

DEPARTMENT FOR THE WELFARE OF SC/ST/OBC/MINORITIES

NOTIFICATION

Delhi, the 14th May, 2012

No. F. 7(5)/2006-07/DSCST/SCP/964.—In exercise of the powers conferred by Section 25 of the Delhi Commission for Safai Karamcharis Act, 2006 (Delhi Act No. 7 of 2006), the Lt. Governor of the National Capital Territory of Delhi pleased to hereby, makes the following rules, namely :—

1. Short title and commencement.—(1) These rules may be called the Delhi Commission for Safai Karamcharis Rules, 2012.

(2) They shall come into force on the date of their publication in the Delhi Gazette.

2. Definitions.—(1) In these rules, unless the context otherwise requires,—

- (a) 'Act' means the Delhi Commission for Safai Karamcharis Act, 2006 (Delhi Act No. 07 of 2006);
- (b) 'Chairperson' means the Chairperson of the Delhi Commission for Safai Karamcharis appointed under Section 3 of the Act;
- (c) 'Commission' means the Delhi Commission for Safai Karamcharis constituted under Section 3 of the Act;
- (d) 'Delhi' means the National Capital Territory of Delhi;
- (e) 'Financial Year' means the year beginning on 1st April and ending on 31st March following;
- (f) 'Form' means form appended to these rules;
- (g) 'Government' means the Lieutenant Governor of National Capital Territory of Delhi as referred to clause (a) of Section 2 of the Act;
- (h) 'Member' means Part-Time Member appointed under Section 3 of the Act;
- (2) The words and expressions used in these rules but not defined herein shall have the meanings respectively assigned to them in the Act.

3. Status of the Chairperson.—The Chairperson shall be entitled to the status equivalent to the Secretary to Government of National Capital Territory of Delhi.

4. Salary allowances, other facilities etc. of Chairperson of the Commission.—(1) The salary of the Chairperson of the Commission shall be Rs. 25,000 (Twenty five thousand) per month (consolidated). (2) The Allowances, other facilities etc. of the Chairperson of the Commission shall be in accordance with guidelines issued by, Finance Department from time to time for Regulatory Authority/Commission/Committee etc.

5. Sitting fee of the part-time members.—The part-time member shall be eligible for sitting fee @ of Rs. 1000 (one thousand) per sitting only.

6. Salaries and allowances of the Secretary of the Commission.—Salary and allowances, leave, provident fund, age of superannuation, pension and retirement benefits, medical facilities and other conditions of service of the Secretary of the Commission shall be regulated in accordance with such rules and regulations as are for the time being applicable to an officer of the Government in his respective cadre.

7. Staff of the Commission.—(a) The staff of the Commission shall be entitled for such salary and allowances according to post/ranks as being drawn by the employees of the Government.

- (b) The number of posts and the scales of pay of various categories of posts in the Commission shall be such as may be sanctioned by the Government from time to time.

The conditions of service of the officers and other employees working in the Commission in matter relating to pay, allowance, leave, provident fund, age of superannuation, pension and retirement benefits, medical facilities and other conditions of service shall be regulated in accordance with such existing rules as applicable to officers/officials of the respective cadres in the Government.

8. Accounts and Audit.—(i) The accounts of the Commission for every financial year shall be prepared in Form 'A' to 'A-8' by the Secretary or such officer of the Commission authorized by the Secretary in this behalf.

- (ii) The Annual Statement of Accounts duly approved by the Commission shall be submitted by the Secretary to the Government by 30th September of the following year, to which the accounts relate.
- (iii) The Commission shall forward to the Government quarterly reviews of the progress of expenditure incurred and the expenditure likely to be incurred during the remaining part of the financial year as and when called for by the Government.
- (iv) The Commission shall furnish annual utilization certificate certifying that the funds have been utilized for the prescribed purposes.
- (v) The Secretary shall supervise the maintenance of the accounts of the Commission and the compilation of the final statements and returns and shall ensure that all accounts, books, connected vouchers and other documents and the papers of the Commission required by the Audit Officer for the purpose of auditing the accounts of the Commission are placed at the disposal of that Officer.
- (vi) The Annual Statement of Accounts shall be signed and authenticated by the Secretary.
- (vii) The Annual Statement of Accounts shall be submitted to the Audit Officer on or before 30th June, following the year to which the accounts relate and the Audit Officer shall audit the accounts of the Commission and report thereon.
- (viii) On receipt of the audit report, the Commission shall within three months, remove the defects or irregularity pointed out in the audit report and report to the Government and to the Audit Officer about the action taken by it thereon.

9. Annual report of the Commission.—(1) The Secretary or any other officer of the Commission duly authorized by the Secretary in this behalf shall prepare in Form 'B' the Annual Report referred to in Section 13 of the Act on or before 31st July, following the financial year to which the report relates.

- (2) The Annual Report after the approval by the Commission shall be signed and authenticated by the Secretary.
- (3) Copies of the authenticated Annual Report shall be submitted by the Secretary or such officer of the Commission as may be authorized by the Secretary in this behalf, to the Government by 30th September, following the year to which the report relates to enable the Government to take suitable action thereon.

By Order and in the Name of Lt. Governor
of the National Capital Territory of Delhi,

JANAK DIGAL, Pr. Secy.

FORM-A

ACCOUNTS OF THE DELHI COMMISSION FOR SAFAI KARAMCHARIS

Receipt and Payment Account of the Delhi Commission for Safai Karamcharis for the Year ending 31st March

Receipts	Current Year	Previous Year	Payments	Current Year	Previous Year
(1)	(2)	(3)	(4)	(5)	(6)
1. Opening Balance					
(a) Cash in hand					
(b) Cash at Bank					

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(1)	(2)	(3)	(4)	(5)	(6)
2. Grant-in-aid					
(a) Recurring			Recurring		
(b) Non-Recurring			Expenditure		
(c) From Other Services			(a) Establishment Expenses		
3. Income on			1. Salaries (Chairperson and Secretary of the Commission		
(a) Investments			2. Salaries (Officers and Establishment).		
1. Only Income on Investments			3. Payment for professional and special services.		
2. Interest of investment.			4. Travel Expenses		
3. Interest on Bank Account and Short term Deposits			5. Sitting fee paid to part-time members.		
(b) Revenue Receipts			(d) Other Establishment Expenses		
1. Miscellaneous Receipts.			1. Wages		
2. Fees if any, charged by the Commission.			2. Office expenses		
3. Sale of Publications.			3. Rent, Rates and Taxes		
4. Interest Receipts for Advances to Employees.			4. Publications.		
(c) Debt/Deposit Receipts			5. Advertisement & Publicity		
(i) Recovery of Advances			6. Hospitality Expenses		
TO STAFF			7. Repairs/Maintenance		
House Building Advance			8. Furniture and Fixtures		
Motor Car Advance			9. Machinery and Equipments		
Motor Car/Scooter Advance			10. Motor Vehicles		
Other Advances			11. Maintenance of Vehicles		
(ii) Recovery of Contingent Advances			12. Petrol, Oil & Lubricants		
Advances to PWD Advances to DGS & D			13. Conference & Seminars		
Advances to Suppliers Other Advances			14. Telephone Charges		
TOTAL			15. Other Charges		
(iii) Other Deposits			16. Litigation		
(i) Security Deposit			17. Audit Fee		
(ii) Earnest Money Deposit Remittance Receipts			Provident Fund & Other Contributions		
GPF/CPF etc., recoveries from Deputationists					

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(1)	(2)	(3)	(4)	(5)	(6)
(iii) Licence Fee			Pensions & Gratuities (including		
(iv) Income Tax			Commutation of Pension & LSPC)		
(v) Delhi Govt. Health Scheme			(2) Deposit Linked Insurance Scheme		
Govt. Employees Group Insurance Scheme V.			(3) Interest on GPF		
Non-recurring			(4) GPF Advance/Final Payment		
			(e) Grant-in-aid to other		
			Organizations		
			Expenditure in Litigations and Special		
			Studies Promotional & Educational.		
			(f) Contingent Advance :—		
			to Supplies Other Advances		
			(g) Advance to Staff		
			1. House Building Advance		
			2. Motor Car Advance		
			Motor Car/Scooter Advance		
			3. Other Advances		
			(h) Other adjustments (remittances)		
			1. GPF/CPF etc., recoveries		
			From Deputationists		
			2. Licence Fee		
			3. Income Tax		
			4. Delhi Govt. Health Scheme		
			5. Postal Life Insurance		
			DGEGIS/DGEIS		
			(ii) Non Recurring		
			(a) Other Establishment Charges		
			1. Land		
			2. Buildings		
			3. Furniture & Fixtures		
			4. Machinery & Equipment		
			5. Motor Vehicles		
			6. Publications		
			(b) Deposits		
			1. Security Deposit		
			2. Earnest Money Deposit		
			(c) Closing Cash Balance		
			1. Cash in hand		
			Cash at hand		

Secretary

Form—'A-I'

DELHI COMMISSION FOR SAFAI KARAMCHARIS RECEIPT & PAYMENT ACCOUNT- PROVIDENT
FUND & GROUP INSURANCE SCHEMES ETC.

For the Period Ending 31st March

Receipts	Amount	Payment	Amount
(1)	(2)	(3)	(4)
A. General Provident Fund		A. General Provident Fund	
(a) Opening Balance		(a) Advance/Withdrawal/Final Payment	
(b) Subscription		(b) Investment of Balance	
(c) Recovery of Advance		(c) Closing Balance—Cash at	
(d) Interest		Bank	
B. Group Insurance Scheme		B. Group Insurance Scheme	
(a) Opening Balance		(a) Payment for Insurance Cover	
(b) Insurance Fund		(b) Payment of Savings Fund	
(c) Saving Fund		(c) Investments	
(d) Closing Balance—Cash at Bank			

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Secretary

Form—'A-2'

DELHI COMMISSION FOR SAFAI KARAMCHARIS INCOME & EXPENDITURE ACCOUNTS
FOR THE YEAR ENDING 31ST MARCH

Expenditure	Non Plan	Total Amount	Income	Non Plan	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)
1. Recurring			I. Plan		
(a) Establishment Charges			A. By Grant-in-aid from GNCT of Delhi		
Salaries (Chairperson and Secretary of the Commission)			Less : Amt. of Grant-in-aid capitalised		
1. Salaries (Officers and Establishment)			B. Receipt on account of Interest		
2. Payment for professional and Special Services			(i) Interest on Investment		
3. Travel Expenses			(ii) Interest on Bank Account and short term deposits		
4. Sitting fee paid to part-time members			C. Other Receipts		
(b) Other Establishment Charges			(i) Misc. Receipts		
1. Wages			(ii) Fees, if any, charged by the Commission		
2. Office Expenses			(iii) Sale of Publications		
3. Rent, Rate & Taxes			(iv) Interest Receipts from Advances to Employees		
4. Advertisement & Publicity					
5. Hospitality Expenses					
6. Publications					
7. Repairs & Maintenance					
8. Repair of Furniture & Fixtures					
9. Repair of Machinery and Equipment—					
TOTAL:					
10. Maintenance of Vehicles					
11. Petrol, Oil & Lubricants					
12. Conference & Seminars					
13. Telephone Charges					
14. Other Charges					
15. Legal Charges					
16. Audit Fee					

Total

Expenditure	Non Plan	Total Amount	Income	Non Plan	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)

(C) Provident Fund and Other contributions

- I. Pensions and Gratuities
(including Commuted value of pension and LSPC)

(1)	(2)	(3)	(4)	(5)	(6)
2. Contribution to CPF.					
3. Deposit linked Insurance Scheme.					
4. Interest on CPF.					
5. Interest on GPF					
6. Group Insurance Schemes					
(a) Insurance Fund					
(b) Savings Funds					
(d) Assistance to other organs.					
Special Studies and Expenditure on litigation					
Promotional & Educational Research					
Excess of income over Expenditure				Excess of Expenditures Over Income	
Total					Secretary

Form—'A-3'

DELHI COMMISSION FOR SAFAI KARAMCHARIS, GNCT OF DELHI
BALANCE SHEET AS ON.....

Liabilities	Amount	Assets	Amount
Capital Asset Fund	Schedule 1	Fixed Assets	Schedule A
Excess of Income	Schedule 2	Investments	Schedule B
Over expenditure			
Current Liabilities & Provisions		Contingent Advances and (Other loans)	Schedule C
Remittances	Schedule 3	Security/Earnest	Schedule D
Provident Funds etc.	Schedule 4	Money Deposit	
Sundry Creditors & other Liabilities	Schedule 5	Provident Fund etc.	Schedule E
		Sundry Debtors	Schedule F
		Closing Balance Cash in hand Cash at bank	
Total			Secretary

Form—'A-4'

DELHI COMMISSION FOR SAFAI KARAMCHARIS
SCHEDULE I—CAPITAL ASSET FUND

Sl. No.	Description	Opening Balance	Additions	Amount written off	Closing Balance
1.	Land				
2.	Building				
3.	Furniture & Fixtures				
4.	Machinery and Equipment				
5.	Vehicles				
6.	Publications				
7.	Gifted/Donated Assets				
8.	Others				
Total					Secretary

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Form—'A-5'

DELHI COMMISSION FOR SAFAI KARAMCHARIS GNCT OF DELHI
SCHEDULE 2—EXCESS OF INCOME OVER EXPENDITURE

Sl. No.	Description	Amount
1.	Balance as per last Balance Sheet	
2.	Excess of income over Expenditure	
3.	Others	
Total		

Secretary

Form—'A-6'

DELHI COMMISSION FOR SAFAI KARAMCHARIS
SCHEDULE 3—REMITTANCES

Sl. No.	Description	Opening Balance	Additions	Amount Remitted	Closing Balance
1.	General Provident Fund etc. recovery of Staff on Deputation				
2.	Licence fee				
3.	Income Tax				
4.	Delhi Govt. Health Scheme				
5.	Postal Life Insurance				
6.	Delhi Govt. employees Group Insurance Scheme				
7.	Others				
Total					

Secretary

Form—'A-7'

DELHI COMMISSION FOR SAFAI KARAMCHARIS
SCHEDULE 4—PROVIDENT FUNDETC.

Sl. No.	Description	Amount
A.	General Provident Fund	
1.	Opening Balance	
2.	Subscription	
3.	Recovery of Advance	
4.	Interest Less: Payment/Final Payment/Investments Sub Total :	
B.	Group Insurance Scheme	
(a)	Saving Fund	
1.	Opening Balance	
2.	Subscription	
3.	Interest	
	Less: Advance/Investments	
	Sub Total :	
(b)	Insurance Fund	
1.	Opening Balance	
2.	Subscription	
3.	Interest Less: Payments/Investments	
	Sub Total :	

Total

Secretary

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Form—'A-8'

DELHI COMMISSION FOR SAFAI KARAMCHARIS
SCHEDULE 5—SUNDRY CREDITORS/OTHER LIABILITIES

Sl. No.	Description	Opening Balance	Additions	Repayment	Total Amount
1.	Security Deposit				
2.	Earnest Money Deposit				
3.	Sundry Creditors				
4.	Others Liabilities				
Total					

Secretary

Form 'B'

Annual Report of Delhi Commission for Safai Karamcharis for the financial year April..... March.....

1. Introduced by.
2. Constitution of the Commission including charges therein, if any.
3. Meetings of the Commission.
4. Brief report giving a true and full account of its activities during the year, alongwith its recommendation.

Secretary