PEPSU ROAD TRANSPORT CORPORATION PATIALA

ACCOUNTING RULES PROCEDURE AND FORMS & DELEGATION OF FINANCIAL POWERS

1991

PREAMBLE

The PEPSU Road Transport Corporation was formely known as PEPSU Roadways founded by the PEPSU government with effect form January. 1935 The PEPSU Roadways was later converted into a Corporation now known as the PEPSU Road Transport Corporation.

The PEPSU Road Transport Corporation did not have any regular accountants proceure of its own. The counting procedure has been evolved over the years on the basis of instructions and other directions issued by the Central Office from time to time. The accounting Procedure later prepared and adopted by Punjab Roadways has also hitherto been followed in the PEPSU Road Transport Corporation with modification and there suited to local requirements. It has, therefore, been felt essential to give a witten accounting procedure to this large undertaking.

Accordingly, the Accounting procedure has been drawn up as per the ensuing chapter. The accounting procedure is based more or less on the pattern already obtaining in the offices/depots of the Corporation or so to say the procedure hitherto being followed has been given a written shape with some modifications here and there with a view to ensure proper and day to day accounting.

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CHAPTER-1

Accounting Rules & Procedure

INTRODUCTORY

1.1 i) The Pepsu Road Transport Corporation was established under the Road Transport Corporation's Act, 1950 with effect from 1st October, 1956. This corporation is a Public sector undertaking owned by the State Government and the Central Government (Northren Railway).

ii) The Corporation is headed by a Chairman appointer by the State Government and it is administered by body corporate consisting of such members as may be appointed by the State Government and two members by the Central Govt. The Managing Director and the Chief Accounts Officer-cum-Financial Advisor are appointed by the State Government under section 14 of the said Act. The Managing Director is the Executive Head of the Corporation under section 15 (1) and under section 15 (2) of the Act ibid the Chief Accounts Officer-cum-Financial Advisor has the right to record his views on every proposal involving expenditure form the fund of the Corporation prior to the consideration of such proposal by the Corporation.

iii) The capital investiment of the Corporation and the Central Government (Northren Railways) in the ratio of 2.1.w.e.f. 1.4.68. Prior to 1.4.68 the ratio of capital contribution was of 4.1.

1.2 **Administrative & Financial Powers:**

The chairman of the PEPSU Road Transport Corporation vide item No. 7 of the minutes of the meeting of the Corporation held on 21.1.56 was delegated all such powers ad were exercised by the Transport Department of the State Govt.

The powers that were exercised by the Transport Department in consultation with the Finance Department were to be exercised by the Corporation (Decision vide item No. 8 of the minutes of the meeting of the Corporation held on 19. 6. 1956.)

The financial powers exercised by various officers in the Corporation as delegated to them by the Corporation from time to time are given in separate chapter on "Delegation of Financial power" as Annexure 'A'

1.3 **Financial Sturcture:**

Under section 27 of the Road Transport Corporation Act. 1950 the Corporation shall have its account opened with the Bank at Patiala which is to be operated by the Managing Director. All receipts of the Corporation shall be deposited into their accounts and all payments by the Corporation shall be made there from.

The Depot Managers will deposit their revenue receipts and passenger tax receipts in the accounts in the branches of the bank situated at their Headquarters as desired by the Head Office. All the depots will be supplied funds by the Head Office from time to time to enable them to meet their day to day expenses which they will deposit in the Accounts current opened with the respective branch of the bank. They will draw money from the bank by cheques according to reqirement. Revenue receipts will not be utilized by the Depot Managers in any case unless allowed to do so by the Managing Director.

1.4 **Set up and Organisation of The Accounts Department:**

i) The Accounts Department of the organization is entrusted with the responsibility of ensuring that nd auditing system is

followed in the organization and that the financial results are brought out yearly to depict the profits earned or the loss sustained by the Corporation its control prameates the entire organization from the Central office down to the Depot/Sub/Depot level.

ii) **Salient Functions:**

The important functions of the accounts department are set out below:

a)Preparation of the annual budget estimates.

b)To arrange printing of tickets and their accountal.

c)Precheck of the fare tables prepared by the traffic section.

d)Scrutiny, receipt and accountant of all revenue tax collections.

e)Preparation, preaudit and disbursement of all claims of pay, allowances and honoraria of the personal and the subsequent accountant thereof.

f)Maintenance of the E.P. Fund accounts of the employees of the Corporation and other reserve fund.

g)Pre audit and payment of suppliers bill and other bills for contingent expences. h)Pre-check of all purchase orders.

iii) **Set up of The Accounts Department:**

The Accounts Department of the PEPSU Road Transport Corporation is headed by a Chief Accounts Officer-cum Financial Advisor. The Chief Accounts Officer cum Financial Advisor is responsible to the Managing Director of the Corporation. The Chief Accounts Officer cum-Financial Advisor in the Central Office, is assisted by Dy, Controller (F&A)/Asstt.

Controller (F&A), Section Officers, Manager Planning & Statistical and other ancillary staff. The initial Functionary of the Corporation in the field is a Depot Manager of a Depot who is assisted by an Asstt. Controller (F&A) incharge of the Accounts, Ledger, Cash and Booking Sections of the Depot.

The Asstt. Controller (F&A) in a depot is assisted by a Section Officer, Junior Auditors, Ledger & Booking Assistant, Head Cashier and other ancillary staff.

1.5 **Fare & Freight Structure:**

The Passenger Fare (excluding the passenger tax) of Road Transport for territories falling in the Punjab State is worked out at the rate sanctioned by the Punjab Government from time to time. For territories falling in other states it is worked out at such rated per passenger per K.M. as has been or may be sanctioned by the Governments of those Stated, Like wise, the passengers tax is levied at a certain percentage of the passengers fare, as calculated above, for territories falling in different stated at the rates enforced under law by the Governments of the respective states.

3.3 **Miscellaneous revenue:**

ADDA FEE

i)Adda fee as may be approved by the district magistrate from time to time will be charged for the use of the respective bus stands by all the vehicles other than PRTC vehicles which may stay in the bus stand for the night or just pass through it enroute their journey from one station to another. The adda fee shall be realized by an adda fee clerk posted at the bus stand for this purpose. Adda fee books for each such stand shall be printed and issue to the depots by central offices and their accounting shall be done in the same manner as in the case of passenger tickets the adda fee books will be rec f the depot and issued to

the sub stock from where these shall further be issued to the adda fee clerks. The proceeds of the adda fee shall be deposited with the cashier on each day by the adda fee Clerk/ Conductors. The account of adda fee should be maintained separately.

2. **Rent of Canteens/Shops/Stores:**

Among the various facilities provided to the travelling pubic at each bus stand, canteens, hotels, fruits shops and other stalls are also run for the benefit of the passengers. The shops/stalls at the bus stands are let-ort to successful bidders in an open auction. After auction of the shops the bid statement shall be drawn up, comparing the result of the last year and sent by the Depot Manager to the M.D. of the PRTC for approval, in case it is beyond his powers to accept the bids. The rent of these shops constitules income for the Corporation. The responsibility for the realization of rent and keeping an account of the rental proceeds of each shop shall devolve upon the depot concerned. The Depot Manager will also ensure that the rated to be charged from the travelling public on these shops will not exceed with the rates approved by District Magistrate of that District from time to time.

Auction of old Unserviceable Stores:

Auction notice specifying dates for auction of old unserviceable stores shall be issued for all the depots by the M.D. Action in this regard shall be initiated by Store Manager. The stores declared unserviceable shall be disppsed of by public auction under the orders of the competent authority at each depot level. The lists of unserviceable stores shall be drawn up by the workshop assistant, compared and checked with the various relevant records and authenticated by the works Manager/Service Engineer Incharge of the workshop and stores before the auction date. The Committes will fix the reserve price of each item/lot. The workshop Assistant shall be responsible for keeping proper accounts/records of each auction. The D.M. will also ensure that formal approval of the M.D. is sought to the auction in all such cases in which it is beyond his competence. The successful bidder shall be issued a gate pass for lofting the material purchased by him in auction only after he has deposited the full cost with the Cashier and produced receipt to this effect. The sale proceeds shall be credited to the revenue.

ii) **AUCTION OF OLD & UNSERVICEABLS BUSES:**

The old buses which may have completed their normal life or covered 5.50 lakhs k, Ms shall be condemned by competent authority. The condemnation of vehicles should be followed by auction there for on the following day. Each vehicle should be put to auction separately.

REMOVAL OF GOODS AUCTIONED OR SOLD

If the goods auctioned or sold are not cleared from the site wihin three calendar days excluding the day of auction, a charge of 40 paise per quintal or part there of per day, 10 paise per tyre/tube/battery etc. per day Rs.50/- per bus per day shall be levied.

4. **Sale of the time table:**

The time tables/fare tables are printed by PEPSU Road Transport Corporation from time to time and sale proceeds of these time/fare tables are accounted for under this sub head.

5. **Advertisement:**

a) Another source of income is from advertisements. The advertisement panels

will be accepted at the rates approved by the M.D. after inviting tenders through press/limited tender enquiry. However in case advertisement panels are to be displayed for less than 2 months in a depot, then M.D. may accept the rates as deemed fit after negotiation. The action with regard to floating of an enquiry inviting/offers for advertisement to be displayed on the buses of the Corporation shall be taken by the PRO/Manager, Planning & Statistics in the Head Office in respect of all the depots. The agreement will be finalized with the prospective customers in the head office with the approval of the M.D. The receipts will be realized in the Central Office and credited to the revenue .

Head Advertisement among the depots to the fleet strength. Normally these panels are displayed on yearly basis or for a specified period. The record of advertisements exhibited will be kept in PRTC-24. Similarly the advertisement for display at bus stands may be accepted by the M.D.

b) The M.D. may also accept the advertisement for inclusion in the fare and time table of PRTC at highest possible rate.

6. **Trade Test:**

Different trade tests are given to the candidates appearing for different trades from time to time and the prescribed fee ad approved by the Punjab Government/Corporation from time to time thus realized from such candidates will be allocated to this sub head of Revenue.

7. Application & Interview Fee":

Application fee is charged from the personal who apply for jobs in the Corporation with reference to some advertisement given for the purpose in the News Papers by the Corporation. Fee so received is credited to revenue classifying it as Application and Interview fee.

8. **Damage of Buses:**

In all transport Undertakings, the vehicles are involved in accidents very often and get damaged. In most of the cases mutual settlements are effected with the other party. Avoiding report to Police and law courts. The recovery made from other party to indemnify the damage is credited to the revenue.

9. **Driver Test Fee:**

The recruitment of drivers is made on the basis of prescribed test, before taking test, the prospective candidate are required to deposit the requisite amount as test fee which is credited to this sub head.

10. **Cloak Room and Reservation Fee:**

At some bus stands, there are cloak rooms provided for the benefit of the travelling public where they can deposit their luggage at the nominal fee Fixed by the M.D. The proceeds of such cloak rooms which are entered in the cloak room Register by Incharge cloak room, are deposited with the Cashier regularly. The Chief Inspector/Station Supervisor, Incharge of the Bus Stand will check up daily that receipt on account of luggage deposited in the Cloak Room is duty entered in the Register: The luggage will be deposited against luggage ticket in form PRTC-GTF/53 to be issued by the Cloak Room Attendant or by any other authorized official. The articles will be delivered only on payment of all charges and on surrender of the luggage ticket duly signed by the holder of ticket. The signature of the ticket holder shall also taken on the register.

i) Secondly packed articles and unlocked explosives, intoxicants, liquors, opium and its preparation and drugs, the sale of which is prohibited by law shall not be accepted. The Administration reserves the right of refusing any luggage or articles from and passenger without assigning any reasons and shall not be liable to pay any compensation for any loss/damage to the articles deposited ordinary in the cloak room caused by act of God or by any circumstances or occurance beyond the control of administration.

ii) Reservation of seats will also be made @25 ps. Per seat for buses and 0.50 Paise per seat for deluxe and hill buses, where ever this facility is provided. No reservation of seats will be made within half an hour of scheduled time of the service. Deduction as below will be made from the fare for reservation which are not availed of.

a)5% of the fare if notice of 24 hours or more is given.

b)10% of the fare if the notice given is between 2 to 24 hours.

c)20% of the fare if less than 2 hours notice is given,

The person who gets late for the bus for which reservation of seat was made due to some circumstances beyond his control will be permitted to travel by the subsequent bus on that for that journey against that reservation already done and the fare already paid without giving any additional charge.

11. **Lost Property:**

i) Any property or articles left unclaimed in a bus or in the premises of the bus stand etc. will be picked up by the conductor/driver of the bus or by the stand incharge as the case may be and brought to stores of the depot through the Yard master. The Yard master will open the containers, in the presence of the WM/SE/SSi and the CSK and also the official who brings the articles and made an entry of the contents in his register. These articles shall simultaneously be entered with complete details by the CSK/SK in the lost property register in the prescribed form PRTC-25 under proper attestation of WM/SE.

ii) The lost property will be disposed of in accordance with the Rule, 4.44 of the Punjab Vehicles Rules, 1940. Depot Manager, shall satisfy himself that the goods are returned to the rightful owner and executive instructions may be issued for the purpose laying down the procedure which should be followed before the property is returned in the case of valuable procedure worth more than Rs.50/- indemnity bond bearing stamps with two sureties known to the Transport Administration will be taken from the claimant before the property is returned. If the goods deposited are not claimed by the owner or any other person who established his claim or is known to the transport Administration as the rightful owner, the Depot Manager shall if such person is Known cause a notice to be served upon him, requiring him to remove the goods. If such owner or person is not known or a notice can-not be served upon him, or he does not comply with the requisition in the notice, the D.M. may after three months of taking over charge of the goods, sell them by public auction and proceeds thereof shall be credited in the Revenue account of the Corporation.

If the goods are of a perishable nature, and are not claimed within 48 hours that shall be disposed of by the D.M. by public auction and the receipts there of credited to the Revenue Account.

Note 1. If the goods are claimed within the specified period a charge of 10 paise per 50 kg or part or per package or per article in case of loose consignments (which

ever is greater) for 24 hours or part of 24 hours shall be levied subject to a minimum of 20 ps.

2. The unclaimed article will also be liable to the charges of special expenditure incurred by the transport administration a/c of their custody and disposal.

3. Where articles such arms, ammunition, explosive, intoxicants, liquors, opium and its preparations hemp and drugs the sale of which is prohibited by law, are left unclaimed, they will be made over to the police or excise authorities for disposal under the laws affecting the articles.

12. **Excess cost of uniforms:**

The workers are provided with the uniform as per scale fixed from time to time by the Punjab Government/Corporation. The excess cost of uniform thus provided to the workers, is recovered form them and is charged and credited to this sub-head under the revenue and is taken in reduction of expenditure.

13. **Miscellaneous:**

Other miscellaneous receipt which do not fall under the above sub-heads of the revenue are credited to this sub-head.

3.4 **Receipt Books:**

i) The corporation will have its own receipt books printed with numbers as may be ordered. Each receipt book shall have one hundred Printed receipts with counterfoils. The receipt books will be kept in stock in the Sty. Section of the central office where from the depots will draw according to requirements.

Various officials authorized to issue receipts will draw their requirements from the sty section every month. The receipt books unused/in use shall be kept under lock and key by the concerned officials. The Sty. Clerk will maintain receipt and issue record of the receipt books in a proper register as also in the case of other forms.

ii) Before a receipt book is brought in use, all the receipts will be counted and their numbers checked by the concerned official and certificate to this eggect shall be recorded on the fly leaf under the signatures of a D.M. or Asstt, Controller (F & A). The counterfoils of the used receipt books will remain with the officials concerned till such time the accounts for the relevant period have been audited by the R.A.P.

Chapter II

Passenger TicKets. Printing Receipt & Issue

i. The passenger tickets are got printed from the Controller of Printing & Stationery Punjab or after inviting tenders on the basis of demand receive from the Depots.

ii. The ticketes are received from Printing presses in the Centrol Booking Section of the Corporation at Patiala and are further transferred to the Depots from there on demand placed by the Depot Managers.

I. The passenger tickets received from the Printing Presses in the Central Booking Section will be checked and couunted with Invoice/Bill received along with the supply under the supervision of the Booking Assistant/S.O. An entry of receipt of the tickets will then be made in the Receipt Register of tickets

Form 1 filling various colmns appropriately, and the stock will be kept under safe custody,	
Receipt of ticket	denominationwise will be entered in the main ticket stock Ledger (Receipt
& Issue)	Form 2, simultaneously with entries in the Receipt Register Form 1 and all the receipt columns of the Ledger filled carefully.

II. Separate ticket stock ledgers in form 2, denominationwise, will also by maintained for each depot and the receipt of tickets in these ledgers will be posted as transferred from main ledger. The tickets transferrd to the depotwise ledgers will be posted under Issue Columns of the main ledger. A regester Form 3 will be used to record issues of tickets to the depots simultaneously making covententries in the depots demominationwise ledger in Forn 2. The denomination tickets receipt issue registers and denomination tickets stock ledger will be maintained statewise Separately.

Form 1 and the denominationwise ticket stock ledger in From 2 will be maintained statewise, also in each depot/sub depot to record receipt of tickets from Head Office/Depot and issue to the Booking Sections. All entries in these registers shall be attested by the Asssistant, Booking Section. These enteies will also be attestes by Asst. Controllor (F&A) S.O. as the case may be.

2.3 Safe Custody :

The denomination tickets are a valuable asset and their safe custody is of paramount importance because any pilferage or theft of these tickets may result in the leakage of revenue and other associated maladies. The Administrative Section in the Head Office and the D.M.S in the depots will be responsible to make arrangements for their safe custody and ensure through the Section officer in the Central Office/Assistant In charge in the Depots that the tickets stock are kept in steel almirahs under lock and key in separate rooms under the charge of responsible officials.

2.4 Disposal of Misprinted Tickets :

Wrongly or misprinted tickets will be returned to the Head Office by the Depot promptly on return dockets and the tickets so returned will be posted as minus entry in the ticket receipt register and under receipt columns of the ticket stock ledger. Record of defective tickets received from the depots will be kept in a separate register in the Head Office in

Form 4. These tickets, after having been inspected by the representative of the firm concerned which printer and supplied the tickets, will be destroyed in fire under order of the Managing Director and in the presence of such officers as he may depute. The officer/official in whose presence the defective tickets are destroyed will record a certificate to the effect that the tickets detailed below, being defective and not fit for sale have been destroyed in fire in my/our presence. The loss thus sustained by the Corporation will be recovered from the firm concerned.

2.5 Loss of Tickets :

i. Whenver losses of tickets in the custody of conductors or any other employees occur a report should immediately be made by such conductor.employed to the nearest police station with a copy to the Depot Manager of the service concerned furnishing complete details of the lost . In the tickets are lost as a result of accident in which the conductor, or the employee in possession of the tickets is hurt and is incapacitated the extent of loss of tickets may be got ascertained by the officer of the service attending on or dealing with the accident and reported to the Police.

ii. As soon as a report of loss of tickets is received, the detail of tickets lost with brief history will be entered in a register maintained for the purpose in

Form 5 by the Assistant Booking where in progress of the investigation of the loss will be recorded at each stop till the case is finally decided by writing off the loss or ordering recovery thereof. The Assitant Booking will simultaneously notify the complete details of the tickets i.e. their series number and denomination to the Traffic Section for circulating it among the Inspectorate Staff confidentially to ensure that lost tickets are not sold by unscrupulous conductors on routes and to detect if this is done. A preliminary report of the loss of tickets will be sent to the Managing Director, PRTC to be followed by a detailed report..

iii. The Depot Manager will order departmental enquiry into the case of loss of tickets to ascertain the cause of loss and assess the extent of responsibility of the conductor/employee involved in the case. A Detailed report shall be made by the Depot Manager to the Managing Director PRTC giving the following information:- 1)Copy of the enquiry report with comments by the Depot Manager.

2)Detail of tickets lost.

3)Name of the employee responsible for the loss and the extent of responsibility.

4)Past service record of the officials involves in the loss specifically mentioning in the case of conductors whether there had been any previous reports regarding re-issue/ re-sale or pilfarage of tickets against them.

5)Measures adopted to safeguard against recurrence of such losses.

6)Prospects of recovery of the loss.

iv. The Depot Manager will report whether the loss has been rendered possible by any lacuna in the existing rules and instructions and if so what modifications he suggests to remove the same.

2.6 In case any mal-intention or gross negligence is proved for causing the loss, and further that if the tickets have not been got destroyed in fire, water or otherwise and have been lost otherwise, the defaulter will be required to pay the full face value of the tickets lost. In case, the tickets have been destroyed in fire or water or otherwise got spoiled, mutilated, obliterates torn and tattered rendering them unfit for use due to negligence on the part of any employee the recovery of loss may be ordered by the competent authority in proportion to the extent of negligence on the part of the concerned employee and the balance loss written off The spoiled tickets will be disposed off in the manner of misprinted tickets and the entries in records will be passed in the like manner. The amount of loss of the spoiled tickets will be worked out for purpose of recovery or write off as below :-

1.Cost of paper plus
2.Cost of Printing plus
3.100% incidental expenses

CHAPTER III

REVENUE RECEIPT

1.Bulk of the revenue of the transport service flows from the sale of tickets. The tickets therefore, constitute a valuable asset and their safe custody is of vital importance. In this context detailed instructions with regard to the tickets, their printing, receipt, custody and issue are laid down in a separate chapter II of the Accounting procedure.

REVENUE RECEIPTS MAINLY FLOW

FROM i) The sale of tickets.

ii) Receipts from goods-traffic hire on account of goods transported by the services.

iii) Other traffic receipts e.g. from special passes, special booking carriage of mail and dak etc.

iv) Misc, Receipts Advertisement Sale of Lost property, sale of condemned Buses and unserviceable/obsolete stores. Adda fee, rent of canteens/shops, trade, test fee, cloak room reservation fee etc.

The revenue accruing from the receipts mentioned under category (i) to (iii) is termed as traffic revenue (Route Receipt) while that at category (iv) is termed as Miscellaneous.

Procedure with regard to the receipt of revenue, the connected forms and ledger and their posting and upkeep is set out in following paras:-

TRAFFIC REVENUE

1.Way bills:

Waybills shall be maintained in P.R.T.C. Form 5 The waybills shall be printed and bound in books of 100 leaves containing 50 waybill forms in duplicate copy providing for entries for the sale of tickets by the conductor tripwise and datewise while the reverse of the Ist copy of the waybill shall be blank. Column No. 1 to 9 on the first page of the waybill will be repeated over column 10 to 18 in order to provide for enough space for entering tickets of all the denominations which sometimes are quite large in numbers on the issue of a ticket box to a conductor for the

Ist time, the ticket books issued will be entered denomination-wise in Column 1 to 5 on the issue of ticket box a second time and onwards the new ticket books will be entered in column 19 of the waybill while in column 1 to 5 shall be filled the particulars of unsold tickets returned by the conductors on completion of his rotation. The conductor will always be given the second copy of the waybill for his use. The first copy shall be passed on to the Master Account section. In column 20 of the waybill form, the conductor, before tendering his cash to the Cashier will prepare an abstract showing particulars on route no. of the total Kilometers covered on each route and the amount of revenue realized.

The amount of revenue worked out here should tally with that worked out in column 8 and 17. Columns 6,7,8 and 9, 15 to 18, as the case may be, will be filled in by the conductor Column 6 and 15 will show the Ist number of the ticket book remaining after sale returned to Booking section, in column 7 and 16 shall be worked out the number of tickets sold and on its basis the amount of revenue and tax will b n 8 and 17, 9 and 18.

2.The Waybill, before issue to the conductor, will be signed by the Assistant Incharge Booking Section and signatures of the conductor will also be obtained at the prescribed space.

3.The demand of a conductor for new ticket books will be entered in a docket form PRTC. 7 denomination-wise and the revenue value of the tickets books issued worked out there. The ticket books issued shall also be simultaneously entered in the sub stock register under such denomination and the balance worked out against each issue. In order to tally the account of daily issue of tickets to the conductors by the box section a register shall be maintained in the box section in Form PRTC.

Total value of the issue dockets prepared during the day as abstracted in this register shall tally. Separate way-bills shall be prepared for each or Union Territory.

4.From the Ist Copy of the waybill received from the Booking Section in the master account section individual conductors accounts in the conductor's ledger will be debited with the value of fresh books issued and this copy of the waybill will be returned to booking section for datewise record.

5.Before starting the Ist Trip the conductor will fill in the opening numbers of the tickets books on reverse side of the waybill in the specified space and close the numbers on the completion of each trip. From these entries he will work out the numbers of tickets sold and the amount of revenue and tax realized for the trip. Before the start of the 2nd trip and onwards the opening numbers of the ticket books shall be entered by Adda conductor, if any, posted at the stand, under his signatures. The Adda conductor will also fill in the detail of advance booking done by him for the trips in the space specified for.

6.On completion of the rotation or even before if the circumstances so warrant, the conductor will complete the entries in the waybills, prepare a cash slip in the prescribed performa and tender the cash to the Cashier. The Cashier will count the cash and acknowledge receipt on the waybill prepared. The box section will verify the number of tickets returned by the conductor and enter them in the specified columns of the new waybill. New ticket books required by the conductors shall be issued by preparing a docket for the purpose and entries made in the waybill and other record as already mentioned in the paras above. The conductor will not be handed his copy of the new way-bill prepared along with the waybill returned by the conductor after completion of the trip/trips will be passed on the the Master Accounts section for preparing master account. The Master Accounts Section will prepare master account on a sheet Form PRTC and record the results on the waybill. Shortage or excess of the cash tendered will also be mentioned on the waybill. The waybill will d to the Cashier who will post

the revenue book from the details of revenue and taxes worked out by the Master Accounts section. The box section will then be advised by the Master Accounts Section to issue the tickets box to the conductor only if there is no shortage against him. In the case of shortage, the conductor will be required to make good the shortage before he is issued the ticket box. Frequent shortages against the conductor will render him liable to disciplinary action.

LONG BOOK

7.From the conductors waybill received in the master accounts section, long book shall be posted in Form PRTC-10 which gives detail of

revenue(Cash, police vouchers being posted in separate column and taxes for each state that out on the basis of sale of tickets, cash deposited short or excess being posted in separate columns in respect of each conductor. The daily totals of each column of long book will be struck on the next day morning and the cash receipts as worked out in this book shall be tallied with that shown by the Cashier in his revenue book. Discrepancies in these two sets of records will be promptly reconciled The police vouchers received daily will be kept safely and handed over to the Police vouchers clerks with detailed voucher wise list before the 5th of each month. The Police vouchers clerk will sort out the Police voucher S.P. wise and raise bills each month and detailed accounts in these regard shall be kept in a police vouchers ledger, for each unit separately.

8 Conductors ledger

Conductors ledger will be maintained in From P.R.TC. Conductor wise accounts are kept in these ledger. A conductors account is debited with the value of the tickets issued to him as per issue docket prepared by the box section giving in number and date in the ledger and credited with the amount deposited with the Cashing on account of sale of tickets, Balance of every account will be struck each time a debit credit entry is made to . At the close of a month the total of debit columns of all the accounts in the conductors ledger will bally with the vale of ticket books of various denominations issued to the conductors as per sub stock ledger in the box section Discrepancy if any will be looked into and rectified.

9. Conductors Shortage/Excess Ledger :

This ledger will also be maintained, Conductor wise in Form P>R.T.C. 12 Each account shall be debited with the amount short deposited y the conductor and credited with the amount Deposited against the shortage giving receipt number and date issue by the Casher, These shall not have any effect on the shortage against the conductor and shall not be carried forward. The Accounts in these ledger will also serve as a indx as to how for a conductor has been regular or irregular in his accounts over given

period. A separate column in these ledger is provided for posting of excess amount if any, deposited by the conductor.

Prompt action will be taken for the recovery of shortages on the part of conductors . In the case of fugitives who make away with the Corporation money, police help may be sought for in the matter of recovery from such conductors besides trying for recovery from the sureties etc.

10. Master account statement :

i) The preparation of master accounts statement every month is intended to verify the Correctness of the month revenue from the sale of passenger tickets and realization of adda fee as shown in the long book. In these context it carries its own importance and must be prepared in the following manner and submitted to the head office before the 20th on the month following that to which pertains.

ii.) The Clerk incharge of the main ticket stock will prepare a monthly statement of receipt and issue of ticket books from the main stock in Firm PRTC 13 giving both quantity as well as revenue value of te tickets.

The box section incharge will prepare a similar statement in respect of the sub stock of ticket, held by him. The quantity of tickets as well as their value in respect of each denomination shown as receipt in the sub stock statement will tally with that shown as issue in the main stock statement. The debert and credit statements from the conductors ledger will also be prepared by the concerned official in From PRTX 14. The total debit entries of all the conductors as per conductors ledger must tally with the total issue of the sub stock statement.

iii.) From the above statements a master accounts statement shall be drawn up in Form PRTX 15 and total revenues from the sale of tickets during the month worked out and tallied with the long book. Any discrepancy in the statements will be reconciled promptly and rectified. v) The master accounts shall be prepared by the depots in Form PRTC15 and submitted to the head office as explained above. The master accounts in the head office shall be prepared in form PRTC 15 A without reference to the sale of denomination of tickets and revenue there from.

11 Route Record :

In order to assess the profitability or otherwise of the operations on individual routes it is very essential to maintain a route wise record of receipts in each month. This serves as a guide line in planning operation and in conducting checking in routes. The route record shall be prepared from the conductors way-bills received each day in the master accounts section by the route record clerk in Form PRTC 16 and Form PRTC 17. Form PRTC 16

shall be used to abstract conductor wise KMS covered, total receipt earned as also receipt per KM each day on each route. From the entries in this register From PRTC-17 will be posted each day which will show the position of all the routes at a glance. Each day's total of Kms covered and receipt earned on each route shall be carried forward to the next day and progressive totals worked daily. This register shall be put up daily to the traffic Manager/Depot Manager for their perusal. Monthly route wise statement prepared from this register will form par ot the statistical return which is submitted by each depot to the Head office each month.

12. Conductor's Progress of Earning :

Equally important is the maintenance of the rocord which .....of a conductor's efficiency and conduct. This register shall be postedby a separate clerk deputed for the purpose in Form PRTC-18. The Traffic Manager Shall also peruse this register daily in order to keep a strit watch on the day to day performance of the conductors. The Depot Manager will also check the register once a week.

13. **Advance Booking :**

At important stations from where a number of buses take start or through which a number of buses pass , Adda Cond. Will be pasted to do advance booking for the number of buses of their respective depots and also to watch/regulate operation at the stand in such a manner that it serves the best interests of the depot/corporation. An Advance Booker shall be issued a ticket box in the same manner as in the case of a conductor. The advance booking done for each bus shall be abstracted in a docket Form PRTC-19 to be prepared in triplicate. Second copy of the docket shall be given to the conductor of the bus for which the booking is done, an entry, giving docket number amount of revenue and tax shall also be made by him in conductor's way bill at the specified space. Every advance booker shall also be maintain a register in form PRTC-20 wherein he will make entries date wise in respect of each advance booking done by him. He will daily return cash for the daily booking done by him along with a statement with Ist copies of the dockets through a conductor coming on duty with a bus on last time . He will daily prepare a detail of the cash remitted on a docket give prominently note to this affect on the conductor's way bill and hand over carbon copy the docket with each to the conductor against his dated acknowledgement taken on the original docket. He will also give a note, of the cash sent, in the register of advance booking mentioning the docket number date and amount and the name of the conductor concerned.

Note: Failure on the part of the Adda Conductor to make entries of the advance booking done/cash sent on the concerned conductor's waybill will be treated as a serious neglect of duty on his part and construed as an act of misconduct.

14. The Cashier when receiving cash from a conductor will carefully screen his waybill in order to see if any entry of cash sent by any Adda Conductor has been made there. If so the Cashier will ask for that cash also in case the conductor, knowingly or unknowingly, omits to deposit. The Cashier shall issue a receipt in proper

form in respect of the advance booking cash received and give the receipt number against the respective entry in the waybill.

15. in the valuation section the advance booking dockets will be posted in a separate long book in which separate A. C, wise accounts will also be kept in addition to the day's entries made for all the A. C's in seriatim. This day's total of advance booking of all the A. C's as per long book shall tally with the total as worked in the revenue book by the

Cashier. The accounts of the A. C's shall be squared up finally at the close of the month or even earlier if so desired by competent authority.

16. **Monthly Passes :**

a) There are two kinds of monthly passes viz passes issued to the students of recognized schools and colleges and secondly to others passes to the bonfire students of recognized school and colleges will be issued at the concessional rates as may be determined by the Punjab Government from time to time and no concessional pass shall be issued for a distance more than 60 Kms (single length) unless otherwise directed by the Government, In the case of other categories the charge would be as approved by the Punjab Govt, from time to time.

b) Every student desirous of availing this concession shall be required to submit an application for the purpose, duty attested by the Headmaster/Principal of the institution under his hand and seal, attached with two passport size photographs (one in the case of a lady) also attested by the Head of the establishment concerned. One copy of the Photograph will be affixed on the pass card and the second copy shall be kept on record alongwith the application. The printed slips Form PRTC-21 showing dates of the month and up and down journeys marked against each date shall be used for affixing on the pass card. Every pass prepared will be entered in a register Form PRTC-22 separate registers being kept for concessional non-concessional passes . The receipt prepared for the cash received along with printed pass slips duly dilled-up, the Pass card itself and the application along with the register will be put-up, the Pass concerned for attestation. The attesting authority will compare, both the, copies of the receipt prepared, entries in the register etc. and then sign the receipt, the pass slips and also initial the relevant entry in the register of passes. The conductor of the bus will initial the pass slip against the relevant date in respect of the up and down journey performed by the holder. The days collections on this account will be deposited by the concerned official with the cashier and the number and date of the receipt issued by the Cashier will be mentioned in the Pass Register against the relevant entry, thereof the deposit shown. The passes accounts shall be checked hundred percent by the Junior Auditor/S.A.

17. **Special booking:**

a) Special Booking shall be done by the depot manager subject to the Condition that these bookings for marriage parties/excursion trips etc. are done only if vehicles are spare after meeting the requirement of services and the charges will be the full fare on the basis of seats in the vehicle and distance actually run plus passenger tax and detention charges as prescribed by the Punjab Govt/Corporation from time to time. An approximate amount on account of the hire charges calculated on the basis of mileage to be run, proposed detention etc. plus passenger tax shall be recovered from the party concerned in advance. In addition to this , security equal to 15% of the total amount worked out above subject to a minimum of Rs. One hundred shall also be recovered from the party concerned in advance to cover variation which may come when hire changes are worked out on the basis of actual distance run to the point of insheding of the vehicle. Expenses of permit fee and other incidental expenses enroute shall be borne the party concerned.

b) A special log book form PRTC-23 shall be issued to the conductor before the bus for hire is outshined and in this log book detailed particulars of journey , at the time of entry in the other state and exit from there etc. shall be entered by the conductor and also countersigned by the driver of the bus. On the completion of Journey the special log book shall be handed over to the traffic assistant of the depot who will work out charges for the journey on actual basis and prepare a refund voucher for refunding such amount to the party sa may fall due to it after meeting all the specified charges.

c) the fare rate in stage carriage will be charged an approved by the Punjab Govt/Corporation from time to time .

18. **Police vouchers :**

The police personnel, under instructions of the Punjab Government travel in Passenger Transport on the authority of a lorry voucher issued by the respective police officers under proper seal. The police personnel will surrender the police lorry vouchers to te bus in which they may travel. The Conductor on receipt of the police voucher will examine It, ensure that the entries made there in are clearly decipherable, and then issues tickets for the number of passengers for which it is meant. Particulars of the tickets issued i.e. number, amount of revenue tax etc. shall be recorded by the conductor on the Book of police voucher. The police vouchers collected during the journey will be detailed in the prescribed column of way-bill and these will be handed over to the long book clerk by the conductor at the time of depositing cash with the cashier, All the police vouchers received by the long book clerk during a month alongwith a list shall be handed over by him to the dealing hand in the accounts section who will segregate the vouchers District- wise officewise and raise bills against the respective offices of the police/revenue which individual accounts are opened for every office. The amounts received

from abstract showing the opening balance bills raised payments received and balance shall also be prepared for all the accounts in the ledger separately.

19. Mail and dak

This is another source of income to the PRTC which is on amount of carriage of mail through buses of PRTC by postal authorities. This is bases on subsidy sanctioned by the senior superintendent of Post offices concerned for each route on which the mail dak bags are required to be carried. A route wise mail and dak ledger shall be maintained in the traffic section in which each sanction accorded by the senior superintendent of post offices shall be recorded, bills raised and receipt watched. On receipt of the payments, these will be directly taken to revenue sub-head. "Mail & Dak" and necessary entries passed in the mail and dak ledger being maintained by the traffic clerk, in the depot. The receipt issued by the cashier for the cash received on this account shall be sent to the concerned Post offices as acknowledgement.

20. Samana out agency:

This facility is available between Samana Patiala, for the carrying of goods which are carried by the trucks of PRTC and the transported proceeds are taken to account in the depot receipt directly under this sub head.

CHAPTER IV

Classification of Expenditure

The transaction of expenditure of the Pepsu Road Transport Corporation will fall under two categories viz. **Capital Expenditure and Revenue Expenditure.**

4.1 Capital Expenditure

All expenditure which results in the acuquision of permanent assets which are intended to be continuously used in the business for the purpose of earning is capital expenditure. Further any amount expended which tends to extend or improve existing assets so as to enhance the revenue earning capacity by increasing production or reducing cost of production is also treated as Capital expenditure. The expenditure on the following items will be classified as the capital expenditure.

1. Land

This will included cost of land and all incidental expenditure incurred on the acquisition of land.

2. Buildings

It will embrace expenditure incurred on the acquisition/construction of new building erected either departmentally or through the building and roads branch of the Pb. P.W.D. or any other agency. This sub head will also take cognizance of the expenditure incurred on the additions or extensions to the existing buildings. Expenditure on the repair of replacement and maintenance of the building will however be charged to Revenue head of Expenditure.

Register of land and building in Form **PRTC-28** will be maintained in the Civil Engineering cell in the Head Office as well as by the depot concerned.

3. Buses, Trucks & Staff Car

The cost of vehicles (Buses, Trucks & Staff Cars) purchased under the expansion scheme will be debited to this sub head.

The cost of vehicles purchased for the replacement of old vehicles will not be debited to the Capital head of accounts but shall be met out of the depreciation reserve fund.

4. Tools & Plant

The expenditure incurred on acquisition and installation of Plant & Machinery in the workshop will be booked to this sub Head. Expenditure on purchase of big tools will also go to this Sub Head. A list of tools and Plant (although not exhaustive) the expenditure on which goes to this Sub Head is given in the appendix.

Furniture & Fitting :

Expenditure incurred on the purchase of furniture and fittings required for office use or furnishing building of the corporation will be classified under this Sub Head. A list of articles falling under this Sub Head of the capital head of accounts is given in appendix III.

4.2 Revenue Expenditure :

All establishment and other expenses incurred in the conduct and administration of the business are charge as revenue expenditure. Further all expenses incurred by way of repairs, replacement and renewals of existing assets which do not in any way add to their earning capacity but simply serve to maintain the original equipment in an efficient working order are also chargeable to revenue.

The expenditure under Head Revenue will be classified under the following Sub Heads.

A.Management.

B.Operation.

C.Repair & Maintenance.

D.Users Facilities.

E.Building

F.Other Expenditure.

G. Depreciation.

H.Motor Transport Reserve Fund

(insurance)

Deduct Insurance Claims

1. Interest on Capital.

These Sub Heads will be further divided into the following detailed Heads to embrace the items of expenditure mentioned beneath each.

Sub Heads & Detailed

A. Management

A. 1.1 Salaries :

	Explanatory notes
a) Officers	This will include pay and allowances of all officers in the depots as well as Head office.
b) Staff :	This will include pay and allowancesof all ministerial staff i.e. R.S.A./Supdt./Head Asst/Assistants/Junior Auditors and other clerical and Class IV staff including Cashiers, Stenographers, Steno-typists, typists, T.S. Vs, Peons, Chowkidars, sweepers and Mali employed in the Head office and Depots, pay of dispensary staff and L.As.

A. 1.2 Medical Charges:

a) E.S.I. It will include medical reimbursement charges
b) Medical of above staff.

A. 1.3 Bonus :

The payment of Bonus to the above categories of staff and officers will be charged to this detailed Head.

A.2 Travelling allowance :

A.3 Office Expenses :

i. Stationery & Forms
Payment of travelling allowance to the categories of staff mentioned above.
To this detailed Head shall be debited
expenditure on paper & Stationery forms, registers

ii. Uniforms liveries to the class IV staff under sub Head

iii. Telephone & Trunk Calls Management, Rent of telephone installed in the above officers, Trunk calls

iv. Service postage. Charges, Service postage stamps, Water and Electricity charges.

v. Hot & Cold weather Hot & Cold weather charges, Rewards to the
vi. Refreshments Employees, Petrol, Oil and lubricant of staff vii.
Petrol cars,allocated to the above officers.

viii. Electricity & water Cost of medicines supplied to the Dispensary
ix. Medicines. and also the reimbursement charges paid to the employees.

B. Operation:

B. 1.1 Salaries: To this sub head shall be
a) Officers:
allocated pay and allowances b) Staff
paid to the traffic staff i.e. Traffic Manager, B 1.2 Overtime allowance
Station Supervisors, Chief Inspector, Welfare

B 1.3 Medical Charges. Inspector, Inspector, & Adda conductor, Drivers
a) ESI conductors and D.P As and other class iv staff
b) Medical posted at stands on watch and ward duty, sweepers, Watermen permanent or seasonal
overtime allowance paid to the Driver and conductors will also be allocated to this sub Head.

B. 1.4 Bonus: This will embrace bonus paid to the above staff.

B. 2 Travelling Allowance Travelling allowance/night allowance/Mela
allowance padi to the above staff will be charged to this sub head.

B. Material & supplies: To this detailed head will be charged cost of
B. 3.2 Diesel & Petrol: diesel for buses and trucks and cost of petrol for Jeep/Cars allocated/used by the traffic staff.

B. 3.2 Oil & Lubricants: Cost of Mobil oil and other lubricants will be
charged to this detailed head,

B. 4 Rent Rate & Taxes:

B. 5 Other Contigencies :

v) Hot & cold weather charges

Payments made on account of Road Tax permit fee Rent of hired buildings or private rooms on municipal Bus Stands, used as booking office, retiring rooms etc. Khokhas, Reimbursement of challans and fines, Adda fee paid at stands of Punjab Roadways or Municipalities Toll Tax, will be charged to this detailed head of account.

All expenditure incurred on uniforms supplied to operation staff, Printing of tickets, Stationary and forms such as way-bills, Docket Books, Register of tickets, Yar registers etc. Rent of telephone installed in the duty room at stands local and Trunk call charges from these telephones made in the interest of operational.

Hot & cold weather arrangements. Rewards given to good workers in consideration their outstanding performance of duty will be debited to this detailed head.

B. 6 Deduct Receipt : Amount recovered from the Drivers/conductors for pilferage of diesel etc. shall be taken as reduction of

expenditure under this sub head.

C. Maintenance & Repairs

C. 1. 1 Salaries :

a) Officers:

Expenditure on pay and allowances of SPO Manager (p&W)/CAE/WMs/SSI and other

b) Staff : technical staff.

C.1.2 Medical Charges : Clearners, Helpers, Sweepers, Watermen,

a) ESI employed in the workshop. Maintenance

b) Medical

Staff posted at stands to carry out running repairs to the vehicles

C. 1.4 Bonus there, store keepers will be debited to this detailed head. Payment of overtime allowance will also debited to this head. Pay and allowance of ministerial staff employed in the workshop will not be charged to this Head but shall be debited to Management.

C. 2 Travelling Allowance :

G. 3 **Material & Supplies :**

C. 3.1 Spare parts including batteries:

C. 3.2 Tyres & Tubes :

Travelling allowance/Night allowance paid to the above staff shall be debited to this detailed head.

All purchases of spares spare parts, batteries and other stores required for the repair and maintenance of vehicles shall be debited to this detailed head.

This detailed head shall be debited not only the cost of new tyres and tubes and flaps but also of retreading charges of old tyres.

C. 3.3 Retreading Plant : The expenditure of the pay and allowances of the staff posted in this plant and the cost of material for retreading this plant and periodical repair carried on the plant should be debited to the head of retreading plant. The cost of retreading of per tyre should be worked out and this should be credited with the cost of retreaded tyres by contra debit to the detailed head tyres and tubes. This record shall be maintained in the following

Performa by the incharge of Retreading plant shall intimate to Ledger section on thir4d of every month for booking the expenditure in the financial ledgers and further intimating the expenditure to the depots for the tyres got retreated by the depots.

S.No.	Date of Receipt of material	Particulars	Quantity	Docket No. & dated	Cost
1	2	3 4	5		6

No. of tyres Retreated	Cost of Material utilized	Periodical repair cost of plant	Expenditure of wages	Total (8+9+10)
7	8	9	10	

11 Cost of per tyre	Retread tyre given to Depots (depot wise)	Remarks if any
12	13	14

C 3.4 Other charges

Uniform under this detailed head with full expenses

ii) Stationary & Forms and on uniforms to the workshop, paper

iii) Telephone & Trunk calls stationary, printing of forms and register

iv) Service postage required for keeping workshop accounts

v) Electricity & Water supply and statistics, telephones charges of the

vi) Hot & Cold weather charges the telephones installed in the office,

vii Rewards

D. Users facilities

E. Buildings :

F. Others

Expenditure :

i)Leave salary & the

Pension contribution

residence of the officers of the workshop, telegraph and service postage stamps, electricity and water charges, Hot and cold water charges, rewards to workers.

Expenditure incurred on providing facilities to the passengers, such as drinking water, cleaning of latrines at the stand, preparation of time table, boards of display at the stand etc. shall be debited to the sub Head.

Expenditure incurred on the repair and maintencnace of the existing buildings as distinct from the capital expenditure incurred on addition and extension to the existing building shall be charged to this sub head.

to this sub head will go expenses on leave salary/pension contribution,

ii) Gratuties gratuities and employers contribution to

iii) CP Fund Contribution will

iv) Law charges cases

CP fund of various establishment. It also embraced expenses on legal

v) Audit Fee refreshment charges and other unforesc

vi) Refreshment Charges of

vii) Advertisement & Publicity viii) Other Misc. & Expenses **G. Depreciation :**

-eable misc. Expenses, advertisement publicity.

Depreciation of buses, trucks, staff vehicles, buildings, and other assets separately shall be booked to this sub head.

H.Motor Transport Reserve Fund (Insurance)

I.Interest on Capital : debited

Contribution to the motor transport reserve fund (insurance) at the approve -d. rate per vehicle per year shall be booked to this sub head.

Interest paid on capital shall be to this detailed Head.

J. Civil Works: The accounts of the Civil works shall be maintained mainly on the PWD pattern which is being followed at- present. The expenditure incurred on pay and allowance and other expenses shall be capitalized at the end of the financial year.

K. Body Fabrication Cell. The expenditure incurred by the Body Fabrication Cell during the year shall be capitalized at the end of the each financial year. The expenditure register during the year shall be maintained under each head i.e. salary, material, depreciation, Electric and water charges, and interest etc. etc wherein the expenditure shall be shown month-wise. The accounts of stores shall be maintained on the same lines as in the depots. The Body Fabrication Cell in addition to this shall maintain the costing accounts to ascertain the cost incurred on the fabrication of each bus body in form No. PRTC-78, PRTC-79, PRTC-80, and PRTC-81.

CHAPTER V

Bills & Vouchers

Procedure of Preparation & Payment

1.Pay of Officers :

The pay of officers viz. Depot Manager, Accounts Officer, Traffic Manager, Works Manager/Service Engineer of the Depots and other officers of the Central office viz. General Manager, Deputy General Manager, Chief Accounts Officer/cum FA Accounts officers, Administrative officer, Chief Automobile Engineer, Manager, Purchase and store Manager etc. shall be drawn on the basis of duty certificates submitted by each individual officer, to the Chief Accounts Officer cum F.A. in the Central Office. The pay bill shall be prepared in the same form as used for the establishment pay bills.

Note. 1. In the case of officers on deputation, the G.P. Fund recovered in the pay bill shall be deposited in the treasury under the appropriate head of Accounts, clearly mentioning the account number allotted to the officer by the Accountant General Punjab, before the last date of the month following that to which the salary pertains.

2 The pension and leave salary contribution in respect of the officers on deputation worked out at the rates intimated by the parent department Accountant General Punjab shall be deposited in the treasury under the appropriate Head of Accounts at intervals and in accordance with the instructions of the parent department/Accountant General Punjab under advice to the parent department & the officer concerned.

2.Establishment Pay Bills :

The salary bills of the Establishment will be prepared on the basis of the attendance rolls supplied each month by the respective branches duly attested by the branch officer to the Accounts officer concerned in the accounts branch. The month for claiming pay in the case of regular establishment will be taken from 21st of the last month to the 20th of the month for which the pay is to be prepared accordingly. In the case of staff on daily wages the attendance roll shall be furnished for the calendar month. The pay bills of regular establishment will be prepared in pay roll. The pay bills of the daily paid staff will be drawn on Form PRTC 30. It will be ensured that the payment to the regular staff is made on the Ist

of the month following the month to which the wages pertain as per instructions issued by the Punjab Govt. from time to time. Payment of wages to the daily paid staff shall be ensured to be made by the 10th of the month following that to which the wages pertain.

The pay bills duly prepared along with various supporting schedules shall be put up by the bill clerk Assistant to the Junior Auditor at least three days before the close of the month. The Junior Auditor will work under the supervision of Resident Senior Auditor and check that proper classification is given on the bill, various orders issued effecting pay of the officials have been given to by the bill clerks. The Junior Auditor will further check up the arithmetical calculations and totals of the bills, carry out corrections where necessary and then return the bills to the bill clerk/Assistant for preparing acquittance rolls. The recovery of shortages against the conductors shall be shown only in the acquittance rolls and not in the pay bills. The pay roll ledger/pay bill along with the acquittance roll duly compared by the internal audit and entered in the bill book maintained in the prescribed Form PRTC-31 shall be put up to the Accounts officer/Depot Manager for signatures in respect of depot and in respect of HO, the same may be put up to SA/Sr. A.O./CAD cum FA/MD for signatures. This entire process shall then be completed a day earlier to the payment day. The acquittance rolls will then be made available to the Cashier by 2.00 p.m. on the day before the payment day.

The bill clerks of the Depot & H.O. will then complete and submit the E.P. Fund statement in respect of the deductions made in bills drawn during the preceding month and also showing therein the Corporation's share against each name, to the Head office(Fund section) as to reach there by 5th of the month following that to which the statement pertains.

This statement shall be prepared in Form 32 PRTC. In the remarks column of this statement a special mention shall be made, against the names of those workers/officials whose E.P. Fund contribution has been recovered for the Ist time, as to whether they are fresh appointees or have joined on transfer from another Depot or Head office giving name of the office invariably.

The bill clerks will maintain separate registers for watching recovery of loans advances to the workers for the purchase of specified articles of domestic use or out of their E.P. Fund and for other recoveries ordered by the Administration as a result of any disciplinary action or otherwise. The amount of loan sanctioned or recovery ordered shall be noted in the respective register giving complete reference of the sanction/order and the monthly instalment of recovery to be made. The amount recovered in the bill shall be posted each month in this register by the Bill Clerks in the Ist week of the succeeding month. The posting in these registers shall be checked by the internal audit. The amount of unrecovered amount of loan or recovery. In the event of transfer shall be mentioned in the last Pay Certificate and the amount so mentioned shall be posted in the register of recoveries to clear the balance. The register of recoveries shall be maintained in the Form PRTC-33. The registers shall be put up to the Accounts officer H.O. for review on or before 10th of every month.

Arrears bills of pay and allowances of the staff will usually be prepared between 10th and 20th of every month.

3.Last Pay Certificate :

Last Pay certificate for those who are transferred out of the Depot/Head office will be prepared in Form PRTC-34 and issued promptly, after the transfer orders of the concerned worker/official are received by the Bill clerks. Each bill clerk shall maintain two files one for L.P.Cs issued and the other for L.P.Cs received and produce them for check by the audit parties as and when required.

4.Bonus :

Bonus is to be drawn only on receipt of sanction of the competent authority at the rates conveyed in the sanction. However, a register separate from the pay roll ledgers, shall be maintained by each bill clerk in which accounts shall be maintained of the wages on which bonus is payable, paid to each individual worker every month. On the completion of the year each individual's account shall be totalled up, and the bonus amount worked out at the sanctioned percentage. The Bonus register for payment of bonus as prescribed under the Bonus Act, shall be posted from this register and shall be processed as per proced ent bills.

5.Travelling Allowance/Night Allowance :

The duty clerk in the Duty section of the Traffic Branch will prepare from the fare Rota every month, detail of nights, passed out of Headquarters, by each driver and conductor separately in Form PRTC-35 and will prepare an abstract thereon. These details shall be authenticated by the Traffic Manager/CAE and supplied to the Accounts Branch by the 10th of the month following that to which the claims pertain. Similarly, the Night Allowance claims of the workshop staff shall be prepared under authentication by the CAE Works Manager/Service Engineer and supplied to the Accounts Branch. The other staff will prefer their T.A. claims themselves and submit to the Accounts Branch under authentication by the Branch Officer concerned before 10th of the month, following that to which the claim pertains. The data shall be supplied in the prescribed forms along with consolidated abstracts.

The Night allowance/travelling allowance bills shall be prepared by the clerk/Assistant in the Accounts Branch concerned from the data supplied to him by the traffic section/workshop section or other officials between 10th and 20th of every month.

The travelling allowance bills will be prepared/checked in accordance with the rules set out in the Punjab Civil Services Rules Vol. III. Travelling allowance rules as framed there under by the Punjab Government from time to time.

Travelling allowance check registers shall be maintained for each class of establishment in Form PRTC-36 and in that register account shall be maintained for each individual worker.

Travelling allowance bills of the Depot Manager, Accounts officers, Traffic Managers, works Managers/Service Engineers shall be checked and passed in the Head office.

Travelling allowance bills prepared by the inspectors shall be checked with the daily inspector's return submitted by them showing their daily progress of checking and the places where they spent the night.

6.Overtime Allowance :

I. Workshop staff.

The workshop staff is governed by the Factories Act, 1948. In order to ensure that the workshop staff is made to work overtime in conformity with the provisions of the factories Act, 1948, an attendance register shall be maintained in the workshop section to note down number of hours of overtime put in by workers on each day. A separate register shall be kept worker wise showing detail of hours of overtime for so as not to exceed the prescribed limit as approved by the Punjab Government corporation from time to time.

II. A complete detail of overtime of the workers duly supported by overtime forms with number of hours of overtime worked by each during a calendar month, shall be prepared in the workshop section, authenticated by the CAE/works Manager and sanctioned by the GM/Depot Manager and then passed on to the dealing clerk in the Accounts Branch before 10th of each month for preparation of the bill and disbursement thereof. The bill clerk shall check the details and prepare the bill in the usual pay bill form. The Bill Clerk will also maintain a register for overtime allowance in Form PRTC-37 in which workerwise detail of overtime Allowance in hours and amount shall be kept the Bill of overtime allowance shall be checked by the internal audit with the entries made in the overtime allowance register and also the rate and amount worked out for each individual. The bill duly passed and endorsed for payment shall be put up duly entered in the bill book to Sr. Accounts Officer/CO/GM/Depot Manager for Signatures.

III. The detail of overtime hours of Drivers/conductors shall be kept in the duty section in individual control book in Form PRTC-38 in accordance with the provision of Motor Transport Act. 1961 Each form will contain details of duty hours worked by any individual for a week from Sunday to Saturday. At the end of the month, an abstract for the complete month shall be prepared giving total overtime eering and spread hours being clearly

mentioned in each case) and this abstract duly supported by the individual control book forms and authenticated by the CAE Traffic Manager shall be handed over to the Bill Clerk/Assistant concerned before 10th of the month following that to which the claims pertain.

IV. The Bill clerk will prepare bill of overtime allowance from the details received from the Traffic Branch and have it preaudited by the internal audit. The Bill Clerk will also maintain a register of overtime allowance for Drivers and conductors in which workwise record of overtime hours put and amount paid them for shall be kept. The overtime allowance register is necessary to be maintained to safe guard against double preference of the claims. The overtime allowance bills shall be put up to the CAE/GM and Accounts Officer/Depot Manager for being passed for payment in the same manner as in the case of T.A and pay bills.

V. Unpaid wages & allowance :

The wages and allowances remaining unpaid on the close of the month will be

abstract3ed voucher wise in unpaid wages registers kept for each establishment

separately Payment of unpaid items from the register will be made on a simple form

of hand receipt PRTC-38 which will be prepared by the concerned Bill Clerks and sent to the Cash section duly preaudited by the internal audit and signed by the Accounts Officer.

7.Contingent Expenditure :

All expenditure other than the pay of officers, pay of establishment, Bonus, Travelling Allowance, night allowance/overtime allowance D.R.F. MIR/F and interest, will be termed as Contingent expenditure and shall be classified as per classification given under the respective heads of Accounts Above. The contingent expenditure under different sub Heads of account will comprise mainly the following items.

a)Stationary and Forms :

Ordinarily all the items of stationary & forms are procured from the Controller of Printing and stationary Punjab against payment. The bills received from the controller of Printing and stationary will be verified under the authentication of the 'Administrative officer' in the Head office who is incharge of the Administration and the Stationary section. The bills will then be put up to the internal audit of the Head office, along will registers of original entry for preaudit. The bill will then be passed for payment under authentication by the Chief Accounts Officer and the General Manager. On receipt of the Passed bill by the Bill clerk/Bill Assistant, he will prepare a contingent bill for payment/adjustment in case the payment is already made in advance. He will enter the bill in the Bill book and mark the bill No. on the bill which will then be put up for authentication by the Chief Accounts Officer/General Manager and sent to Head Cashier for payment. In the case of articles of stationary purchased from the local market the above procedure with regard to accounting, verification and payment will apply mutatis mutandis.

In depots the stationary articles purchased shall be entered in the stationary's stock register by the Stationary Clerk and the bills duly authenticated under the signatures of the Head Assistant shall be processed for payment/adjustment in the same manner as discussed above in the Case of Head Office.

b)Uniform :

Uniforms are supplied to the workers in the P.R.T.C according to the instruction issued and in the manner approved by the Punjab Government Corporation. The cloth is purchased from the local market/rate contract firms on competitive rates with the proper sanction of the competent authority. The cloth so purchased is taken on stock in the stationary section under the charge of the Administrative officer. The bills duly verified and under authentication by the Administrative officer shall be processed for payment in the same manner as the bills of stationary articles detailed under the sub para (a) above.

Note : The Uniform cloth and stationary and forms etc. will be supplied to the Depots accordi oper stock registers shall be

maintained for the receipt and issue of stationary articles as well as uniform cloth etc. in the Depots in the same manner as is done in H.O.

c)Service Postage Stamps:

The service postage stamp are obtained from the Post office/Govt. treasury on payment which is made in cash or through treasury challans as the case may be. The stamps received are entered as receipt in the stamps register in the receipt Columns under attestation by the Supdt. The postage affixed on letters shall be posted in the stamp register as issues in money value and despatch numbers of the letters posted will also be mentioned in the appropriate column. The balance shall be struck daily.

The physical balance of tickets shall be verified on the last day of the month and a certificate of check in this regard recorded under signatures of the Superintendent of the Administrative section.

d)Telephones & Trunk Calls

A separate telephone register shall be maintained for each telephone by the officer concerned or under his supervision by his Stenographer or any other subordinate to whom he may entrust this job in the prescribed Form PRTC-40.

Every trunk call made from the telephone, official or private shall be immediately entered in this register with full particulars. The bills for trunk calls charges will be verified from this register as official/private by the officer/official concerned and a certificate to the effect that all the calls except made on

are officials shall be recorded on the bill under his signatures. The charges for private calls shall be recovered from the officer/official concerned and the bill passed for the balance amount, in the manner below and then got per-audited by the internal audit.

Total amount of the Bill :
Less amount recovered on
Account of Private calls:
Net charge to Corporation:
Passed for payment of Rs. : chargeable To
A Management/B-Operation or C Maintenance as the case may be.

The bills for rental charges of telephones or for local call charges will also be

Verified by the officer concerned. The bills will then be handed to the bill Clerk in the Accounts Section who will prepare a contingent bill and put up to the Head Office th through the Sr. Accounts Officer/Accounts Officer for signing the pass and payment orders.

e)Hot & Cold Weather charges :

This is seasonal expenditure of non recurring nature incurred on the employment of waterman and purchase of pitcher etc. in summer and purchase of charcoal etc. in winter for warming up rooms as per scale/sanction laid down/accorded by the Punjab Govt. Corporation. Pay of this kind of staff shall be drawn and paid in the same manner as in the case of daily wages staff. Although the register of sanctioned staff is maintained in the Establishment section, a register shall also be maintained in the Accounts Branch wherein every such sanction accorded by the competent authority shall be noted and monthly expenditure posted there against to keep a watch that the sanction is not exceeded.

f)Electricity and water charges :

This expenditure is of recurring nature. Bills of electric charges are received from office of the Electricity Board and that of water charges from the Municipality/P.W.D on the consumption basis. On receipt of the bills the consumption shall be noted in a register, giving original and last meter readings, maintained in the workshop/Traffic section. These bills, after verification by the branch officers concerned shall be put up to the Accounts Branch alon eing passed for payment.

g)Rewards :

Rewards are sanctioned, at times, by authorities to whom powers have been delegated in this regard by the Corporation, to good workers in recognition of their meritorious services rendered to the Corporation. The expenditure incurred on rewards shall be charged to this sub Head. The Supdt. Will maintain a register of sanctions of rewards to workers in which every sanction accorded with the amount involved shall be noted. Before putting up papers for sanction the Supdt from a reference to this register, shall ensure that the delegation limit is not exceeded.

h)Refreshments:

The General Manager/Depot Managers have been authorised by the corporation to incur expenditure on light refreshment, to be served by them to the diginatories visiting them in office, to the extent of delegation made in this regard. A Register shall be maintained by the Steno to the officer concerned or the Supdtt, to keep record of the visiting diginatories and the expenditure incurred on each occasion. The bill on this account shall be paid on the verification by the concerned authority.

i)Petrol:

The petrol purchased for staff cars shall be immediately entered in the appropriate column of the log book of this vehicle maintained in the prescribed

form by the driver under authentication/attestation by the officer travelling. Bills of petrol shall be paid after verification by the officer concerned and a note of the bill having been verified shall be given against each relevant entry in the log book.

j)Token Tax:

Road Tax/Token tax is levied on the transport vehicles by an enactment or order passed by the State Government. Payment is made quarterly. The road tax payable on the fleet strength likely to remain on road during the relevant quarter is worked out by the workshop section under the supervision of the CAE/Works Manager/Service Engineer in the first month of each quarter. The bill duly authenticated by the CAE/after getting requisite information from the depot concerned is passed on to the Accounts Branch H.O. only for being passed for payment. The requisite challans for depositing token tax in the treasury shall be prepared by the workshop assistant H.O. only and handed over to the Cashier after having it signed by the District Transport Officer for depositing the tax, to the workshop Assistant to enable the later to have entries made in the registration books of the vehicles concerned by the District Transport Officer.

k)Permit Fee:

A permit fee register shall be maintained in the traffic section in Form PRTC-41.Whenever permit is paid on entry of the events will be made in this register on the relevant page allotted to the route for which permit fee is paid. This entry shall be attested by the Traffic Manager. Payment of permit fee shall be made through imprest and the vouchers after payment, shall be got passed for payment in the accounts branch of the depot by the Traffic Assistant/Clerk and then the vouchers duly passed shall be handed to the Cashier for adjustment of the imprest/advance. This register shall be put up to the Traffic Manager/Depot Manager for review every month.

In the permit fee register an index shall also be prepared where in the name of the routes with reference to relevant pages shall be mentioned and on each occasion of fee the date of next renewal of the permit shall be given for reference at a glance.

l)Rent & Taxes:

Bills for rental charges of rooms, khokhas etc. hired at various bus stands for us as booking offices or retiring rooms for operational staff, as preferred by the owner shall be verified by the Traffic Manager before it is further processed for payment. The internal audit on receiving such bills for pre-check will call for the relevant sanction accorded by the competent authority and gives a note against this sanction mentioning period up to which re

8.Stores:

The Manual is being issued separately.

9.Gratuities and E.P. Fund:

These items have also been dealt with in detail in a separate chapter.

10.Law Charges:

The pepsu Road Transport Corporation runs the passengers transport business and it is sometimes issued against by the private parties or even by its workers in the courts in the matters of accidents or other and the cases have to be defended in the interest of the Corporation. Expenditures incurred as Misc. Legal charges in defending such cases with proper sanction of the competent authority. Bills for legal charges so incurred will be verified by the Legal Advisor concerned and then passed for payment by the Account Branch. A proper record of the cases filed by or against the corporation shall be kept by the legal Advisor concerned in a register wherein, apart from the day to day position of the cases in the Courts, the detail of expenditure incurred in connection with defending of the case shall also be kept. The internal audit on passing the bill will record a reference to the expenses having been passed for payment against the relevant entry in this register so as to avoid double payment of any charge.

11.Audit Fee:

The Accounts of the Corporation and its different depots are audited annually by the Accountant General, Punjab. For this purpose the Accountant General, Punjab has posted a Resident Audit Party and a charge Audit Fee. The amount of audit fee so intimated by the Accountant General Punjab will be deposited by the General Manager, P.R.T.C. in the treasury under the appropriate Head of Accounts under advice to the Accountant General Punjab.

12.Advertisement & Publicity:

The Corporation have more often to incur expenditure on advertisement and Publicity by way of auction notices of old unserviceable stores or renting of shops and Canteens at Bus stand/workshops or of other miscellaneous nature in the daily News Papers. Some expenditure has to be incurred sometimes on inauguration ceremonies of Bus Stands etc. of course under proper sanction of the competent authority. All such expenditure will be charged to this Revenue Sub Head.

Chapter VI

Funds And Reserves

Depreciation

The loss or diminution in the value of an asset consequent upon its wear and tear of obsolescence is termed as depreciation.

In all commercial concers the Captial sunk in the acquisition of its assets required for running the business is preserved intact and the loss in value arising from the use of such assets by way of wear and test is made good out of revenue each year by distributing such charge fairly over their working life.

The working results of any concern showing whether it stands in or Profit or loss at the end of a accounting year will not reflect correct position unless depreciation of its assets has been charged as an expense to the revenue. By charging the depreciation of the wasting assets to the revenus every year it is intended to create a reserve out of which the replacement cost of the assets on expiry of its life can be met without distorting the financial accounts of the year. There are several methods of charging depreciation e.g. fixed instalment system, Reducing instalment system, sinking fund stystem, insurance or annual revaluation etc. In Government Transport Services i.e. Punjab Roadways and othe State Transport Undertaking the fixed instalment system commonly known as the straight line method is followed. In the corporation tooo the same method will be adopted for the buses and all other capital assets. The total life of the vehicles will be 5.25 lakhs kms. The depreciation eduction residual value in case of

buses put on road after 1.180 Rs. 30,000 from the total cost of a bus. However for the buses, put on road after 1.180 the Dep. Will be calculated on kilometer basis run by each bus during the year. In respect of renovated buses the depreciation will be charged concerning life of bus as 2.50 lakh Kms. However, the corporation (vide item No 124.20) changed the procedure for charging depreciation in respect of its normal running vehicles and renovated buses as under w.e.f. the financial year 1985-86 (i.e. 1.4.85).

i) Under normal running the vehicles should be condemned after completing at least 5.50 lakh Kms and 7 years.

ii) The renovated buses should be condemned after completing at least 2.75 Lakh Kms and three years.

It was also decided that the depreciation in respect of the running vehicles and renovated buses will be calculated after assuming their life for 7 years and 3 years respectively.

The Motor Transport Insurance Reserve Fund will be credited with a fixed amount of Rs. 200/- per vehicle in commission per year. In the Punjab Roadways the maximum limit of amount to be credited into the motor Transport (Insurance) Reserve Fund is fixed and does not exceed in any case the sum total arrived at by multiplying Rs. 800.00 by the number of vehicles sanctioned for each services. The contribution to the fund is stopped there when this limit is reached. But it will not be advisable to put any limit on the maximum amount of this Reserve Fund because the experience has shown that the expenditure as a result of payment of claims to third parties of the vehicles damaged in accident sometimes far exceeds the amount available in fund and the resultant excess expenditure in that has to be debited to the revenue accounts which thus affects the financial results of the year in which such claims may have to paid. It is, therefore, prudent to let the accumulations of the Motor Transport Insurance Reserve Fund grow. The Reserve may, however, be utilized under orders of the competent authority to meet expenditure on heavy repairs and overhauls of the ageing vehicles, when the incidence of expenditure in the later year of their life is heavy as compared to the expenditure in the initial years. However the Board decided that the
vehicles of the corporation will be insured with the Insurance company in respect of MACT claims for 3rd party as well as passenger insurance.

For the purpose of accounting in the Depots the expenditure will be mitially charged to the head repair and Maintenance and at ehe same time an equivalent amount will be taken as deduction of expenditure as 'Deduct amount to be met from motor transport insurance fund by a per contra transfer from the fund.

Welfare Fund

The Welfare fund is created to support the expenses on welfare activities of the labour. The welfare fund is financed by contribution by the PRTC. A nominal deduction of Rs. 0.50 paisa per worker per year will also be made in the salary bills for the months of February each year. The account of the welfare fund shall be kept with a bank and will be operated up on by the Managing Director of the Pepsu Road Transport Corporation. Expenditure on welfare activities of labour such as games, news paper and periodicals in recreation rooms etc. will be met out of this fund. The contribution to the welfare fund by the Corporation will be charged as Misc. Office expense under 'A' Management. The amount of expenditure out of the welfare fund shall be kept outside the revenue accounts of the Corporation. Such accounts shall be kept by the Secretary of the fund. No expenditure will, however be incurred without approval of the Managing Director.

Interest on Capital/Loans etc:

Interest on capital contribution is to be paid on the rates sanctioned by State Govt/Centre Govt. Interest on loans raised from banks and other financial institutions at the rates agreed to will be paid annually or at such intervals as may be set out in agreement and charged to be revenue accounts on each loan/capital contribution shall be kept separately.

Employees Provident Fund:

The PEPSU Road Transport Corporation have framed its own regulations with regard the Employees Provident Fund applicable to its employees effect from 1st January 1957. These regulations govern the contribution's to the fund to be made by the employees and the payment of its share by the Corporation, raising of loans refundable, non-refundable advance by the employees from the fund, repayment of loans and advances to the fund and the accrual of the interest on the deposits etc. The employee's family pension scheme 1971 and the employees deposit linked insurance scheme 1976 as made by the Central Government applicable to the employees of the Corporation. The deposit linked insurance scheme has been replaced by Group insurance Scheme which will be applicable to all the employees of the Corporation. Witnessed by two independent witnesses and attested by the Dy.cont.(F&A) concerned. In the funds section of the Head Office account numbers shall be allotted by the dealing assistants and indicated in the relevant column of the statement. One copy of the statement will be returned to Depot concerned for keeping a note in the Bill registers/Service Record (the statement will be kept in a proper file in the establishment

section. The nomination form and the declaration of family pension form shall be retained in the funds section for record/ or submission to the quarters concerned.

The dealing hands in the Head Office will maintain staff wise registers for allotment of the account numbers in the following form. One register however, shall be kept for the allotment of F.P Account Numbers to the employees of all categories.

F.P Account/E.P.Fund Account Number

Allotment register:-

Sr No.	Name and Father's & Relation	Date of Birth	Date of A/C	Name of Epf No. to the emoloyees	FP	REMARKS	Design	.Name	Birth	eligibility	Nominee	NoA/C

The deduction of EP Fund are made from the employees at source in the office in which their salaries are drawn. However, the accounting procedure to be followed in maintaining the accounts of the E.P Fund and the three schemes is laid down here-under.

Under Regulation No.4 of the PRTC, EP Fund regulations an employees becomes a member of the EP Fund after having put in the specified months/days of service. The names of such employees who are due to become member of the EP Fund in a month will be sent to the funds section of the Head office by the Establishment Branch of the Depot/Head Office before the 10th of each month. In form below. (To be more specific it is clarified that names of all employees who are due to become members of the EP Fund in March will be intimated to the Funds Section by the 10th March)

Sr .Appointmente	Name and Fathers the employees	Date of Birth	Date of eligibility to EPF	A/C. No	Design	ofName	No,

To be filled in by the funds Section:

EPF	A/C No.	Family Pension Account No.

This statement in duplicate will be accompanied by the nomination forms and the family pension declaration form all in duplicate, in the prescribed forms duly filled in neatly signed by the concerned employee. The detailed account of the EP Fund is,

however, maintained in the funds section in the office of the General Manager, PRTC, Patiala. Every drawing and disbursing officer will send a statement, in form E.P.F.I. detailing employees' arise deduction made on account of E.P Fund and also indicating the Corporation's share for each employees'. Family Pension contribution for such employees' as are covered by this scheme will be indicated in the respective columns of the statement in the Head Office. This statement will be checked by the Junior Auditor/R/S.A and sent to

the Head office under the signatures of the Accounts Officer of the Depot so as reach there by the 5th of the month following that to which it pertains. Statement, in the Head office, shall be prepared under the supervision of the Supdt. Bills who will ensure its submission to the E.P Fund Section by the due date.

In the EP Fund Section these statement, received from the Depots/Bills section of the Head Office, will be scrutinized by the concerned dealing hand, who will there after give their figures to the Assistant Funds by the 8th. The Assistant will then prepare necessary bills in contingent bill form, depot wise, for drawl of the requsite amount from the revenue account of the Corporation. These bills shall be completed by him in all respects i e. he will have the bills checked, signed by the officers concerned by the 12th of the month positively and pass on the bills to the Cashier for arranging deposit of the amount, in the E.P Fund trust account before the 15th of the month. The dealing clerks entrusted with maintenance of family pension accounts will Simalttneously work out-Family Pension contributions in respect of such employees who are members of the family pension scheme including these who may also become eligible her the membership of the said scheme and note the amount in the relevant column of the statement strike totals and give the figures to the Assistant funds for preparation of bills. The Assistant shall prepare the bill in the contingent bill form and having it passed for payment, shall parion the bill to the cashier for payment. The payment of this bill shall be drawn form the EP Fund trust account and sent to the Regional Provident Fund, Commissioner by means of a bank draft.

In the funds section contribution cards for each employees' shall be maintained both for the C.P.F and contributions and also for the family pension fund contributions which will be posted from the statements received from the depots and the Supdt. Bills in the H/office. In addition to these personal ledgers, register shall be maintained separately for each category of staff in which monthly contributions of all the employees' shall be posted a account wise in seriatum and monthly totals worked out. Progressive totals shall be worked out for each employees' after the posting of monthly contributions each month. These totals shall tally with the total of all the personal accounts for the respective category of staff. The fund section shall be responsible to have reconciliation between these two sets of accounts records done each month and for preparation and submission of all statements to the quarters concerned as provident in the E.P Fund Rules, the family pension fund scheme, employees' deposit linked insurance scheme and group insurance scheme which may be applicable at that time, interest at the rates sanctioned by the government/approved by the corporation shall be worked out each year on the balance pending to each employee credit in his account and added to the balance. Yearly accounts statement for each employee shall also be drawn up and supplied to him through the depot Manager concerned by the 30th September of the year following that to which the statement pertains. The employees shall be required to furnish their confirmation of the balance shown in the statement and any objection received from them will be attendend to promptly in the funds section to rectify discrepancy. Each employees may be also be supplied passbook in which monthly contributions made by him towards his E.P.F Fund account as also the corporation share shall be posted the employees shall be their pass books completed from the dealing hand of the bill section of the depot from where they draw their pay each month and tally the balances shown in the pass book with there shown in the E.P. Funds statements when received from the Head office. Any discrepancy Found by the employee in his statement shall be properly brought to the notice of the authority concerned in writing for rectification.

Note: 1. In the case of an employee whose name appears in the statement for the Ist time and indication must be given in the remarks culms giving name of the other Depot in case of transfer and eligibility/reinstatement order No.etc.

2. In the case of outgoing employees indication of the Depot/Office to which transferred or Termination/Suspension/Retirement etc. must also be given.

CHAPTER VII

Budget And Budgetary Control

Introduction

Budget 9indicated the general policy of the management resolved into financial terms. It enabled the organization to exercise an analytical and systematic control of business operation by means of predetermined estimated in minute details. The purpose of Budget is to formulate the executive policy of the Corporation as to future operation and to plan in advance to see that the expenditure is well within the revenue and the operations result in a net profit to the Corporation after making provision for all liabilities.

Compilation of Budget :

The Annual Budget Estimates will be completed, well in time, in the Performa as prescribed in the Punjab Government Budget manual Punjab Roadways. These estimates will b e prepared in the Central office after getting necessary data from the depots and b ranches of the Head Office. The estimates of revenue receipts and expenditure will be worked out with reference to the mileage, anticipated to be covered during the relevant year multiplied by the sanctioned norms, per K.m of

receipt and expenditure . In addition to the detailed instructions which may be issued from time to time the following general instructions may be followed while completing the budget estimates.

1.The budget estimated should be assessed with reference to the past actual and the programme planned for the budget period.

2.The estimate should be such that actual will not differ materially from the budget anticipations.

3.Budget estimated should be as realistic as possible.

4.The reasons for variation in the budget estimate as compared with the previous year should be given in a explanatory note. Care should be taken to see the every variation is covered by relevant reasons after examining the matter.

The estimated of capital receipts and expenditure will too be prepared in the Central office. Both the estimated will be put be the Managing Director to the Corporation for approval . These estimated after approval by the Corporation, will be submitted to the State Government.

As soon as the budget is approved b y the Corporation/State Government, the distribution of the grants amount the various units will be finalized and communicated to them. The Capital grant will be controlled and operated by the Central office. It will be the responsibility of the unit Head to see that the expenditure is kept within the budget limits and that the estimated income is realized.

It should, however, be noted that more provision in the budget estimates is no authority to incur the expenditure unless it is Sanctioned by the competent authority.

Statement of Excesses and Surrenders:

The statement of excesses and surrenders is intended solely for the purpose of fixing the revised estimate e year after examination of the

actual expenditure to date and for indicating what the surrenders or excesses are likely to be over the grant sanctioned. This statement shall be submitted by the Depots to the Central office, in the prescribed form, where a consolidated statement shall be prepared and put up the Corporation for approval. After, approval, the same shall be submitted to the State Government.

Monthly Statement of Expenditure:

The Depots of the Corporation will prepare monthly statement of expenditure on actual drawal basis duly compared with the budget grants allotted to them in Form PRTC 45 and 46. This expenditure statement will be submitted to the Central office before the 10th of each month. In the Central office all these statement will be compiled alongwith a similar statement prepared in respect of the expenditure incurred in the Central office.

In case any depot exhausts the funds allotted to it, the Depot Manager concerned will immediately apply for more funds giving full justification for the demand and seek permission, in the meantime, to incur expenditure in anticipation of receipts of more funds.

CHAPTER VIII
Cash Transaction Maintenance
Of Cash book

Cash transactions by their very nature occupy an important place in. the organization. With proper vigilance careful handling and prompt accounting, they are quite to maintain as compared to the book transactions. The detailed procedures to be followed in accounting of the cash transaction are given in the paragraphs below:

The Corporation transacts cash business with the state bank as mentioned in para 1 (3). All revenues funds collected at the Depots/ Sub Depots are deposited in the Bank. The Branches of the Bank located at Depots/ Sub Depot Headquarters will transfer the amount deposited in the accounts by the Depots/ Sub depots of the P.R.T.C to the Bank at Patiala with which the managing Director, PRTC is in account.

The depot Managers get money for their day to day expanses from the managing Director PRTC, Patiala which is remitted by crossed bank drafts/M.T. in their favour. The bank drafts so received from the Managing Director, PRTC, Patiala are deposited in the accounts currents with the respective Banks and the cash required for payment is drawn from the Bank by means of cheques. Passengers tax of all states remitted by the depot Managers to the Managing Director is deposited in the treasury by the Depot the credit of respective states under appropriate Heads of accounts. Assessment of Head office for all the Depots while assessment of Punjab passenger tax is got done at the Depot level.

All amounts on whatever account i.e. sale of tickets. Auction money, police vouchers etc. in the Depot will be received by the Assistant Cashier on duty at the counter and entered in the revenue book under appropriate column. The receipts to be issued for receipt of money will be prepared by the Assistant Chashier in form PRTC 47 and signed by him in respect of route cash/advance booking cash/Concessional Passes money etc. remitted by the Adda conductors or other officials authorized to receive cash at outstations. Receipts for other case i.e. auction money, special booking etc. will be signed by the Cashier/Section Officer. The number of the receipt shall be mentioned in the revenue book against the relevant entry.

The Cash sections in Depots close at the times fixed by the Depot Managers, daily. At the close of the day's transactions, the totals of the revenue book will be struck and the book balance will be struck and checked by the internal audit. The assistant Cashier will render the account of the last days receipts to the Cashier who will make necessary entries on the receipt side of the cash book for revenue and Passenger tax under separate columns. Bank drafts received from the Head Office for disbursement of salaries, or other charges will be taken sh book under column 'bank' and this

sort of receipt will be not passed through the revenue book in the Depots. The cheques issued for self will be posted in the column 'Bank' of the cash book on the payment side and a simultaneous entry on receipt of cash shall be made on the receipt side of the cash book under appropriate column i.e. pay, T.A., Overtime, Bouns or other expenditure etc.

Detailed accounts of daily receipt of revenue and taxes and their deposit in the Bank will be kept in a subsidiary cash book in form P.R.T.C 48. The consolidated entry of deposit of revenue and taxes will be passed through the cash book. The closing balance of this subsidiary cash book or revenue and taxes will tally with the closing balance under columns revenue and taxes in the cash book respectively.

Cash and maintenance of Cash Book:

Cash book will be maintained in form PRTC 49. It will have following columns on receipt and payment Side.

	Receipt Side.		**Payment Side**
1	Date.	1	Date.
2	Receipt No.	2	Voucher No.
3	Particulars.	3	Particulars.
4	Revenue.	4	Revenue.
5	Punjab Tax.	5	Punjab Tax.
6	Other Taxes.	6	Other Passenger Taxes.
7	Pay.	7	Pay.
8	Travelling allowance	8	Travelling allowance
9	Overtime	9	Overtime
10	Contingent Expenditure	10	Contingent Expenditure
11	Bonus	11	Bonus.
12	Bank Account.	12	Bank Account
13	Sundries	13	Sundries
14	Imprest.	14	Imprest
15	Total.	15	Total
16	Classification	16	Classification

Precautions for safety and handing of cash:

The cashiers receiving the money are responsible to count the notes and coin and satisfy themselves that the money has been correctly received by them. In respect of cheques/ drafts the Cashier should carefully inspect the following points:-

1.That they bear the drawers signatures

2.That they drawn in favour of the Depot Managers Managing Director

3.That they are correctly dated.

4.That the amount in words and figures agree and

5.That they are otherwise free from defects.

It should be seen that if the cheques received are not crossed they/are crossed immediately on receipt. The cheques which are defective should not be accepted.

While receiving coins great care should be taken to see that satisfy the conditions of currency and that counterfeit and defaced coins are not accepted under any circumstances In the case of notes, beside counting. It should be seen that half mutilated mismatched or altered notes or notes disfigured by oil or other substances which render their identity difficult, are also not accepted.

There will be two chests for keeping cash in safe custody, one with the Assistant Cashier and

the other with the Cashier, in the depots as well as the Central office at Patiala. One key of the main cash chest will remain with the Cashier and the other with the supervisory official i.e. S.O/ACF&A Both the keys of the small chest safe will remain the Assistant Cashier on duty. Duplicate keys of all the chests of all the depots/ sub depots, central office of the Corporation will be kept, in sealed covers, in a locker taken on hire in the Bank at Patiala. The Cash safe should thus be closed and opened in the presence of the Cashier and the supervisory office/official. The cash safes, should be located as far as possible in the central room of the building or in the strong room specially built for the purpose and should by safely embedded for purposes of safety.

The cash rooms will be guarded by a gunman round the clock.

The cash will be carried to and from the Bank only by a Cashier or an Assistant Cashier who shall be Provided with a vehicle and armed guard for the purpose. In no case will the Cashier travel, while carrying cash to or from the bank by any other means of conveyance. i.e. Cycle or Rickshaw etc. No other person i.e., Peon or a chowkidar or any other official other then the Cashier or the Assistant Cahier shall be deployed for this purpose.

Payment:

In the Punjab Roadways the powers of drawing and disbursing officers have been delegated to ACFA in the office of the Director State Transport Punjab/ Divisional Managers and General Managers. However in the PEPSU Road Transport Corporation the Managing Director in the Central Office at Patiala and the Depot Managers at the Depot Headquarter are the drawing and disbursing officers in their respective offices. These powers may be re-delegated to the Chief Accounts Office/ACFA in the Central Office and the ACFA in the depots.

As a general rule every payment including re-payment of money previously lodged with the Corporation for whatever purpose must be supported by a voucher setting forth full and clear particulars of the claim and all information necessary for its proper classification in the accounts. Every voucher must bear a pay order signed or initialed by the disbursing officer specifying the amount payable both in words and figures. All pay orders must be signed by hand and in ink.

All establishment bills/contingent bills prepared as per procedure laid down in the chapter on bills and voucher duly passed for payment alongwith a debit voucher will be passed on to the Cashier for payment. The serial number given by the Cashier and at which it is entered in the cash book will be known as the voucher number. The voucher number will be mentioned in the debit voucher appended to the payment voucher under dated initial of the Cashier and the debit voucher shall be returned by him to the budget and accounts clerk in the accounts branch. All paid vouchers must be stamped paid or so cancelled that they cannot be used a second time. Stamps affixed to voucher must also be cancelled so that they may not be used again. All sub vouchers to bills must be cancelled in such a manner that they cannot be subsequently used for presenting fraudulent claims or other fraudulent purpose.

All payments exceeding Rs. 100 to firms and suppliers etc. will generally be made by cheques or bank drafts. The cheques/ bank drafts will be duly crossed invariably so as to avoid risk of loss or fraud before it is sent to the suppliers.

All payments made whether in cash or by cheque will be entered in the cash book in the appropriate column and properly classified. The cash book will be daily balanced. The receipts and payments totals will be checked by the Supdt./S.O daily. The cash book/Revenue book duly completed and checked will be put up to the S.O./ACF&A/Depot Manager for signatures daily. The physical balance of cash will be verified by the ACF&A on the first day of the month before the day's transactions start with reference to the closing balance as per cash book on the last day of the preceding month and a certificate recorded to this effect under his dated signatures. The cash Balance will also be verified by the S.O at least once in a month.

The blank cheque book will be obtained from the Bank by sending a requisition by the disbursing officer under his signatures. On receipt the blank cheque shall be counted and a certificate to this effect recorded on the fly leaf of the cheque book under dated signature of the drawing and disbursing officer before it is put to use. The cheque boo dy under look and key by the Cahier

Asstt. Cashier Register of cheque books will also be maintained by the Cashier in which the cheque book number from to with date on which brought into use and the last date on which completed will be mentioned.

A cheque remaining unpaid from any cause for six months from the date of issue should be cancelled and its amount written back in the cash book by making a minus entry in the blank column of the cash book. A cross reference with regard to this cancellation will be given on the relevant counterfoil of the cheque also in the cash book against original entry.

form is serious matter and must be notified promptly to the bank with which the disbursing officer concerned has a drawing account.

Note:

Under certain circumstances the Managing Director may allow the Depot manager to meet their depot's expenses out of the daily revenue collections. In such circumstance the total amount spent out of the revenue as will be represented by the minus closing balances in the relevant column of the cash book on the payment side will be transferred from the revenue by a minus entry in the receipt side in revenue column by corresponding plus entry in the respective affected colums i.e. pay, travelling allowance, overtime, Bonus or other expenditure etc. in this way the amount of revenue will not be retained in hand more than what may be warranted by the extant of payments made. The detail of payments so made will be intimated to Head Office promptly.

At the close of the month unpaid item of pay and allowances from the various vouchers shall be extracted in unpaid wages registers and their totals struck. The total of unpaid wages on the close of a month as per unpaid wages register will tally with the closing balance of pay and allowances in the Cash book on the last day of the month in cash the total net payable amount of the bills prepared for payment during the respective month has been drawn from the bank by means of cheques. In case the cash is utilized for expenses from the daily revenue receipts only to the extent of actual last day would be nil. In such cases the total of net payable amount of the vouchers prepared and drawn during the month shall be worked out separately from the vouchers register maintained by the Cashier. The total revenue utilized for expenses during the month as per cash book will be subtracted from the total month. This balance should tally with the total unpaid wages of the month as per unpaid wages register.

Discrepancy if any in these accounts will be promptly investigated and reconciled.

The amount of wages remaining unpaid for three months if constituting part of the cash balance in the cash book will be refunded to the revenue by short drawal in the current pay bills. Remarks with regard to the refund of such items to revenue will be recorded against the relevant entries in the unpaid wages registers in red ink on initials of the ACFA.

Unpaid items be paid to the concerned employees on fresh bills prepared in form PRTC 50 by bill clerks. The voucher of unpaid items will be retained by the Cashier.

Imprest Cash Book:

Imprest have been sanctioned to all the Depots and also in the head office to meet petty expenses. Incurred on routine account of Adda fee, Entry fee Mobil Oil, Diesel or Minor repairs etc. of other misc. expenses of the office. The imprest Cash book I maintained separately in form PRTC—51 as detail, sub head wise and contingent bill for recoupment of the imprest is prepared at convenient intervals and incorporated in the cash book and necessary entries of recoupment of imprest made.

Bank reconciliation:

Bank pass book are issued by the bank for account opened with it. Every Depot/ Sub Depot as well as Central office have been issued Pass book by the Bank. The Depots/ Sub Depots deposit the amount of revenue/taxes in the bank. A monthly statement of receipt of revenue and taxes deposited in the Banks will be sent by the depots to the Head office in the first week of the month. The Head Office cashier, on receipt of this statement will reconcile with the credits received at Bank at Patiala from its branches located at Depot/Sub Depot Headquarters Discrepancies it any will be investigated and reconciled promptly. Bank reconciliation statement in respect of the operating accounts with the banks shall be prepared each month and recorded in the cash book.

3.5 Cash Section:

The cash section will be under the charge of asstt. Cash Cashier assisted by Assistant Cashier. The Section will run on two shifts, except in central office. All conductors, adda Conductors or other officials entrusted with the collection of money will render the cash to the Cashier/Assistant Cashier sitting on the counter. The Cashier/Asstt. Cashier will acknowledge receipt of the cash on the cash on the waybill or by issuing proper receipt therefor. The Cashier will be responsible for collections of the receipt issued by the Asstt. Cashier working under him.

3.6 Revenue Cash Book

Revenue cash book shall be maintained in Form PRTC-26 the cash received by Cashier on the counter will be entered by him in the Revenue cash book in the proper Column. The cash received on the way bill will first be entered in the column total of the Revenue Cash Book. After the valuation of the waybill has been done by the valuation action as discussed above. The cashier will complete the posting of the passenger tax and revenue column The cahiers changing duty at the termination of the Shift will hand over/take over and record the particulars of their charge in a simple register maintained for the purpose.

The receipts as per revenue book for the previous day will be reconciled with the valuation section before starting the days transactions. The revenue book will be completed by the Assistant Cashier concerned and put-up for check by the handed over to the cashier who will take charge properly and make entries in the main cash book Form PRTC 27 on receipt side.

The cashier will then deposit the cash in the bank in proper accounts and keep the receipts issued by the bank on record. Bank pass books will also be maintained which will be got posted from the bank regularly and reconciled with the central office each month.

3.7 Refund of Revenue

Cases for refund of fare and freight fee for passes or advertisements charges and excess deposits arise in the depots very often. The competent authority may allow such refunds on the written application filed by the person/party concerned. No claim for refund shall be entertained unless preferred in writing within one year. After one year the unclaimed balance shall lapse to the corporation and shall be credited to revenue.

Note: The completed revenue books/ Receipt book will remain the Cashier in his safe custody.

CHAPTER IX NAD X

PURCHASE OF STORE, MAINTENANCE OF STORE ACCOUNTS AND CONTROL OVER INVENTORY

The Purchase procedure has been issued separately.

CHAPTERXI

Workshop Accounts

Workshops are the back bone of corporation. Efficiency in operation depends to a large extent on the efficient working of the workshop. In order therefore, to ensure that the Workshops run efficiently, it is very necessary to keep an account of the activities of the various shops in the workshops. It is essential for the works manager Service Engineer to know day today condition of the fleet and also whether the repair work carried out in the shops up to the mark and economical ,whether tyres, Batteries are giving satisfactory mileage and whether other spare parts fitted to the vehicles are giving satisfactory service. The Corporation can save a lot if the works Manager Service Engineer Incharge of the workshops is vigilant and improved the K.M.P.L. of the vehicles and see that the Mobile oil consumption of the vehicle is low, tyres remain properly inflated so that these give more mileage etc. the Works accounts are maintained with this and in view to enable the Works Manager/Service Engineer to have an effective control on the works in the work-shops. The following records and accounts shall be maintained in the workshop:-

Chassis Register:

As soon as a chassis is received its particulars will be entered in chassis register to be maintained in the form PRTC-61. All expenses incurred on the acquisition of chassis transportation and body fabrication will be entered in this register and these expenses will form part of the total cost of the bus/vehicle. The total cost of the vehicle worked out will be posted in the asset/depreciation register in form PRTC-43. The particulars of the following items received with the chassis will also be mentioned in the chassis register. As to know as to what exactly was received with chassis:-

1.Engine No.
2.Crank No.

3.Fuel injection pump assembly No.
4.Batteries.
5.Tyres, Make and No.
6.Detail of accessories.

The chassis will be allotted one page each in the chassis register.

History sheet of the vehicle:

History sheet of each vehicle shall be opened in Form PRTC-62 as soon as it is on route. The History Sheet will depict interalia date of major jobs viz. Ring job, accident repair and M.V.I./B. Service M. oil renewal and differential gear oil renew carried out to the vehicles.

Engine Register:

Engine register will be maintained in form PRTC-63 control and movement of the Engine from one vehicle to another and the mileage covered by the engine on each occasion of its overhaul or semi overhaul.

Fuel injection Pump Assembly Register:

A register will be maintained in form PRTC-63 to keep record of each fuel injection pump assembly issued/fitted to a vehicle in order to watch its performance.

TYRES:

A register shall be maintained in form PRTC-65 in which each tyre got issued from stores or received otherwise shall be entered. Each entry will be given a serial number. A separate tyre card in form PRTC-66 for keeping history of the tyre shall be simultaneously maintained for each tyre. The serial number of the register will be the tyre card number for relevant tyre. Every event in the history of tyre viz retreading, premature failure etc., shall be mentioned in the Tyre Card as well as in the Tyre control register of the respective years. A separate register of tyres burst/condemned daily shall be maintained in form PRTC-67. The works manager/Tyre Clerk will visit the tyre shop daily in the morning and inspect the burst/condemned tyres removed by the Tyre man during the previous day and ascertain the causes of bursting etc. In case the tyre failure is premature, it shall be examined by the works Manager/service Engineer as to whether the tyre failure is due to negligence on the part of the driver or otherwise. In the former case administrative action shall be initiated against the driver concerned. Results of the final action taken shall be recorded in the remarks column of the register.

Each entry in each of the above mentioned register shall be authenticated by workshop Assitant/works Manager or sevice Engineer.

Daily vehicle mileage with Diesel/Mobil oil

Consumption Register:

A register in form PRTC-68 will be maintained in the workshop section in which entries regarding mileage run by each vehicle and fuel/mobile oil consumed will be recorded form the statements received from D.P.A. daily. KMPL of the vehicle will be verified and mentioned in this register. Mobil oil consumption of each vehicle will also be watched from this register.

Consolidated mileage Register:

A consolidated mileage register in form PRTC-69 shall be maintained to keep a record of the total mileage run by each vehicle each month. Each vehicle will be allotted a set of pages to record the mileage run during its entire life. This is very important record as this was well as the daily vehicle mileage with diesel/Mobil oil consumption register from the basis of entries to be made in the Engine/Crank/Fuel Injection pump and tyres register.

Vehicle-wise expenditure register or Repair and Maintenance:

It is very important rather essential to keep a record of day to day expenditure incurred on repairs and maintenance carried out to each vehicle whether in the workshop of the Depot/sub Depot or outside. This will serve a twofold purpose. Firstly, the excessive to bad consumption of spares or any particular part will come to notice which may be due workmanship of the mechanic or due to negligence of the driver for which a suitable disciplinary action may be called for against him.

Secondly, to detect the issues of costly parts which may have been done by unscrupulous element with the intention of pilferage etc.

In the above context vehicle-wise register on the pattern of history sheet of vehicles shall be maintained in the PRTC

Form-70 in the workshop section to record expenditure with detail of parts/tyres issued for repair and maintenance. This record will cover the entire life of each vehicle.

The daily issue slips of stores, after these have been priced and entered in the store priced ledgers in the ledger section of Accounts branch will be passed on by the Assitant ledger to Assistant Workshop who will have the posting done in the vehicle wise register. The issue slips, after posting the vehicle wise registers will be returned by the Assistant Workshop to the Assistant Ledger section for sage custody and record. Monthly totals will be struck in the vehicle wise register for each vehicle and and abstract will be drawn up in form PRTC-71 and totals tallied with ledger section. Any difference will be localized and rectified. The abstract will be put-up to the works Manager/Service Engineer, each month for his information. The Works Manager/Service Engineers will also review the vehicle-wise register every month to see if any vehicle is over consuming the spares etc. Apart from above proper register shall be maintained in respect of the following:-

i)M.V.I to know which of the vehicles are due for M.V.I each month and when these are not passed.

ii)Token-tax: Road Tax Register: This register shall be maintained in form PRTC-72 keep proper record of token tax paid for each vehicle each year (Quarterly).

iii)A & B Service: to know when a particular vehicle is due for A Service or Service according to the mileage covered and when it done.

Breakdown Register:

A part from the breakdown form filled in for each vehicle a break-down register shall be maintained for statistical purposes to know the number of breakdown taking place and out each month.

Detention Register:

A detention register will be maintained in which all vehicles detained for repairs in workshop on each day shall be noted. A brief mention of the cause of detention will also be given.

Progress Register for each shop:

In each shop viz, Engine Shop, machine shop, tyre-shop, battery-shop, Electrical shop, Carpentry shop, Retrieving F.I. Pump shop, Retreading Plant etc. A progress register will be maintained to note down the detail of jobs executed in each shift. The works Manager/Service Engineer will review this register daily and put it to the Depot Manager periodically for his information.

Crank Register:

A crank register shall be maintained in form PRTC-73 to keep a proper watch over the performance of the cranks.

CHAPTER XII

Maintenance of Ledgers and Compilation of Monthly Accounts

Accounts ledgers will be maintained by the Budget and Accounts Clerk in the Depots and Performa accounts section in the Head Office. The Cashier after payment will return the paid bills dully crossed and defaced to the bill clerk concerned. The debit vouchers attached to the bills shall be passed on by the clerk in the Depots and the Performa accounts section in the Head Office. The debit vouchers received will be checked by the Assistant incharge with the cash book daily and then the expenditure as per debit voucher shall be posted under each Head/Sub head of accounts separately in the ledger by the Clerk concerned. After the close of the moth the subsidiary register and the ledger accounts will be totally up and monthly statements comparing expenditure with budget grant will be drawn up for submission to the Head Office.

Performa Accounts:-

For the preparation of proforma accounts the following procedure shall be adopted.

The abstract of receipts of revenue taxes and from other sources will be prepared by the Cashier and submitted to the Accountant/Accounts compilation section in the Head Office in the first week of every month. The receipts will be abstracted in forms PRTC-74A.B. Similarly the detail of revenue and taxes deposited during the month will be supplied by the Cashier to the Accountant/Accounts Compilation section in the Head Office and the deposits of revenue and taxes will be abstracted in form PRTC-75 A &B. The Payments of pay and allowance and other items made during the month as recorded in the cash book and abstracted account headwise by the Asstt Account daily will be consolidated in form PRTC-76 each month. However, the statements of Sundry debtorsand creditors will be prepared by the concerned dealing hands in each office and submitted to the Performa accounts section in the central office duly checked and authenticated by the Accounts officer. Necessary entries will be passed through the journal for making adjustments under final

head of Accounts from abstracts of receipt prepared in form PRTC-74 A.B. and of payments prepared in forms PRTC-75 and 76 consolidated single abstract of receipt and payments shall be prepared in Form PRTC-77 In thiss form opening balances of revenue tax other cash bank and sundries will be shown on the receipt side and the closing balances of these items will be shown on the payment side. The totals of receipt and payment side of this form will tally.

Sundry Debitors and Creditors accounts:-

Apart from the cash transaction which pass through the cash book the their accountal has been devised as per paras above. Some transaction take place where payments are not made or received immediately during that particular month . For this purpose separates detailed ledgers for debitors and creditors shall be maintained. Bills for all services rendered or stores issued to other depots/agencies will be raised against them and posted in the S/debtors ledger through the journal. Similarly all stores received from other sources for which bills may be awaited will be accounted for in the S-Creditors ledgers by pricing the stores at the market rates or at the issue rates as the case may be on receipt of the bill the classification of the charges shall be done by Assistant clerk concerned properly while passing the bills. Full amount appearing in the S-Creditors ledger shall be classified as dubitable to the S-Creditors and the difference if any with the amount of the bills shall be debited to the final Head of Account. From these monthly financial statements profit and loss accounts will be prepared at depot level and balance sheet shall be prepared in the Head Office showing depot wise profit & loss.

Check of unpaid amount of pay and allowances:-

The Assistant will check the accuracy of unpaid wages entered in the unpaid wages [register as below]:-

Total amount of bills drawn during the month (Net payable Add unpaid items of previous month paid during the month. Less actual payments as abstracted from the Cash book. The Balance will tally with the amount of unpaid wages of the month. The account of unpaid wages shall be kept separately in a ledger. This account will be debited with the amount of wages remaining unpaid and credited with amount of unpaid wages paid during that

month. The closing balance of the account as on 31st March will represent the liability of that year.

The Sectional Head in the Head office and the Assistant in the Depots will ensure that the Accounts Ledgers/Registers are posted promptly and this work is not allowed to fall in arrears.

The Budget and Accounts Clerk will also maintain ledgers for sundry debtors and Creditors in which all personal accounts will be posted. Payment made to the firm/sister concerns or other institutions or supplies made or services rendered shall be posted as debits to the respective personal accounts and the value of the supplies made or services rendered will be posted as creditors.

These accounts will be prepared yearly to work out debtor/creditors balances. The closing balances of these accounts will be carried forward to the next year's ledgers a monthly statement of sundry debtors and creditors will however, also be sent by the depots to the General Manager so as to reach the Head Office before the 20th of the month following that to which it pertains.

Statement of taxes:

Statement of Punjab Passenger taxes collected and deposited during the month in the treasury will be prepared by cashier and submitted to the Excise and Taxation officer concerned duly supported with the copies of Chillan before the 10th of the month following that to which the tax collections relate. Similarly a statement the other taxes collected during the month and deposited in Bank shall be prepared by the cashier of depot/sub depot and submitted to the Central Office before 5th of each month. These statements of other taxes will be received in the Central Booking section of the Central Office, Patiala. In the central booking section depot/sub depot wise register of passenger taxes shall be maintained which will be posted from these statement and the sectional head will ensure that the total amount of taxes as intimated by the each depot/sub depot is deposited in the treasury at Patiala before the seventh of the month following that to which the tax collections relate.

Statistical return:-

The figures of expenditure for the purpose of statistical return will be worked out separately because for statistical purpose it is not the payments actually made that are taken into account but it is the expenditure actually incurred by way of payments is cash by cheque etc. or by incurring a liability and also only that much

of expenditure which actually pertain to that particular month/year which is taken into account. Likewise for statistical purpose only the receipts whether actually received in cash or accrued which pertain to the particular month/year are taken into account.

The statistical return will be prepared by the ledger Assistant after collecting requisite data from various sources. The data collected from concerned sources will be put up to the Accounts officer for perusal and his approval before the same is posted in the statistical return. The statistical return after being received from all the depots will be compiled by the Manager Planning & statistics in the Statistical section in the prescribed Performa by incorporating the Head Office expenditure viz establishment are kept/controlled in the Head office.

Compilation of Master Accounts of Passenger Tickets:-

Master accounts of passenger tickets will be complied in the following manner monthly and submitted by the depots to the Head office so as to reach there by the 20th every month. The T.S.Incharge booking section main in each depot will prepare a statement of receipt of ticket books from the Head office and their subsequent issues to the sub depot/sub stock also showing the opening and closing balances in form PRTC-13 before the 5th of each month and submit it to the master account section duly audited by the internal audit. Similarly the statement will be prepared by the sub stock in charge in depot and submitted to the in charge master account section duly checked by the internal Audit. A statement giving opening debits credits and closing balances of conductor's ledgers will be prepared in the master account section in the prescribed form PRTC-14. Form this data the amount received from sale of tickets will be worked out in form PRTC-15.

This figure will be tallied with the amount of sale of tickets worked out from the long book. The differences if any will be promptly invest igated and reconciled. The ticket books returned to central office being defective will be exhibited as deduct entry on the receipt side of the stock register as well as in the accounts statements.

Where there is a sub depot attached to a depot and sub depot will prepare its own master account and submit it to the depot concerned by 10th of the month following that to which it pertains Master accounts for the main depot will also be prepared separately. From these two statements of master accounts consolidated master account shall be prepared for the whole depot and submitted to central office by the 20th of each month.

On receipt of master accounts from the depots these will be checked in the Head Office and the amount and as well as quantity of denomination

tickets issued to the depots from the central office will be tallied. The defective tickets shown as R.M.S. in the statement will be checked with the quantity actually received. The Head Office ticket section will also prepare a statement of receipt and issue of tickets in the Main stock and strike balance of each denomination.

CHAPTER XIII
Audit and Inspection of Accounts

Introductory :

In a public utility concern like PEPSU Road Transport Corporation, sound financial management is of paramount importance. A sound financial management presupposes (a) a proper maintenance of accounts and (b) an effective system of audit and inspection of accounts. While by the maintenance of proper accounts, the working results and financial position of an organization is accurately ascertained, it is the inspection and audit of accounts that establishes whether the expenditure is incurred judiciously and whether the cannons of financial propriety are observed.

Audit of the accounts of the P.R.T.C. is conducted by two institution . One by a Resident Audit Party of the Accountant General Punjab and the other by the Chief Accounts Officer-cum-Financial Advisor of the P.R.T.C. who combines in himself the functions of the Chief Accountants Officer-cum-Financial Advisor and the Chief Audit Officer and Financial Advisor of the Corporation. The accountants of the various offices of Corporation in pursuance of the provisions of 5.33 of the Road Transport Corporation, Act, 1950 and charges audit fee for the services rendered calculated as per norm fixed by the Comptroller and Auditor General of India with reference to the strength of the audit party. The audit fee paid is charged to the profit and loss accounts of the Corporation. Payment of audit fee will be made by the Central Office by remittance into that treasury under the Head of accounts communicated by the A.G. Punjab.

The Asstt. Controller (F&A) (Inspection) of the Corporation conducts the audit of the Depot accounts as per order of the Chief Accounts Officer-cum-Financial Advisor/ Managing Director along with the following staff:-

Section officer (S.A.S) One
J. Auditor 2

Asstt. Controller (F&A)/ Section officer (Inspection) will be head of the audit party. They will be responsible for the over all supervision of the party and see that the inspection and audit of accounts is conducted satisfactorily. They will conduct the audit of the Depots as per the programme given by the Asstt. Controller (F&A) (I). Before taking up audit of the Depot Accounts, he will call upon the Depot Manger/A.C.F.A. of the Depot and acquaint them with the programme of inspection and audit of the Depot. The S.O. will ensure that the audit is conducted as per the instructions issued by the Chief Accounts Officer-cum-Financial Advisor and also that it is completed in time. He will guide the junior Auditors attached to audit party wherever necessary. He will also test check some of the items audited by the auditors to satisfy himself that the personal responsibility of the S.O. (I) to compile the audit report and place it before the reviewing officer in time. In addition to the compilation of the report on the basis and verification of the points noticed by him and also the auditors under him, the S.O.(I) will personally conduct the audit of the following items :-

1.Cent per cent Check on cash and other Securities held by the Depot.
2.Contract of buses.
3.Local purchase of stores.
4.Workshop accounts.
5.Use of Departmental vehicles.
6.Physical verification of a few important items of stores.

7.Detailed investigation of delayed cased of outstanding liabilities, outstanding advanced delayed cases of items of income earned but not received, delayed cased of non recovery of dues of the Corporation such as shortages etc.

8.Routewise earnings.

9.Detailed examination of all items of avoidable expenditure, loss of earnings stores etc. either noticed by him or by the auditors under his supervision.

The S.O. (Inspection) will assign duties to the junior Auditors to check Establishment records i.e. Service Book etc. Establishment pay bills, T.A. and Overtime bills, records in the master accounts section Ticket stocks, D.P.A section, Workshop section, Traffic section with regard to permit fee, fines paid for various offences charged to Corporation finances etc. other mise. jobs connected with the Depot accounts. The quantum of work to be done may be decided by the S.O.(Inspection) considering the number of days at his disposal or it shall be as may be determined by the Chief Accounts Officer. The S.O.(I) will have points clarified by discussion with the A.C.F.A of the Depot or Depot Manager. If necessary he will seek the clarification in writing by issuing preliminary audit notes. The Depot Manager/A.C.F.A. will ensure that the replies to the preliminary audit notes are given within twenty-four hours of the receipt of the audit note from the Superintendent. The S.O.(I) will then compile the draft audit report, which should contain categorical information with regard to the points and keep it ready before the arrival of the reviewing officer. The audit report will be reviewed by the ACFA of the Central office or by the Chief Accounts Officer if the latter happens to come for review of audit objections. The Reviewing Officer will discuss the draft audit report with the Depot Manager with a view to acquaint the Depot Manager with audit observations and also settle as many points as possible during the course of this discussion. The audit report will then be finalized and issued from the Central office under the signature's of the Chief Accounts Officer. The important paras of the inspection report will be brought to the notice of the Managing Director immediately.

On receipt of the audit report from the Central Office, the Depot Manager will take immediate action on the various audit paras and sent suitable replies to the Chief Accounts Officer within two weeks from the date of receipt of the inspection report. Where the replies are satisfactory the paragraphs will be closed in the inspection report. Where the replies are satisfactory the paragraphs

will be closed in the central office with the approval of the ACFA/Chief Accounts Officer-cum-Financial Advisor/ Managing Director as the case may be. Acceptance of the replies will be intimated to the Depot Manager concerned.

The audits of the depots will also be strengthened by the audit in the depot by the Asstt. Controller (F&A) Section Officer posted in the depot who will check the following items and report to the Head Office where necessary through the Depot Manager concerned.

1.Tyres accounts with a view to see cases of failure with causes and claims if any and utilization of treaded tyres.

2.To check repeated issue of stores and premature overhauling of engines/pumps. 3.To check excess consumption of diesel and M. Oil.

4.To check batteries and store accounts.

5.To check issued and dead mileage.

6.To check contract booking

7.To check issue slips with store ledgers.

8.To apply the prescribed checks necessary to effect economy and to guard against waste and loss of public money.

9.The A.C.(F&A) will check each and every entry of the cash book thoroughly and attest the same in token of having checked it. However, where either the Post of ACF&A does not exist in a depot or the ACF&A has not been posted, this function will be excercised by the Section officer. Where both the ACF&A and S.O. are working in a depot, the functions to check each and every entry of the Cash Book and to attest the same will that of ACF&A and S.O. will check the Cash Book once a week thoroughly. The functions to check each and every entry of the Cash Book and to attest the same in the Head office will be excercised by the Superi nt.

10. Test audit of income from sale of tickets through way bills and conductors ledgers, police vouchers, cash shortages.
11. To check rent of shops. adda fee, special booking.
12. Way bills of one full day in a week should be checked by the Jr. Auditors posted in the depots under the supervision of the SO/ACFA of the depot. Every week the day should be changed.