RULES FOR OPERATING & MONITORING THE "REVOLVING FUND" REPAIRS & REPLACEMENT OF VEHICLE, AT THE DISPOSAL OF MEMBER-IN-CHARGE, CENTRAL AUTOMOBILE WORKSHOP & TRANSPORT, ANU, ALIGARH.

1. Source of Fund:
   (a) Income from allotment of University vehicles for personal use.
   (b) The income realized through the source enumerated above will be recorded in the Cash Book & shall be deposited under the head "Revolving Fund" of CAW on the same day or the plowing working day.

2. If the University transport is provided for official use i.e. educational tours, & examination purposes, the maintenance charges will be exempted but the toll tax and permit fee if required and over time of the driver will be paid by the user.

3. The University Transport will be provided for local use to University staff on payment with the prior approval of the Competent Authority & availability of the vehicle. The maintenance charges with driver overtime will be paid by the user. Maintenance charges will be as follows:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Type of Vehicle</th>
<th>Revised maintenance charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bus</td>
<td>Rs. 1000.00</td>
</tr>
<tr>
<td>2.</td>
<td>Mini-Bus</td>
<td>Rs. 700.00</td>
</tr>
</tbody>
</table>

   Note: Rs. 30.00 per additional km or part thereof for both categories.

4. If the University transport is provided for journey outside Aligarh to the University staff with the prior approval of the Competent Authority. The vehicle will be allotted on market prevailing rates. Rates will be revised from time to time with the approval of the competent authority. Toll Tax and permit fee will be borne by the user. Present maintenance charges as per market prevailing rates will be as follows:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Type of Vehicle</th>
<th>Rate per Kms</th>
<th>Detention charges per night</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bus</td>
<td>Rs. 30.00</td>
<td>Rs. 2500.00</td>
</tr>
<tr>
<td>2.</td>
<td>Mini-Bus</td>
<td>Rs. 25.00</td>
<td>Rs. 2000.00</td>
</tr>
</tbody>
</table>

5. The Member-in-Charge, CAW & Transport shall be the Drawing & Disbursing Officer (DDO) for the Revolving fund for the purpose of operating & monitoring the Revolving fund Account & incurring expenditure as per University rule.

6. The Drawing & Disbursing Officer (DDO) for the Revolving fund as above shall have the authority to draw money as advance from the Revolving fund account & may incur expenditure for the following:
   a) Expenditure will be made only on the repair of those vehicles from whom the income was generated.
   b) The expenses on out sourcing the repair & maintenance of vehicles whose facilities are not available in CAW may be disbursed from the said head of account.
   c) Purchase / repair of Electrical items i.e. bulb/CFL/Ceiling/Wall/Table Fan, Air / Water Cooler etc.
   d) Purchase of office requisites.
   e) Purchase/Repair of furniture etc.
   f) Contingency (if required) when funds are not available in "M.U. Fund Account"
   g) Any other unforeseen expenditure subject to the approval of Competent Authority.

7. a) The Purchase/Repair shall be made as per University Rule
   b) The Revolving fund Account of CAW & Transport shall be subject to Annual Internal Audit

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

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