10. 1. Summary of default cases

Division	No. of cases brought forward previous months	Categorwise defaults detected					Total no. of cases detected	No. of cases disposed off from		No. of cases pending	
		Adm Staff	Conductor	Drivers	Other Traffic Staff	Work shop staff		General	Old		New
1	2	3	4	5	6	7	8	9	10	11	12

Current Year
C.M.
P.M.
Total
Previous Year
C.M.
P.M.

Default Case—Action taken

Division	No. of Employees			Report To		Cases dropped for want of evidence	No. of cases filed	Remarks
	Warned	Suspended	Discharged or dismissed	Fined	R.T.O Police			
1	2	3	4	5	6	7	8	10

C.M
Total:
P.M

NOTIFICATION

No. HD 3 (1) RTC 57, dated Bangalore, 25th July 1961
(Shravana 3, Saha Era 1986)

In exercise of the powers conferred by Section 3 of the Road Transport Corporation Act, 1950 (Central Act LXIV of 1950), the Government of Mysore hereby establish with effect from the 1st day of August, 1961, a Road Transport Corporation called the Mysore State Road Transport Corporation for the whole of the State of Mysore except the area Comprised with in the limits of the City of Bangalore as defined in the City of Bangalore Municipal Corporation Act LXIX (of 1949) and the area comprised within a distance of ten miles beyond the limits of the said City.

By Order and in the Name of the Governor of Mysore
R.N. VASUDEVA
Secretary to the Government
Home Department.

**The Mysore Gazette
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Bangalore, Thursday, September, 28, 1961 No. 126

NOTIFICATION

No. HD RTC 57, dated Bangalore, 27th September 1961

In exercise of the powers conferred by Section 3 of the Road Transport Corporation Act. 1950 (Central Act LXIV of 1950,) the Government of Mysore hereby direct that the Mysore State Road Transport Corporation established with effect from the 1st day of August, 1961, in Notification No. HD 3(1) RTC 57, dated the 25th July 1961, for the whole of the State of Mysore except the area comprised within the limits of the City of Bangalore as defined in the City of Bangalore Municipal Corporation Act, 1949 (Mysore Act LXIX of 1949) and the area comprised within a distance of ten miles beyond the limits of the said City shall, with effect from the first day of October 1961, be the Mysore State Road Transport Corporation for the whole of the State of Mysore.

By Order and in the Name of the Governor of Mysore
T.K. JAYARAMA AYYAR
Under Secretary to the Government, Home Department.