

## SCHEDULE - II (B)

### SCHEDULE CONTAINING THE FINANCIAL POWERS OF THE DIRECTOR OF POSTAL SERVICES HAVING INDEPENDENT CHARGE IN DEPARTMENT OF POSTS

- Note-1: For the purpose of this schedule, Directors include Directors (Mail Business) and Directors of Postal Divisions in the Circles.
- Note-2: The powers in this Schedule are subject to the limitations and restrictions laid down in the Delegation of Financial Powers Rules, 1978 regarding the financial powers of the authorities subordinate to the President and they can be exercised only in respect of the Officers and the establishment under the control of the Director General (Posts).
- Note-3: The powers mentioned herein shall be exercised subject to the condition that expenditure involved shall be met from the funds placed at his/her disposal by the Heads of the Circles.
- Note-4: No work requiring sanction of higher authorities may be sanctioned by the Officer in parts as two or more distinct works.
- Note-5: These powers shall not be delegated further nor shall any person shall be authorised to exercise these powers.
- Note-6: Financial Powers contained in this Schedule-II (B) shall be exercised keeping in view the conditions and limitations contained in Delegation of financial Power Rules, General Financial Rules, Financial Hand Book Volume-I, Fundamental Rules, Supplementary Rules and Departmental Code Books, Manuals and powers delegated by the Postal Services Board and instructions/guidelines issued by the Ministry of Finance from time to time.
- Note-7: All conditions/instructions as contained in column-4 of the Schedule-II /Schedule-II (B) shall be complied with while exercising financial powers so delegated.

SCHEDULE – II (B)

SCHEDULE OF FINANCIAL POWERS DELEGATED TO DIRECTORS OF POSTAL SERVICES HAVING INDEPENDENT CHARGE IN THE DEPARTMENT OF POSTS

Sl.No.	ITEM OF EXPENDITURE	EXTENT OF FINANCIAL POWERS DELEGATED	RULES, ORDERS, AUTHORITY, RESTRICTIONS OR SCALES TO WHICH THE EXPENDITURE SHALL BE INCURRED
(1)	(2)	(3)	(4)
1.	Ad-hoc Payment of arrears of Pay and Allowances	Rs.10, 000/-	May sanction ad-hoc payment not exceeding Rs. 10000/- of arrears of pay and allowances where pay fixation was duly verified by the Accounts Officer concerned but the arrear claims arising there from cannot be verified by the Circle Accounts Office due to destruction of records. The exercise of this power is subject to the provisions of Rule –28 of FHB vol. I. Claims of arrear s exceeding Rs. 10000/- will be referred to the Directorate (Rule 83 of GFR & Rule 28 of FHB Vol.I) Note: Heads of Circles are competent to authorize investigation of claims for arrears of pay and allowances which are more than six years old and in respect of which the connected records are not available in Circle Accounts Office up to Rs. 10,000/-. (DGP &T No. 15-53/80-PAP dt. 22-1-82)
1A	Payment of Pay and Allowances claimed on behalf of deceased	Full powers	Subject to the provisions of Rules 233 & 235 of FHB Vol. I (DGP & T 18-8/69-CI dt.3.8.70)
2.	Honorarium		
(a)	(i) Honorarium for setting and valuating question papers for examination for recruitment of clerical cadres.	Rs.2500/-	Item No.19 (b) of Appendix 3 of FRs read with FR 6. Grant of honorarium shall be regulated as per provisions contained in FRs 46(b).  Note-1; Honorarium should not be granted in respect of items of works indicated in Department of Personnel & Training O.M. No.17011/3/97-Estt.(Allowance) dt.17-7-98  Note-2; The rate of honorarium for setting question papers,
	(ii) Rent for examination hall.		

	(b)	<p>(iii) Hiring of furniture.</p> <p>(iv) Remuneration to Supervisors.</p> <p>(v) Printing of examination papers and forms.</p> <p>(i) Honorarium for setting and valuing answer papers of examination for recruitment to postmen, Village Postmen and Mail guards.</p> <p>(ii) Honorarium in connection with SB control work.</p>	Rs.2500/-	<p>valuing answer papers and payment to supervisors, invigilators for various departmental examinations will be governed by the orders issued from time the Directorate from time to time and scale laid down in Appendix 27 of P&amp;T Manual Vol. IV</p> <p>Item No. 18 of Schedule –V of DFPRs 1978</p> <p>Item No.19 (b) of Appendix 3 of FRs read with FR 6. Grant of honorarium shall be regulated as per provisions contained in FRs 46(b).</p> <p>Note-I; Honorarium should not be granted in respect of items of works indicated in Department of Personnel &amp; Training O.M. No.17011/3/97-Estt.(Allowance) dt.17-7-98</p> <p>Note-2; The rate of honorarium for setting question papers, valuing answer papers and payment to supervisors, invigilators for various departmental examinations will be governed by the orders issued from time the Directorate from time to time and scale laid down in Appendix 27 of P&amp;T Manual Vol. IV</p> <p>Item No. 18 of Schedule –V of DFPRs 1978</p>
3		Advances:		
	(a)	Advance Payment to the University or Educational Authorities for conducting recruitment Examination.	Full Powers to the extent of the amount likely to be incurred subject to adjustment in the final bill at the close of examination.	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001

	(b)	Advance to T.B. patients	To be regulated as per Medical Attendance Rules and orders issued from time to time.	
	(c)	Advance for supply of Stores.	30% of the contract value to private firms 40% of the contract value to a State or Central Govt. agency or a PSU.	Rule 159 of GFRs-2005.
4.		For hiring a conveyance	Full Powers when no travelling allowance is admissible under SR-89 read with item No.3 of Annex. to Schedule-V of DFPR.	
5.		Travelling Allowance May sanction the grant of travelling allowance as for a journey on tour but without any halting allowance, to a Govt. servant who is required to make a journey to a hospital to appear before a Medical Board for the grant of a temporary commission in the A.P.S.	Full Powers	D.G. (P) O.M. No. 6-14/*7-Fin. Coord (Vol. V) dated 26-3-2001
6.		Contingent Expenditure (Recurring)		
	(a)	May sanction items of recurring	Up to Rs.10,000/-	Rule 13(2) and Schedule- V of DFPRs.

	contingent expenditure on any item for which no scale or limit to his power of sanction is prescribed elsewhere.	per month in each case	
(b)	May also sanction the following classes of recurring contingent charges		
	(i) Municipal and other rates and taxes	Full powers	Sl. No. II of annexure V of DFPRs
	(ii) Property Tax to the Municipalities/Panchayat/Local Boards in respect of rented buildings where owners of building fail to pay the same; the amount so paid will be recovered by the Deptt. in full from the future rents payable to the owner.	Full powers	Conditions. (i) The recovery should commence from the rent bill for the month following one in which the tax is paid to the municipalities etc. (ii) This power will be exercised only in respect of the buildings for which leases in the prescribed form Genl.8 have been executed by the Deptt. with the owners.
	(iii) Stationery Allowance to GDS Staff		
	(a) May sanction a stationery allowance per month for each extra Deptt. Branch Office and Extra Deptt. Sub Office for meeting the cost of articles of stationery except carbon paper and sealing wax required for the use of those offices. EDBO/EDSO for meeting the cost of articles of stationery except Carbon Paper & sealing wax required for office use.	Full Powers as authorized by the Directorate from time to time.	Rule 341B of P&T Manual Vol. II
	(b) May also sanction a stationery allowance to the GDS	Full Powers as authorized by the Directorate from time to time.	Rule 341B of P&T Manual Vol. II
	(iv) Fixed stationery charges		
	Fixed Stationery Charges for any	Full Powers as	

	<p>post office and for the office of the Superintendent of Post Offices with in the maximum admissible under the departmental formula for determination of such charges. other then EDBO/SO.</p> <p>Note: Fixed Stationery Charges are not admissible for an officer in charge of ED Sub or Branch post office (DGP&amp;T No. 315-Est.6/3 of 16.12.81</p>	<p>authorized by the Directorate from time to time.</p>	<p>Rule 341-A and 341-AA of P&amp;T Manual Vol. II</p>
	<p>(v) Fixed Contingent allowance. May sanction fixed Contingent allowance for Record offices and Divisional Offices</p>	<p>Full Powers as authorized by the Directorate from time to time</p>	<p>DG (P) OM No. 6-14/87-Fin. Coord. (Vol.V) dated 26.03.2001</p>
	<p>(vi) Renting of accommodation</p> <p>May sanction renting of accommodation required for public purposes within the limits prescribed below: -</p>		
	<p>For Office: -</p> <p>(a) Administrative and Operative Offices including Inspection Room/rest houses etc.</p> <p><u>Classes of Cities:-</u></p> <p>A-I A B-I B2 Others</p>	<p>Rs.75,000/-p.m. Rs.32,500/- p.m Rs.30,000/-p.m. Rs.22,500/-p.m. Rs.15,000/-p.m.</p>	<p>Rule 13(2) and item no. 16 of annexure to schedule V of DFPRs Note: Whenever the accommodation is hired, it has to be ensured</p>

				that accommodation is as per approved schedule of accommodation and approved scale. Besides, whenever the accommodation is hired, it should be ensured that certificate of reasonableness of rent is obtained from Postal Civil Wing/Rent Control Authority, as the case may.
		(b) For Office-cum-Residence:  Classes of Cities:  A-I A B-I B2 Others	Rs.18,000/-P.M. Rs.15,000/-P.M. Rs.12,000/-P.M. Rs.7,500/-P.M. Rs.6,000/-P.M.	Rule 13(2) and item no. 16 of annexure to schedule V of DFPRs 1. (a) No accommodation may be hired under these powers at Delhi, Mumbai, Chennai, Shimla and Kolkatta for any office which is entitled to general pool accommodation provided in these places by the Ministry of Urban Development.

	<p>(c) For residential &amp; other purposes: Classes of Cities</p> <p>A-I A B-I B2 Others</p>	<p>Rs.4500/- P.M. Rs.3500/- P.M. Rs.3000/- P.M. Rs.2500/- P.M. Rs.750/- P.M.</p>	<p>(b) Where the Central Public Works Department operates, it shall invariably be consulted and required to give a certificate of non availability of Govt. Accommodation within a reasonable time consistent with the urgent needs of the public service and also as to the reasonableness of the rent.</p> <p>2. Private accommodation should normally be hired for office purposes only. Where, however, such accommodation of the proper scale and according to requirements of office concerned is not available or, where special circumstances exist, accommodation may be hired for office-cum-residence, residence or other purposes. Where the accommodation is hired for office cum residence purposes, the residential portion shall be allotted to a specific post and thereafter, it shall be incumbent on the Govt. servant holding the post to occupy the residential portion until alternative accommodation is secured for office also vide Supplementary Rules 311, 312. Only such accommodation as is surplus of the office requirements may be set apart as residential accommodation and allotting it to any post, it should be ensured that the residential accommodation is not excess of what is appropriate to the status of the incumbent of the post according to the prescribed standard subject to a variation up to 5 per cent.</p> <p>3. The standard Licence Fee for the residential portion of the accommodation as per instructions issued by Govt. from time to time may be recovered.</p> <p>4. Accommodation shall not be hired for a period exceeding five years at a time.</p> <p>5. These powers will be further subject to the assessment of rent by the appropriate Departmental Committee (FRAC).</p> <p>Note: - Renting of accommodation includes renting of land also. The monetary limit for exercising of the above said powers will depend on the purpose for which land is hired, i.e. for office cum residence or residence.</p> <p>Remarks: The accommodation of the categories mentioned at items 2-6 below should be regarded as office accommodation. So for as renting of garage is concerned the power to be exercised should be determined by their location, whether as part of office or part of residence. In regard to open land also the same powers for renting building according to the use to which the land is intended to be put to.</p> <p>!. Garages. 2. Store God owns</p>
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|  |  |  | <ol style="list-style-type: none"><li>3. Inspection Room.</li><li>4. Inspection Quarters</li><li>5. Canteens, Recreating rooms, Dining halls, Dormitories, Libraries, Reading rooms etc.</li><li>6. Training classes.</li><li>7. Open ground for any authorized purpose</li></ol> <p>(D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001</p> |
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	(vii)	Renting of residential accommodation for the P&T Staff in the Project Areas/New township.	May sanction renting of accommodation for the Postal staff stationed in these areas from Project authorities/Railways/State Govt. and Central Government department.	Subject to the following conditions: - (i). Rent of the building does not exceed 8% of the Capital cost of the building. (ii). Type of accommodation to be rented for staff corresponds to that laid down by the Department for official in various pay groups subject to variation up to 5%. (iii) Percentage provision of residence to Postal staff is not more than the percentage which the project authorities etc. have themselves provided to their own staff at the station. (iv) Recovery of rent from the staff to whom these quarters are allotted should be as per instructions issued by the Govt. from time to time. & the difference, if any, between the rent paid to the land lord and that recovered from the allottees will be borne by the Government. (v) While calculating non-returnable contributions/guarantees, in respect of the Post offices provided in the project areas/townships etc. loss involve in renting such residence should also be taken into account. (D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001
	(viii)	Reduction or discontinuance of rents	May sanction reduction or discontinuance of rents paid by Govt. (ie. Postal Deptt.) for building including rest houses runners' huts and accommodation for placing mail chest at Railway station leased to the Postal Deptt. Subject to the restrictions given in Rule-436 of P & T F.H.B. Vol. I.  Note; The	(D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001

			restrictions in Rule 436 of Financial Hand Book, Vol. I are not applicable to the cases of reduction or discontinuance of rents paid by Govt. for buildings, huts etc. when it is sanctioned by Head of Circle/PMG	
	(ix)	Rent for runners huts and accommodation required placing chests at Railway Station.	Rs. 500/- per month in each case	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001
	(x)	For oiling Mail carts etc.	Up to Rs.50/- P.M. in each case	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001 These items are covered under recurring contingent expenditure as indicted in serial No 6 (a) above.
7.		Contingent Charges (Non-recurring)		
	(a)	May sanction non-recurring contingent expenditure unless another limit is specified for any particular item in this Schedule provided there is nothing novel, doubtful or irregular in the character of the expenditure and subject to provisions of rule-10 of the Delegation of Financial Powers Rules-1978 and subject to the availability of funds.	Rs. 30,000/- in each case	Schedule-V read with Rule-13 (2) of DFPRs
	(b)	Subject to such restrictions as are prescribed in column-4 and also		D.G.(P) O.M. No.6-14/87-Fin.coord.(Vol-V) dated 26-3-2001.

	instructions issued by the Govt. from time to time, may also sanction the following classes of expenditure of non-recurring character.		
	(i) Advertisement charges	Up to Rs.1,20,000/- in each case.	MF (C ) Endst.No.18/10/59-CI dated 8-4-60. DGP&T No.18-8/69-CI Dt.3-8-1970. Enhanced vide DGP&T No.3-4/82-EB (Pt.2) C dt.26-5-82 Advertisements are to be released through DAVP only.
	(ii) Payment for the provision of escorts for conveyance of cash.	Full Powers	Sl.4 of Annexure to Appendix-V of DFPRs and MF (C) Endst.No.18/45(59)-CI dated 5-9-60.
	(iii) Electric, Gas and Water Charges	Full Powers	Sl.4 of Annexure to Appendix-V of DFPRs
	(iv) Official and non-official publications	Full Powers	Sl.15 of Annexure to Schedule-V of DFPRs (i) Priced publications of the Central Govt. shall be purchased in accordance with the provisions of Appendix XIII to the Rules for printing and binding. (ii) The distribution of unpriced publication of the Central Govt. should be controlled by the Heads of Circles responsible for their issue. The distribution list should be vetted by them before the printing is undertaken. The vetting should be done by an officer not below the rank of a Director.  (iii) Maps produced by Survey of India shall be purchased in accordance with the rules issued in this behalf by the Surveyor General of India.  (iv) Non-official Publications include books, Newspapers, Periodical Publications etc.
	(v) Petty local purchases of articles of stationery	Rs.75,000/- per annum	Sl.21 (B) of of DFPRs read with Rule 13 (2) and GOI Decision No.7 there under.
	(vi) Printing & Binding (a) Printing and Binding through Directorate of Printing	Full Powers	Sl. 14 of Schedule V of DFPRs.
	(b) Expenditure on Printing for	Full Powers	DGP&T No. 18-1/74-CI dated 7/22-5-75, No. 11-7/78-CI dated 3-

	essential and non essential forms through Private Presses		1-79.
	(c) Others	Rs.18,000/- in each case	DGP&T No. 18-1/74-CI dated 7/22-5-75, No. 11-7/78-CI dated 3-1-79. These powers will be exercised in respect of all cases of printing at private presses where the rates to be paid do not exceed those admissible under the schedule of rates maintained for the time being by Dte. Of Printing.  Conditions: - Printing of certain special forms and Foreign post bag labels may, however, be sanctioned by Heads of Circles (para 30 of App. 13, P&T F.H.Book Vol. I (Second Edition)
	(d) Sanction of expenditure on local purchase of paper for printing of forms.	Up to 4 months requirement on competitive tender basis on each occasion.	Conditions: - (a) That the paper for printing of forms is not available from the Central Stationery Office, Kolkata or other Govt. source. (b) That the quantity of paper so purchased locally is intimated to the central Stationery Office, Kolkata and Postal Directorate for effecting corresponding reduction in the demand placed on that office; and (c) That the expenditure remains within the budget allotment. [M..F. (C) letter No. 14/4/64-MI dated 18-6-60]
	(vii) Legal Charges		
	(a) Fees to Barristers, Advocates, Pleaders, Arbitrators & Umpires.	Full Powers	Sl. 9 (1) of Annexure to Schedule V of DFPRs. Expenditure shall ordinarily be incurred only with the previous consent of the Ministry of Law except – (a) in cases involving a total amount of Rs.3,000/- for a case in High Court and Rs.1,000/- for a case in any other Court. (b) in respect of fees of Advocates whose names are borne on the panel approved by the Law Ministry for engagement in the High Courts of Kolkata and Mumbai unless special fees exceeding fees admissible under the sanctioned schedule of fees are claimed; (c) in respect of fee of Govt. Pleaders appointed by the Government of India in the Ministry of Law under clause (a) of Rule 8-B of Order XXVII of the First Schedule to the Code of Civil Procedure, 1908 (5 of 1908) or of State Law Officers, where the fees payable are in accordance with the scale of fees fixed by the

				High Court, or State Government or any Law for the time being in force or are settled or determined by the Ministry of Law, as the case may be; and (d) in respect of fees of advocates whose names are borne on a panel approved by the Law Ministry for any Courts other than the high courts of Kolkata and Mumbai unless the special fees exceeding fee admissible under the sanctioned schedule of fees are claimed.
		(b) Other Legal Charges	Rs.10,000/- in each case	Powers for prosecution of law suit vest in the department of the Central Government or any other subordinate authority authorized in this behalf under any law, rules or orders for the time being in force. D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001.  Conditions: (i) Heads of Circles are competent to initiate prosecution in non cognizable criminal cases (Rule133 of P&T Manual Vol.II) (ii) Consent of D.G. is necessary for defence or for the institution of Civil cases. (Rule-127 of P&T Manual Vol. II)
		(c) Arbitration cases	Full Powers in case of authorities vested with powers to refer cases to arbitration; otherwise Rs.10,000/- in each case	Reference to arbitration is made in the name of President and by officers empowered to make such references under Article 77 (2) of the Constitution or by any other officer authorized in this behalf under any law, rules or orders for the time being in force. [Sl. 9(ii) of Annexure to Schedule V of DFPRs]
		(d) Reimbursement of Legal expenses incurred by Govt. Servants in cases arising out of their official duties.	Full Powers	These powers shall be exercised subject to such order as the President may issue from time to time. [Sl. 9(iii) of Annexure to Schedule V of DFPRs]
	(viii)	Purchase of vehicles (handcarts, Trolleys etc. for conveyance of Mails but not for motor vehicles).	Full Powers subject to existing conditions.	Sl.No. 10 of Annexure to Schedule V of DFPRs

	(ix)	Maintenance, upkeep & repairs of vehicles (including Motor vehicles)	Full Powers	Sl. 10 of (iii) of Annexure to Schedule V of DFPRs
	(x)	Purchase, repair & renewal of bicycles.	May exercise full powers for purchase, repairs and renewal of bicycles for official use of his own office or in subordinate offices.	Sl.No. 1 of Annexure of Schedule V of DFPRs  (The supplies shall be obtained through DGS&D or against the rate contract placed him)
	(xi)	Fixtures and furniture; purchase and repairs	Full Powers subject to the prescribed scale and other conditions that may be prescribed by the Govt. from time to time.	Sl.No. 5 of Annexure to Schedule V of DFPRs read with GOI decision No. 7 below Rule 13 of DFPRs.
	(xii)	Charges for registering the lease of buildings for post offices and for granting travelling allowances to owners of land for their journey's to and from registration office to register instruments of title for lands on which post offices are situated.	Full Powers	Rule 34 Appendix 13 P&T FHB Vol. I (Second Edition)
	(xiii)	Hire of office furniture, electric fans, Heaters, Coolers, Clocks and Call bells.	Full Powers	Sl. No. 7 of Schedule V of DFPRs. Conditions: All places within the area in which the CPWD/Postal Electrical Division operates, that department is responsible for supplying electric fans (other than table fans) required for use in any office or department and power to hire such articles may be exercised by subordinate authorities only in cases where the CPWD/Postal Electrical Division is unable to supply them.

	(xiv)	(a) Meals supplied to staff detained in office for maintaining regular and essential services in period of emergency.	May incur expenditure up to a maximum of Rs.50/- per meal and Rs.20/- for breakfast per head.	Rule 13(2) and Schedule –VI of DFPRs.
		(b) Working Lunch	Rs.150/- per head during meetings, Conferences/ Seminars/Worksh ops, which start in forenoon and continue beyond lunch time.	MOF (DE) OM No. 7(2) E-Coord./o3 dated 25.03.2004. DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005.
		(c) Light Refreshment at formal inter-departmental, inter-state and other meetings and Conference	Up to Rs.5/- per head for any one meeting- Monetary limit is *Rs.5,000/- a year (Recurring) and Rs.20,000/- (Non Recurring)	Schedule VI of DFPRs read with Rule 13(2) of DFPRs. DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005.
	(xv)	(a) Freight charges	Full Powers. Sanction for airlifting should be accorded by the D.G. (Posts) only in consultation with Internal Financial Adviser.	SI. No. 6(i) of Schedule V of DFPRs.
		(b) Demurrage/ wharf age charges	Full Powers subject to the condition that each case exceeding	Note: Air lifting of stores should be resorted to only in rare cases of extreme urgency and such cases should be reported to Director General (Posts) annually. SI.No. 6(ii) of Schedule V of DFPRs.



			Rs.1,000/- should be reported to PMG/CPMG.	
	(xvi)	Funeral Expenses	May sanction expenditure of funeral expenses, incidental to the death of departmental employees in Departmental Premises or on duty at out stations where their bodies can not be disposed of by relatives or friends up to a limit of Rs.5000/- in each case.	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001 Rule 13 (2) and Govt. of India's Decision No. 7 below Rule 13 of DFPRs.
	(xvii)	Miscellaneous Expenditure		
		(a) Foundation Stone laying ceremony and opening of public buildings and other occasion like inauguration of new service and celebration of Postal Week etc.	Up to Rs.20,000/- on each occasion subject to existing conditions.	Schedule VI of DFPRs. Note: The expenditure should not exceed the limit at all including expenditure of contingent nature like printing of invitations, provision of Shamianas, refreshments, garlands, photographs etc.
		(b) Other Miscellaneous expenditure	Up to Rs.15,000/- non-recurring expenditure and Rs.1500/- a year on each item of recurring expenditure.	Schedule VI of DFPRs
		(c) Illumination of Buildings on important occasions	Rs.12,000/- in each case.	Schedule VI of DFPRs. Condition: The State Govt. buildings in the neighbourhood of P&T buildings are illuminated and that instructions issued from time to time by the Ministry of Urban Development such as calling for tenders and

				<p>acceptance of lowest one are followed and that rates paid should be limited to those paid by the Govt. for illumination or the rates offered by the lowest tender whichever is lower.</p> <p>Note (1) In case where the maintenance of the office building is entrusted to Central Public Works Department, Postal Civil/Electrical Wing, it should be desirable to utilize that agency.</p> <p>Note (2): The expenditure would be met from the sanctioned grant placed at their disposal.</p>
	(xviii)	Fire Protection Appliances	<p>Full Powers.</p> <p>May sanction purchase of Fire Protection appliances according to the prescribed scale mentioned in appendix 10 of P&amp;T Manual Vol. II</p>	<p>DGP&amp;T No. 16-47/60/B/CI dated 15-2-1961</p> <p>Note 1- This power will be utilized by the Gazetted Officer in charge of the buildings, Gazetted Heads of Offices and the Heads of Circles.</p> <p>Note 2- The expenditure on this account will not be taken into account for the purpose of applying the annual monetary limit laid down for purchase and repair of furniture for the office.</p>
	(xix)	Local Purchase of Rubber-Stamps	<p>Full Powers</p> <p>Subject to any orders issued from time to time.</p>	<p>SI.No. 21 (C) of Schedule V of DFPRs.</p> <p>Not: A separate register be maintained as laid down in Rule 348 of FHB Vol. I.</p>
	(xx)	Procurement of all office equipments including typewriters, electronics typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil, Dictaphones, tape recorders, photo copiers, copying machines, addressographs, filling and indexing systems etc. excluding computers of all kinds.	<p>Full Powers</p>	<p>SI.No 26 (a)(1) Schedule V of DFPRs.</p>
	(xxi)	Purchase of Stores		<p>SI.No. 22 of Schedule V of DFPRs.</p>
		Other Stores required for working	<p>Full Powers.</p>	<p>The sanction of competent authority for executing the works</p>

		of an establishment, instrument, equipment and apparatus.		<p>carries with it the sanction for incurring necessary expenditure on the purchase of Stores required for the work.</p> <p>Note: (1) This power should be exercised in respect of items to be socked/issued through Postal Stores Depot.</p> <p>Note: (2) This power should be exercised in respect of items to be procured centrally as per the orders issued from time to time by the Directorate.</p> <p>Conditions: -</p> <p>(i) This financial power shall be exercised subject to availability of funds provision in sanctioned estimates, calling of competitive tenders, observance of other prescribed formalities and necessity for purchase being fully established on each occasion. In case of local purchase of stocked items of stores in question if these are not available in the stores depots and when due to urgency it is not possible to wait for supplies through the Stores Organization.</p> <p>(ii) In all cases of urgent needs where these are likely to be delayed in getting supplies of DGS &amp; D rate contracted items through operation of such rate contracts, the same items could be purchased from the open market as long as the price to be paid for such items does not exceed those stipulated in the rate contract.</p> <p>Such purchases should not exceed Rs. 20,000/- at a time and Rs.1,00,000/- in a year and are exercised in accordance with the powers delegated under D.F.P. Rs. 1978. (Sl. No. 16 below Rules 128 of GFRs.)</p> <p>(iii) Where the Direct Demanding Officer can not for valid reasons, draw supplies against the rate running contracts concluded by the DGS &amp; D they should restrict their direct purchases within the limit in (ii) above. For purchases in excess of these limits, they should send indents to the DGS &amp; D so that organization can cover them against rate contracts or place orders based on ad-hoc enquiries.</p> <p>(iv) All locally purchased items should be got inspected by Govt. Testing Organization to the extent feasible to ensure their quality standard.</p>
(xxii)	Commission charges for Auction of Stores.	Up to Rs.5000/- on any occasion	D.G.(P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001 Note: Where it is possible to do so, sliding scale of commission	

			at rates not exceeding those paid by the P.W.D. or the State Govt. concerned.	should be adopted. The following model scale is given for guidance but it may be departed from to meet local conditions provided that limit laid down is not exceeded. (a) For the first Rs. 200/- 5 percent (b) Rs. 300/- 4 " (b) Rs. 500/- 2 " (b) Rs.1000/- 1 "
8.		Waiver of recovery of second commission in IPOs which are presented for payment after six months after the last date of the month of issue, provided that the delay in presenting IPOs after six months is entirely due to the action of Public Authority viz. a Court of Law or the post offices etc. or due to the circumstances beyond the control of the payee or the purchaser of the IPOs concerned and further that except in the case where payment is to be made to any Govt. or quasi-Govt. Departments.	The value of IPOs does not exceeds Rs. 1000/- in each case.	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001

9.		<p>Conveyance of Mails. (a) By Road Transportation</p>	<p>(i) Up to Rs. 9 Lakhs p.a. (Rs.75,000 per month) in each case where normal procedure of inviting tenders is adopted (ii) Up to Rs.7,500/- per month in each case without inviting tenders in case of emergency only. Provided the work is temporarily entrusted to any nominee of the Ministry of External Affairs or of State Govt. or to a monopolist transport operator or to Civil Aviation company. (iii) Up to Rs.4,500/- per mensem in each case for a period of not exceeding six months without calling for tenders in emergent cases where the normal procedure of inviting tenders is likely to cause delay or</p>	
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			administrative inconvenience subject to the condition that reasonableness of the rate is certified by the sanctioning authority.	
	(b)	All Contingent charges incurred for the diversion and conveyance of mails owing to breaches, floods and accidents over the Railway lines and on roads.	Full Powers	Rule 13 (2) of DFPRs.
10		Hire and maintenance of computers of all kinds	Full Powers.	SI.No. 26 (a) (ii) of Annexure to Schedule V of DFPRs.  Note: The expenditure on the maintenance (including repairs), upkeep when the work is entrusted to a Public Sector Undertakings and hire for block time in case of exigency faced by breakdowns, erratic power supply, non availability of computer spares of special nature at short notice etc., when time bound work has to be completed, shall be incurred subject to general or special instructions issued by the Ministry of Finance or Department of Electronics from time to time in this behalf. The expenditure towards replacement of computers should be met only from non-plan revenue funds.

11		Refunds:		
	(a)	Advertisement Charges	May sanction refunds of advertisement charges up to Rs.2000/- only in each case.	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001
	(b)	Earnest Money	Full Powers May sanction: (i) The refund of the earnest money deposited by tenderers in respect of contracts immediately after their tenders are rejected. (ii) the refund of earnest money deposited by the successful tender after the agreement has been executed and security for its due performance deposited, unless otherwise provided for in the contract itself.	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001
	(c)	Postage etc.	Full Powers subject to the following: (i) May sanction at his discretion the refund of the face value of (a) Unused but spoilt postage	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001

			<p>stamps, both ordinary and service, subject to a reduction of 6 ¼ % provided that no claim to refund is considered in respect of any but complete sheets of such stamps, and</p> <p>(b) Unused but spoilt postal stationery subject to a reduction of 20% provided that the claim relates to not less than a complete ream of such stationery.</p> <p>Note: Refunds shall not be granted in respect of unused and serviceable postage stamps tendered by the face value in cash.</p> <p>(Paragraph 4 of GI. I&amp;L Department letter no. 54-Misc-28-St dated 31<sup>st</sup> May, 1929)</p> <p>(c) Refund of the value of postage</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p> <p>Article 181 (f) of the P&amp;T .Initial Account, Code Vol. and F.O. (c)'s Endst . I.M. 597-T.I.37 dated 10-1-1939.</p>
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			<p>stamps found loose in letter boxes or at post office counters.</p> <p>(d) May sanction refund of postage on account of impressions of the franking machine made in error (less a deduction of 5% on the face value) on the surrender of the envelopes or the wrappers provided that impression is legible, the envelope or wrapper is produced and that the claim is preferred within three months of the date of the first impressions.</p> <p>(e) May sanction refund in respect of unused units of postage in a franking machine which has been condemned or the use of which has been discontinued before the full value of the postage for which</p>	<p>Remarks: - before a refund is sanctioned it should be seen that the machine is not used without a fresh license</p> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>
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			<p>the machine has been set by the Post Offices has been exhausted, provided that the claim is preferred within three months of the date on which the machine has been condemned has been discontinued.</p> <p>(ii) May sanction:</p> <p>(a) Refunds of postage on articles, which has been maliciously sent unpaid for the purpose of annoying the addressee.</p> <p>Note: - Every application for the refund of postage on article should be accompanied by the original cover or wrapper except in the case of article addressed to a foreign country.</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>
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(b) Refund of commission on money orders wrongly accepted by the post offices for transmission to a place with which there is no money order exchange.

(c) Refunds of unused postcard, empty unused embossed envelopes, current coin or currency note found in letter boxes or at post office counters, the value of which has been credited in the account of the post office concerned.

			<p>(d) Refunds of amount overpaid by or short paid to a member of the public while transacting business with the post office and found in excess in the account.</p> <p>(e) Refund to the addressee of a value payable article of the sum of money recovered from him, if the PMG is fully satisfied after enquiry that the article was sent with the intension of defrauding the addressee.</p> <p>(f) Refund of amounts on account of the value of perishable and dead articles sold by Returned Letter Office</p> <p>(g) Refund of telegraph charges</p> <p>(h) Refund to the public for loss</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>
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			<p>caused by money having been misappropriated by a Postal official or fraudulently obtained from the post office by an outsider (vide clause I Rule-223 of P&amp;T Manual Vol. V).</p> <p>(i) Refund of amount of a money order (including the commission when the refund is made to the remitter instead of the payee) in case where money received for the issue of the money order has been misappropriated by a Postal official [Vide clause (2) of Rule-222 ibid]</p> <p>(j) Refunds in each case (Up to the amount which the Head of the Circle can write off in the case of loss of cash or stamps) of losses caused to the remitter of an</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>
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			<p>ordinary or a telegraphic money order in consequence of deception having been practiced upon such remitter.</p> <p>(k) Refund of commission on telegraphic or ordinary money orders which cannot be paid owing to the fault of service. Such refunds should be granted in very exceptional circumstances and not in cases of ordinary loss or delay.</p> <p>(l) Refunds to the sureties of a Postal official of any amount recovered from them to adjust losses caused to Govt., when the amount of loss is subsequently recovered.</p> <p>(m) Refunds of supplementary fee of a telegraphic</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>
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			<p>money order in cases where the telegraphic charges is refunded to the remitter due to the fault of the service.</p> <p>(n) Refunds of value and poundage of lost British Postal Orders to the Postal official or officials from whom the same were recovered in the first instance subject to the conditions laid down in Article 319 P&amp;T Initial Account Code Vol. I.</p> <p>(o) Refunds of air surcharges or the difference between the Airmail fee –cum- postage and surface postage.</p> <p>(p) Full refund of postage on account of impressions of franking machines made on postal article</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>
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			<p>when such articles can not either be posted or if posted are returned to the licensee due to suspension of service in that area provided that: -</p> <p>(i) Sufficient prior notice to the public about suspension of the postal service was not given; and</p> <p>(ii) That the entire envelopes, wrapper of the address labels are produced and surrendered, the impressions are legible and the claim is preferred with three months of the date of impression.</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>
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				D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001
	(d)	Fee for duplicate SB pass book	May sanction refund of the fee already realised under Rule 22 of the Post Office Savings Bank Rules in case, the original pass book is found before the duplicate is actually issued and the loss was reported under a bonafide misapprehension.	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001
12		Write off:		
	(a)	Write off of the irrecoverable losses of cash or stamps by accident, fraud, robbery, negligence or other causes	Rs.50,000/-for loss of stores not due to theft, fraud or negligence. In other cases the power should only be Rs.20,000/-. Subject to the same conditions as applicable to D.G. at present.	Schedule VII of DFPRs. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005.
	(b)	Stores: (i) Irrecoverable losses by fraud, theft or negligence.	Rs.10,000/- in each case.	Schedule VII of DFPRs. Note: The other conditions will continue to be applicable as at

	(ii) Irrecoverable losses in other cases	Rs.25,000/- in each case.	present. D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001
(c)	Deficiency, depreciation and shortage	Rs.25,000/- in each case. Provided the deficiency or depreciation does not disclose any defect in rules or negligence on the part of the staff.	D.G.P&T O.M. No. 18-1/74-CI dated 22-5-1975 Note: (i) Any defects of the system, the amendment of which requires the order of higher authority, or (ii) Serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action requires the orders of higher authority.
(d)	Irrecoverable loans and advances	Rs.2000/- in each case.	Schedule VII of DFPRs. D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001
(e)	Write off of the value of damage or spoilt postage stamps and stationery and useless or obsolete postal stationery if held in quantities less than a complete packet	Rs.2000/- in each case.	Remarks: In every case a copy of the order together with the postage stamps or stationery to which the order relates unless should be submitted to the Accounts Officer by the postmaster concerned (Article 156 (b) P&T IAC Volume-I.
(f)	(i) Write off of losses arising out of the depreciation of stores in stock and  (ii) The sale of unserviceable and obsolete stores and the writing off of losses arising out of such sale.	Rs.50,000/- on each occasion.	FA P&T's No. M-14/8/34 dated 12-12-34  DGP&T No. 18-8/69-CI dated 3-8-70. Conditions: The loss does not disclose a defect of system, the amendment of which requires the orders of higher authority or serious negligence on the part of some individual officer or officers, which might possibly call for disciplinary action requiring the orders of the higher authority.  For the purpose of this limit, the amount of the loss will be difference between the full book value of the stores concerned and this deteriorated value of sale proceeds as the case may be.  If any such sale results in a loss exceeding Rs.20,000/- a report must be made to the Postal Services Board. Note: - All sanctions under the rule should be communicated with a

				statement of the circumstances to the Audit Office who will scrutinise each case and bring to notice any defect of system that appears to require attention.
13	(a)	Compensation for Losses: (i) Subject to the general rules on the subject, a Head of a Circle may sanction compensation (1) for the loss of or damage to inland insured articles; (2) for loss of an inland uninsured registered letter, packet or parcel or its contents, or if any damage caused thereto in the course of transmission through the post.	Full Powers as per the instructions issued by the Directorate from time to time.	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001
	(b)	Compensation within the prescribed limit for the loss or damage to insured and registered articles or parcels sent to and received from foreign countries provided that such compensation is payable under rules.	Full Powers	Note; All cases in which there is any dispute between the Indian Post Office and any other Postal Administration should be submitted to the Director General for orders. D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001
14		Compensation to the victims in accidents involving Departmental vehicles: -		
		(i) In case of death of a person	Rs.30,000/-	D.G. (P) No. 2-1/94-MV Dated 24-2-1995
		(ii) In case of permanent disablement of any person due to accident.	Rs.15,000/-	D.G. (P) No. 2-1/94-MV Dated 24-2-1995 Note: The above are subject to fulfillment of various conditions and formalities as prescribed in amended Act and observing the procedural and other formalities prescribed by Ministry of Shipping and Transport as circulated in the letter No. 2-1/94-MV dated 24-2-95.
15		Restoration of recovered contents.	Full Powers subject to general rules, the restoration of the recovered contents of lost	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001

			insured inland articles to the senders up to the amount of insured value of the articles.	
16		Addition and alteration to Government Buildings		
	(a)	(i) Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations.	Rs.50,000/- in each case.	Sl.No.12 of Schedule-V to DFPRs. In exercising these powers the provisions of Rules 137, 141 and 142 of the General Financial Rules, 1963 shall be observed.
		(ii) Ordinary repairs and maintenance of Govt. Buildings	Full Powers.	Sl. 12 of Annexure to Schedule-V of DFPRs. And DGP&T No.18-7/78-CI/PR dated 31-1-79. Remarks; The powers of the Head of the circle as defined in this clause also apply in respect of electric installation and repairs to and shifting and maintenance of existing electric installations including hiring of fans in rented or leased building the cost of which is chargeable to 'Repairs' to electric Installations provided this charge is a Govt. liability.
	(b)	Repairs and alterations to hired and requisitioned buildings	Upto Rs.50,000/- p.a. (non-recurring). Upto Rs.6,000/- (recurring)	Sl.No. 12(iii) of Annexure to Schedule-V of DFPRs. Conditions: (i).Such expenditure may be incurred only if the landlord refused to meet the charges himself and when the building is released, Government should have the right to remove any installation material added to the building. (ii). Such expenditure should be deducted from the rent payable to landlord and other conditions as stipulated in Rule 391 of F.H.B. Vol. I should also be fulfilled. Note; The annual limits apply to expenditure on each building. Note; Such expenditure should be undertaken only if the landlord refuses to meet the charges himself, or in accordance with the agreement of hiring the building and there is reasonable certainty that Deptt. Shall continue in possession of building for next five years.

17		Security Deposits for supply of electricity and water for installation of electric and water meters.	May sanction payment of security deposits demanded by the electric supply Companies, Local bodies and state Govt. for supply of electricity and water and for installation of electric and water meters in P&T buildings.	D.G (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001. Note 1: These powers shall be exercised only when the Local Bodies and State Govt. have not agreed to accept the letters of guarantee for the safe custody of meters and for the regular payment of electricity and water charges. Note 2: If the Companies accept Departmental guarantee instead of Security deposits, necessary guarantee letters can be issued by the Officers concerned subject to conditions that the allottees desirous of availing themselves of the concession furnish an undertaking in the form prescribed in DG P&T Circular letter No. NB 14/2/55 dated 12-3-1956. The issue of such letters may cover non- permanent Govt. servant also subject to their producing sureties of permanent Govt. servant for purpose of payment of the bills. The accounting procedures will be as prescribed in Rule 487 © of Financial Hand Book Vol. I in respect of Cooperative Societies, and the recoveries should be kept out of the official accounts.
18		Remittance by service Money orders	May sanction the remittance of money due to contractors, suppliers etc. by Service Money Order where the remittance of such charges by Service Money Order is unavoidable and is considered necessary in the interest of public service.	D.G (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001