Rules for operating and monitoring the Revolving Fund of AMU AUTO CARE CENTRE of CAW at the disposal of MIC, Central Automobile Workshop, Aligarh Muslim University, Aligarh.

1. **Source of fund:**
   (a) Income from the washing/servicing of University vehicles as well the staff vehicles.
   (b) The income realized through the source enumerated above will be recorded in the separate Cash Book of 'AUTO CARE CENTRE' & shall be deposited under the head 'Revolving Fund' of CAW, head code 04DE-09866
   (c) The rates of washing of University vehicles/staff/students will be as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Four wheeler/Two wheeler</th>
<th>Washing (in Rs)</th>
<th>Washing with foaming (in Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bus</td>
<td>200.00</td>
<td>300.00</td>
</tr>
<tr>
<td>2.</td>
<td>Car</td>
<td>150.00</td>
<td>200.00</td>
</tr>
<tr>
<td>3.</td>
<td>Scooter/Bike/Scooty</td>
<td>30.00</td>
<td>50.00</td>
</tr>
</tbody>
</table>

   (d) Payment for the washing of allotted vehicle for educational tours, Seminars & Conferences etc. will be realized as per approved rates.

2. The MIC, CAW & Transport shall be the drawing & disbursing officer (D.D.O.) for the Revolving Fund for the purpose of operating and monitoring the Revolving Fund Account and incurring expenditure as per University rules.

3. The Drawing & Disbursing Officer for the Revolving Fund as above shall have the authority to draw money as advance from the Revolving Fund Account and may incur expenditure for the following:

   (a) Expenditure will be made for the purchase of consumable items i.e. foaming, duster cloths, polishes of dashboard, body, tyre etc. and major or minor repair/replacement purchase and up gradation of any part of the washing plant if required.

   (b) Wages/Salary of washing plant staff. If the funds are not available in M.U. daily wager pool account.

   (c) Contingency (if required), when funds are not available in 'M.U. Fund Account'

   (d) The purchase/repair shall be made as per University rule.

   (e) The Revolving Fund Account of CAW & Transport shall be subject to 'Annual Internal Audit’

   (f) Previous rules shall be as (usual)

In the event of dispute in the interpretation of the rules for operating & monitoring of Revolving Fund, the decision of the Vice-Chancellor or shall be final.

--Sd--
Signature
A.F.O. (Accounts)

--Sd--
Signature
MIC, CAW & Transport