

SCHEDULE-II

SCHEDULE CONTAINING THE FINANCIAL POWERS OF THE HEAD OF THE CIRCLES AND HEAD OF THE DEPARTMENT OF DEPARTMENT OF POSTS

[Corrected up to 30th September 2007]

- Note-1:** For the purpose of the schedule Head of the Department includes Secretary, Postal Services Board; Head of the Postal Accounts Wing in the Postal Directorate; Chief General Manager, Business Development Directorate; Chief General Manager, Postal Life Insurance Directorate; Chief Engineer (Civil- North Headquarter); Chief Engineer (Civil- South); Principal Chief Post Masters General; Chief Post Masters General; Post Masters General; Director, Postal Staff College of India, Ghaziabad and Controller, Foreign Post, Mumbai.
- 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 by the Head of the Department on the condition that expenditure involved shall be met from the funds placed by the Director General (Posts) at his/her disposal under the head affected or to be made available under that head by re-appropriation within the powers of the Head of the Department concerned.
- 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:** The limits of powers to sanction estimates and to pass excess over estimates etc. as prescribed in this and subsequent schedules apply not only to individual estimates but also to projects which may comprise one or more constituent estimates. The authority competent to sanction a project should be determined on the basis of total cost of all constituent estimates. After a project has been sanctioned by the competent authority, the constituent estimates, excess on a constituent estimate and revised or supplementary estimate to a constituent estimate may be sanctioned by a subordinate authority up to the limits prescribed for that authority.

Note-6: Officers other than the Principal Chief Post Masters General/Chief Post Masters General/Post Masters General shall exercise only such financial powers contained in this schedule which are relevant to their operational requirements.

Note-7: while authorizing financial powers as per Rule-13 (3) of DFPRs it has to be borne in mind that Head of Department shall continue to be responsible for the correctness, regularity and propriety of the decisions taken by the Gazetted Officers so authorized.

Note-8: Financial Powers contained in this Schedule-II shall be exercised as indicated below:

(a) Financial Powers under items 39b), (c), (d) and (e), 7 (a) beyond Rs.10,000/- per annum in each case, 8 (a) beyond Rs.40,000/- in each case, 8 (b) (vi) (xiv), 8(b) (xxiv)(a), 18 (a) (b) (c), 19 (a) & (b), 20, 21, 22, 24, 27, 28, 29, 30 and 31 shall be exercised only by the Heads of the Postal Circles.

(b) Consultation with Internal Financial Advisor will be necessary while exercising the additional delegated financial powers which are in excess of financial powers of Head of the Department as contained in the Delegation of financial Powers Rules, 1978 and as already clarified in Memo No.6-14/87-Fin.Coord. dated 2nd March, 1988 and 28th March, 1988, 12th May, 1988, 3rd July 1990 read with item (viii) appendix 2 of DFPRs and Rule-25 of the DFPRs.

(c) These powers will 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 from time to time.

(d) Existing Schedule-II of Schedule of Financial Powers containing the financial powers of the Head of the Circle shall cease to be operative from 01-04-2001.

Note-9: All conditions/instructions as contained in column-4 of the Schedule-II shall be complied with while exercising financial powers so delegated.

SCHEDULE-II
SCHEDULE OFFINANCIAL POWERS DELEGATED TO HEAD OF CIRCLES AND
HEAD OF THE DEPARTMENT 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.	Creation and abolition of Posts		
(a)	Permanent Posts Group 'C' & 'D'	Full Powers subject to the restrictions indicated in column 4	Detailed instructions are contained in Rule 11 and schedule II of DFPRS. Note; At present there is ban on creation of posts vide Ministry of Finance (Deptt. of Expenditure) OM No. 7(1)-E. (Coord)/84 dated 20-06-1984 and O.M. No.7(7)-E. (Coord)/93 dated 03-05-1993.
(b)	Temporary Posts Group 'C' and 'D' for any specified period	Full Powers subject to the restrictions indicated in column 4	Detailed instructions are contained in Rule 11 and schedule III of DFPRS. Note; At present there is ban on creation of posts vide Ministry of Finance (Deptt. of Expenditure) OM No. 7(1)-E. (Coord)/84 dated 20-06-1984 and O.M. No.7(7)-E. (Coord)/93 dated 03-05-1993.
(c)	Employment of Extra Departmental. Agents	Full Powers subject to the restrictions indicated in column 4	May employ ED Agents of various categories in accordance with the provision contained and on the terms set forth in Chapter XL of Manual of Appointment and Allowances. (4 th Edition) Note; At present there is ban on creation of posts vide Ministry of Finance (Deptt. of Expenditure) OM No. 7(1)-E. (Coord)/84 dated 20-06-1984 and O.M. No.7(7)-E. (Coord)/93 dated 03-05-1993.

2.	(a)	<p>Ad-hoc Payment of arrears of Pay and Allowances</p> <p>Payment of Pay and Allowances claimed on behalf of deceased</p>	<p>Rs.10, 000/-</p> <p>Full powers</p>	<p>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 P&T FHB vol. I. Claims of arrears exceeding Rs. 10000/- will be referred to the Directorate (Rule 83 of GFR & Rule 28 of FHB Vol.I)</p> <p>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)</p> <p>Subject to the provisions of Rules 233 & 235 of FHB Vol. I (DGP & T 18-8/69-CI dt.3.8.70)</p>
3	(a)	<p>Honorarium and Rewards- Honorarium per individual per annum Sl.No.3(B)(1) to (6) and (c) of old schedule of financial powers not included in this schedule as the same shall be regulated in accordance with the rates fixed by the Directorate from time to time and some of these items shall be covered under non recurring contingent financial powers of the Head of Department and Head of the Circles.</p>	<p>Rs.4000/-</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 & 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 to time the Directorate from time to time and scale laid down in Appendix 27 of P&T Manual Vol. IV</p>
	(b)	<p>Cash award to Postal Employees – In any one case for display of exceptional courage and devotion to duty in saving or protecting Govt. property in Civil disturbances or in face of enemy action.</p>	<p>Rs.5000/-</p>	<p>Item No. 18 of Schedule –V of DFPRs 1978</p>
	©	<p>In any one case for display of exceptional courage and devotion to duty in saving or protecting Govt. property in circumstances other than those mentioned</p>	<p>Rs.5000/-</p>	<p>Item No. 18 of Schedule –V of DFPRs 1978</p>

		at (i) above or detection of frauds. In circumstances other than those mentioned above or detection of fraud		
	(d)	In any one case to ED Agents for display of Outstanding coverage and devotion to duty in protecting Government property during Civil disturbances or in the face of enemy action. (Cases of death or injury due to enemy action will not be considered under these orders)	Rs.2000/-	Item No. 18 of Schedule –V of DFPRs 1978
	(e)	Rewards to persons not in Government service (i)For furnishing information leading to the detection and conviction of offenders in criminal cases. (ii) In any individual case to both official and non-official informer for specially good work in particular case of detection and prosecution in connection with anticipatory activities.	Rs.1000/- Rs.1000/-	Item No. 18 of Schedule –V of DFPRs 1978 Item No. 18 of Schedule –V of DFPRs 1978
4	(a)	Advances: Permanent Advance	Full Power	To be regulated in accordance with Rule –90 of General Financial Rules read with Rules 342 and 343 of FHB- Vol. I
	(b)	Motor Car Advance	Full Power	Shall be sanctioned subject to the conditions laid down in Rules 191 to 207 of GFRs and other conditions laid down in Chapter-XIII of FHB Vol .I. The quantum of advance however shall be regulated as per Rule 199 of GFRs as well as orders issued from time to time.
	(c)	Personal Computer Advance	Full Power	Shall be sanctioned subject to the conditions laid down in Rules 199(5) of GFRs and other conditions laid down in Chapter-XIII of FHB Vol .I. The quantum of advance however shall be regulated as per Rule 199 of GFRs as well as orders issued from time to time.
	(d)	Motorcycle /Scooter/Moped	Full Power	Shall be sanctioned subject to the conditions laid in Rule 211 of GFRs.
	(e)	House Building Advance	Full Power	Shall be regulated with reference to the orders issued from time to time by the Ministry of Urban Affairs and Employment read with GFR 269
	(f)	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	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001

			of examination.	
	(g)	Other allowances – May sanction other allowances and advances as laid down in Rules-323, 324, 392, 393, 409, 410, 412 and 418 (2) of Financial Hand Book Vol.I (2 nd Edition)	To the extent as prescribed by the department from time to time.	Rules-323, 324, 392, 393, 409, 410, 412 and 418 (2) of Financial Hand Book Vol.I (2 nd Edition)
	(h)	Advance to T.B. patients	To be regulated as per Medical Attendance Rules and orders issued from time to time.	
	(i)	Advance for supply of Stores.	90% of total value of supply or Rs.one Lakh whichever is less.	(G.O.I. Decision No.\$ below G.F.R. 258(2)
5.		For hiring a conveyance	Full Powers when no travelling allowance is admissible under SR-89 read with item No.3 of Annex. to Sch.V of DFPR.	Item No. 3 of Annexure to schedule- V of DFPRs.
6.		Traveling Allowance May sanction the grant of traveling 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
7.		Contingent Expenditure (Recurring)		
	(a)	May sanction items of recurring contingent expenditure on any item for which no scale or limit to his power of sanction is prescribed elsewhere.	Up to Rs.20, 000/-per month in each case (For HAG), and Up to Rs.10, 000/-per month in each case (For SAG) Revised vide DOP No. 6-1/2005-FC (Posts) dt. 29-7-05	Rule 13(2) and Schedule- V of DFPRs.
	(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 ED 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. EDBOSO 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 EDDA	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 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. Note: Fixed Stationery Charges are not admissible for an officer in charge of ED Sub or Branch post office (DGP&T No. 315-Est.6/3 of 16.12.81	Full Powers as authorized by the Directorate from time to time.	Rule 341-A and 341-AA of P&T Manual Vol. II
	(v) Fixed Contingent allowance. May sanction fixed Contingent allowance for Record offices and Divisional Offices	Full Powers as authorized by the Directorate from time to time	DG (P) OM No. 6-14/87-Fin. Coord. (Vol.V) dated 26.03.2001
	(vi) Renting of accommodation May sanction renting of accommodation		

	required for public purposes within the limits prescribed below:-		
	<p>For Office:-</p> <p>(a) Administrative and Operative Offices including P&T Dispensary, PSD, CSD, Inspection Room/rest houses etc.</p> <p>Classes of Cities:-</p> <p>A-I A B-I B2 Others</p>	<p>1,00,000/-p.m. 50,000/- p.m 40,000/-p.m. 30,000/-p.m. 20,000/-p.m.</p>	<p>Rule 13(2) and item no. 16 of annexure to schedule V of DFPRs</p> <p>Note: Whenever the accommodation is hired, it has to be ensured 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.</p>
	<p>(b) For Office-cum-Residence:</p> <p>Classes of Cities:</p> <p>A-I A B-I B2 Others</p>	<p>Rs.25,000/-P.M. Rs.20,000/-P.M. Rs.15,000/-P.M. Rs.10,000/-P.M. Rs.8,000/-P.M.</p>	<p>Rule 13(2) and item no. 16 of annexure to schedule V of DFPRs</p> <p>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>
	<p>(c) For residential & other purposes:</p> <p>Classes of Cities</p> <p>A-I A B-I B2 Others</p>	<p>Rs.7,000/- P.M. Rs.5,000/- P.M. Rs.4,000/- P.M. Rs.3,000/- P.M. Rs.1,000/- 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</p>

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.

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.

4. Accommodation shall not be hired for a period exceeding five years at a time. However, the Heads of Circles/HOD are competent to acquire lands on lease subject to the following conditions:

(i) The lands shall be taken on lease only from the Central/State Govt. or autonomous corporations /bodies under the Central and state Governments.

(ii) In case where initial lease premium and annual lease, rent is required to be paid, the sum of initial premium and the lease rental for the entire period of lease should not exceed the financial powers of the Head of the Circle for out-right purchase of lands, as prescribed from time to time.

(iii) In case where only annual lease rental is required to be paid, the annual lease rental should not exceed the powers of the Heads of the Circles for renting of accommodation for various purposes as prescribed from time to time.

(iv) The lease terms are very closely scrutinized by the Heads of the Circles for safeguarding the interest of the department. It should be ensured that there is no ambiguity on the lease terms.

(v) The lease should be for the maximum permissible period with a provision for renewal clause as far as possible. These powers shall be utilized subject to the observances of all other usual formalities and procedures regarding acquisition of lands.

5. These powers will be further subject to the assessment of rent by the appropriate Departmental Committee (FRAC).

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.

Remarks: The accommodation of the categories mentioned at items 2-6 below should be regarded as office accommodation. So far 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.

- !. Garages.
 - 2. Store God owns
 - 3. Inspection Room.
 - 4. Inspection Quarters
 - 5. Canteens, Recreating rooms, Dining halls, Dormitories, Libraries, Reading rooms etc.
 - 6. Training classes.
 - 7. Open ground for any authorized purpose
- (D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001

	(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.	<p>Subject to the following conditions: -</p> <p>(i). Rent of the building does not exceed 8% of the Capital cost of the building.</p> <p>(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%.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001</p> <p>Note:- Heads of postal Circles may at their discretion sanction, without reference to the provisions in para 536 of the Posts and Telegraphs Manual, Vol. II fixed office rent of reasonable amount not exceeding the amount fixed by the Directorate (FA(C) Endst, No. ESA-9/41/30 dt. 12-2-34 and 18-9-43.) (FA(C) Endst. No.n-57-128/43 dt.15-8-46).</p>
	(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.	(D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001

			Note; The restrictions in Rule 436 of P& T 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. Sl.No. (7(xii, xiv to (xviii)(a), (b) and (c) of the old schedule of financial power.	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 7 (a) above.
	(xi)	These items are covered under recurring contingent expenditure as indicted in serial No 7 (a) above.	Full powers subject to such conditions as may be prescribed by the Director General	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001
8.		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.80,000/- in each case	Schedule-V read with Rule-13 (2) of DFPRs
		(i) May sanction non recurring contingent expenditure for market survey/studies, hiring of consultants for BD purposes (CGM BD&MD only)	Rs.25 Lakhs- in each case w.e.f. 01-08-2007	DG (P) No. 6-1/2007-FC (Posts) dated 18-7-2007
	(b)	Subject to such restrictions as are		D.G.(P) O.M. No.6-14/87-Fin.coord.(Vol-V) dated 26-3-

	prescribed in column-4 and also instructions issued by the Govt. from time to time, may also sanction the following classes of expenditure of non-recurring character.		2001.
	(i) Advertisement charges	Up to Rs.1,50,000/- in each case. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-05	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.
	(i) (a) Advertisement charges [By CGM (BD&MD Only)]	Up to Rs. 10 lakhs in each case w.e.from 1-8-2007	DG (P) No. 6-1/2007-FC (Posts) dated 18-7-2007
	(ii) Payment for the provision of escorts for conveyance of cash. Sl.8 (b) (iii) & (iv) of old Schedule of Financial Powers are no more relevant	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.

	Sl. No. 8(b)(vi) of old Schedule-Expenditure on hot and cold weather charges		This item is covered under non recurring contingent expenditure as indicated in serial no. 8(a) above.
	(v) Petty local purchases of articles of stationery	Rs.2Lakhs- per annum (For HAG) , and Rs.1Lakh per annum (For SAG) Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005. As per relevant rules of the new GFRs, which have come into effect from 1 st July 2005. The provisions are contained in Chapter VI of GFR.	Sl.21 (B) of of DFPRs read with Rule 13 (2) and GOI Decision No.7 there under.
	(vi) For bulk purchase through PSD in case supply of stock and stationery are not received from respective Stationery Offices and also from suppliers on Dte's approved rate.	Up to Rs.30 Lakhs p.a. (For HAG), and Rs.10 Lakhs p.a. (For SAG) Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005. As per relevant rules of the new GFRs, which have come into effect from 1 st July 2005. The provisions are contained in Chapter VI of GFR.	DG Letter no. 33-1/88-PE-II dated 05-12-1989. Conditions: (i) Local purchases should be so regulated that the overall procurement of stationery stores including those received through the Govt. of India Stationery Office/Regional Stationery Depot does not exceed the total requirement of the indentor calculated on the basis of the quantity of the scale prescribed by the Chief Controller of Printing and Stationery for the consumption of different items of stationery by various categories of staff and after making the local purchase, the indentor should inform the Govt. Stationery Office Kolkata/Regional Stationery Depot, New Delhi, Postal Directorate as the case may be in the first week of April, July, October and January of the particulars of such purchase made during the preceding quarter i.e. quarter ending 31 st March, 30 th June, 30 th September and 31 st December so that the quantities to be supplied by G.I.S.O. and reduced to that extent.
	Sl. No. 8(b)(viii) of old Schedule of Financial Powers		These items are covered under financial powers as indicated in Sl.No. 8 (iv) above.
	(vii) Expenditure on purchase of medicines.	Full Powers subject to the Schedule of stocks to be maintained at each type of	Note: Charges for supplying to the employees of the department with medicines free of cost at certain places which are exceptionally unhealthy and where there are

			dispensary being drawn up in consultation with the Ministry of Health and instructions issued by the Directorate from time to time.	no Govt. hospitals and dispensaries are incurred with the sanction of Director General. DGP&T No. 18-8/69-CI dated 3-8-70. [Item No. 37, Appendix 13, P&T Financial Hand Book Vol. I (second Edition)]
		(viii) Printing & Binding (a) Printing and Binding through Directorate of Printing	Full Powers	Sl. 14 of Schedule V of DFPRs.
		(b) Expenditure on Printing for essential and non essential forms through Private Presses	Full Powers	DGP&T No. 18-1/74-CI dated 7/22-5-75, No. 11-7/78-CI dated 3-1-79.
		(c) Others	Rs.25,000/- 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]
		(ix) (a) Legal Charges	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) Fees to Barristers, Advocates, Pleaders, Arbitrators & Umpires.		(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.
		(c) Other Legal Charges	(a) Law suits or prosecution cases – Full Powers in case of authorities vested with powers to sanction the institution of suits or prosecution; otherwise may be 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)
		(d) Arbitration cases	Full Powers in case of authorities vested with powers to refer cases	Reference to arbitration is made in the name of President and by officers empowered to make such references

			to arbitration; otherwise Rs.10,000/- in each case	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]
		(e) 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]
		(x) 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
	(xi)	Maintenance, upkeep & repairs of vehicles (including Motor vehicles)	Full Powers	Sl. 10 of (iii) of Annexure to Schedule V of DFPRs
		Sl. 8 (xiv)(b) of old Schedule of Financial powers relating to operational vehicle.		This item is not delegated as the financial power vests with the Department of Central Government only.
	(xii)	Purchase, repair & renewal of bi-cycles.	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)
	(xiii)	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.
	(xiv)	Liveries and Uniforms	Full Powers in respect of items, which have been decentralized from Directorate to Circles in accordance with provisions contained in P&T Manual Vol. II and special rules or orders issued by Govt. from time to time.	Sl.No. 23 of Annexure to Schedule V of DFPRs. Sl. 24 of Annexure of Appendix 8 to GFR Vol. II and Rule 51 of Appendix 13 to P&T FHB Vol. I (Second Edition)
	(xv)	Charges for registering the lease of	Full Powers	Rule 34 Appendix 13 P&T FHB Vol. I (Second Edition)

		buildings for post offices and for granting traveling 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.		
(xvi)		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.
(xvii)		(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/Workshops, which start in forenoon and continue beyond lunch time. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005.	MOF (DE) OM No. 7(2) E-Coord./o3 dated 25.03.2004.
		(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) * Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005.	Schedule VI of DFPRs read with Rule 13(2) of DFPRs.
(xviii)		(a) Freight charges	Full Powers. Sanction for airlifting should be accorded by the D.G. (Posts) only in consultation with Internal	Sl. No. 6(i) of Schedule V of DFPRs.

			Financial Adviser.	
		(b) Demurrage/ wharf age charges	Full Powers subject to the condition that each case exceeding Rs.1,000/- should be reported to D.G. (Posts)	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. Sl.No. 6(ii) of Schedule V of DFPRs.
	(xix)	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.
	(xx)	Miscellaneous Expenditure		Schedule VI of DFPRs.
		(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.30,000/- on each occasion subject to existing conditions. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005.	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.20,000/- non-recurring expenditure and Rs.2000/- a year on each item of recurring expenditure.	Schedule VI of DFPRs
		(c) Illuminative of Buildings on important occasions	Rs.15,000/- in each case. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005.	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 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. 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. Note (2): The expenditure would be met from the sanctioned grant placed at their disposal.
	(xxi)	Fire Protection Appliances	Full Powers. May sanction purchase of Fire Protection appliances according to the prescribed scale mentioned in appendix 10 of P&T Manual Vol. II	DGP&T No. 16-47/60/B/CI dated 15-2-1961 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. 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.
	(xxii)	Local Purchase of Rubber-Stamps	Full Powers Subject to any orders issued from time to time.	Sl.No. 21 (C) of Schedule V of DFPRs. Not: A separate register be maintained as laid down in Rule 348 of FHB Vol. I.
	(xxiii)	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.	Full Powers	Sl.No 26 (a)(1) Schedule V of DFPRs.
	(xxiv)	Purchase of Stores (a) Stores required for works (b) Other Stores required for working of an establishment, instrument, equipment and apparatus.	Full Powers. Full Powers.	Sl.No. 22 of Schedule V of DFPRs. The sanction of competent authority for executing the works carries with it the sanction for incurring necessary expenditure on the purchase of Stores required for the work. Note: (1) This power should be exercised in respect of items to be socked/issued through Postal Stores Depot. 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. Conditions:-

				<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 & 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 & 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 & 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>
	(xxv)	Commission charges for Auction of Stores.	Up to Rs.5000/- on any occasion at rates not exceeding those paid by the P.W.D. or the State Govt. concerned.	<p>D.G.(P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001</p> <p>Note: Where it is possible to do so, sliding scale of commission 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.</p>

				(a) For the first Rs. 200/- 5 percent (b) Rs. 300/- 4 '' (b) Rs. 500/- 2 '' (b) Rs.1000/- 1 ''
	(xxvi)	Outsourcing the Circle PAO work of Data Entry of Cash Certificate Issue details. Pending stabilization of ongoing computerization of cc pairing work. By HOC only	Rs. 20 Lakhs per annum. Revised vide DOP NO. 6-1/2007-FC (Posts) dated 29-3-2007	Subject to provisions of Rule 178 to 185 of GFR 2005. and any other orders issued from time to time.
	(xxvii)	Outsourcing of the data entry work related to opening of new NREFS accounts By the HOC only	Full powers Revised vide DOP NO. 6-1/2007-FC (Posts) dated 28-6-2007	Subject to (i) provisions of Rule 178 to 185 of GFR 2005. (ii) Availability of funds and (iii) other orders issued from time to time.
9		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
10		Conveyance of Mails. (a) By rail:	Carriage of mails by Rail at the rate approved by Department of Posts in consultation with Railways including running of special trains.	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001
		(b) By Air	Full Powers subject to the condition that the payment is made at rates fixed under the terms of an agreement entered into with the carrier by the	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001

			<p>where the matter is not free from doubt.</p> <p>May sanction payment of bill of haulage charges in respect of special trains, subject to the condition that no departure in the rate of charges sanctioned by the Railway Department is involved.</p>	
	(f)	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.
11.	(a)	<p>Computers (including personal Computers) to be incurred out of office expenditure)</p> <p>By HOC only</p>	<p>Rs.2,50,000/- in each case. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005. Subject to the conditions given in Annexure to Schedule V DFPR.</p> <p>Rs.5 lakhs in each case w.e.f 1-8-2007. Revised vide DOP No. 6-1/2007-FC (Posts) Dt. 18-7-2007. Subject to the conditions given in Annexure to Schedule V DFPR</p>	Sl.No 26 (a) (ii) of Annexure to Schedule V of DFPRs and MF U.O. No. 860/E-II(A)/98 dated 30-10-98.
	(b)	Purchase of Computers for replacement to be incurred under non-plan	Up to Rs. 10 lakhs.	Rule 13 (2) of DFPRs.
	(c)	Procurement of computers and peripherals for computerization of Post offices, PAOs and administrative offices by the Heads of Circles under Plan Schemes/head as administratively approved and conveyed by the Directorate.	Full power Vide DOP NO. 6-1/2005-FC (Posts)9PT0 dated 21st November 2006	Sl No 26 (a)(ii) of Annexure to Appendix V of DFPRs. Conditions:- It is subject to (i) Availability of fund allotted by the Directorate, particularly, under this plan head and fund allotted to be utilized within the stipulated period as directed by the Directorate (ii) Expenditure sanction proposals will be processed by the Heads of Circles in accordance with codal provisions and sanction issued by them and (iii) to be procured through DGS&D only.
12.		Hire and maintenance of computers of all kinds	Full Powers.	Sl.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.
13		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 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	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001

			<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. (paragraph 4 of GI. I&L Department letter no. 54-Misc-28-St dated 31st May, 1929)</p> <p>(c) Refund of the value of postage 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 the</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&T .Initial Account, Code Vol. and F.O. (c)'s Endst . I.M. 597-T.I.37 dated 10-1-1939.</p> <p>Note: This power may be delegated by the Heads of Circles under the same terms and conditions to Suptd., Post Offices and Ist class postmasters.</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>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>Note: The powers at clause (d) and (e) above may be delegated by the Heads of Circles to the Senior Superintendents of Post offices and first class Postmasters (including Presidency Postmasters and Supdt. of POs subject to the terms and conditions as laid down in these clauses.</p> <p>(vi) 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>(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.</p> <p>(c)Refunds of unused postcard, empty unused embossed envelopes, current coin or</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> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>
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		<p>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 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 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</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> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>
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			<p>were recovered in the first instance subject to the conditions laid down in Article 319 P&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 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>
		(vii) Fee for duplicate SB pass book	<p>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.</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001</p>
14.		Write off:		
	(a)	Write off of the irrecoverable losses of cash or stamps by accident, fraud,	Rs.50,000/-for loss of stores not due to theft, fraud or negligence.	Schedule VII of DFPRs.

	robbery, negligence or other causes	In other cases the power should only be Rs.20,000/-. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005. Subject to the same conditions as applicable to D.G. at present.	
(b)	Stores: (i) Irrecoverable losses by fraud, theft or negligence. (ii) Irrecoverable losses in other cases	Rs.10,000/- in each case. Rs.25,000/- in each case.	Schedule VII of DFPRs. Note: The other conditions will continue to be applicable as at 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)	Write off of the irrecoverable return charges accrued on foreign parcel returned to sender	Full Powers	D.G.P&T O.M. No. 18-1/74-CI dated 17/22-5-1975
(g)	(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

				<p>individual officer or officers, which might possibly call for disciplinary action requiring the orders of the higher authority.</p> <p>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.</p> <p>If any such sale results in a loss exceeding Rs.20,000/- a report must be made to the Postal Services Board.</p> <p>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.</p>
15	(a)	<p>Compensation for Losses:</p> <p>(i) Subject to the general rules on the subject, a Head of a Circle may sanction compensation</p> <p>(1) for the loss of or damage to inland insured articles;</p> <p>(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.</p>	<p>Full Powers as per the instructions issued by the Directorate from time to time.</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001</p>
	(b)	<p>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.</p>	<p>Full Powers</p>	<p>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.</p> <p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001</p>
	(c)	<p>Refund to the sender of a misdelivered parcel, the amount involved due to the loss of its contents after the same has been recovered from the wrong recipient.</p>		<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001</p>

16		Compensation to the victims in accidents involving Departmental vehicles		
		(i) In case of death of a person	Rs.50,000/-	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.25,000/-	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.
17		Restoration of recovered contents.	Full Powers subject to general rules, the restoration of the recovered contents of lost insured inland articles to the senders up to the amount of insured value of the articles.	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001
18	(a)	Purchase and acquisition of land	Up to Rs.20 Lakhs subject to restrictions imposed by the Directorate.	MFC's Endst. No. 28/60-P (BC) dated 21-24/8/61 Enhanced vide D.G. P&T No. 34/82-EB (pt.2)-CI dated 26-5-82
	(b)	Sanction of project estimates with reference to construction or reconstruction work of all types of postal buildings or staff quarters.	Up to Rs. one crores	Rule 18 of DFPRs.
	(c)	Detailed estimates:		
		(i) When the project estimates has been sanctioned by higher authority, subject to land component in detailed estimates not exceeding Rs.20 Lakhs.	Up to Rs. 1.50 crores only in respect of the four Metro of Delhi, Mumbai, Chennai and Kolkata. Subject to the condition that it does not include any manpower component. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005.	D.G. P&T No. 18-1/74-CI dated 17/22-5-75 read with Rule-18 of DFPRs.

		<p>(ii) All detailed estimates where project estimates is sanctioned by the Head of Circle subject to land component not exceeding Rs. 20 Lakhs.</p>	<p>Up to Rs. 1.50 crores only in respect of the four Metro of Delhi, Mumbai, Chennai and Kolkata. Subject to the condition that it does not include any manpower component. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005.</p>	<p>D.G. P&T No. 18-1/74-CI dated 17/22-5-75 read with Rule-18 of DFPRs.</p> <p>Conditions:</p> <p>(i) These powers will not apply in respect of a case of acquisition or purchase of land under an estimate that forms part of a project which has not received the sanction in advance as a special case.</p> <p>(ii) In case of construction or purchase of building, the expenditure, if any, on the purchase or acquisition of any site or in respect of sanitary, water supply and electric installation plus overhead charges should be taken into account for the purpose of determining whether the cost of the project falls within the prescribed maximum limit.</p> <p>(iii) The powers relating to Residential Buildings will be exercised subject to the condition that the scale of accommodation does not exceed that which is prescribed for different classes of staff.</p> <p>Note 1: The above limit includes ETP charges in respect of building works carried out by CPWD, State PWD or other agencies.</p> <p>Note 2: This power also applies to cases of transfer of land and building from ownership of a State Govt. or Administration to that of the Postal Department.</p> <p>Note 3: The limits laid down when applied to building works carried out by the Civil Wing or when applied to works of electric, sanitary and water supply installation carried out departmentally should be taken as inclusive of freight but exclusive of share of establishment and stores keeping charges.</p> <p>The power of Head of Circle as defined in this rule also applies in respect of sanitary, water supply and electric installations in building.</p> <p>(v) While sanctioning projects the following restrictions should also be observed:</p> <p>(a) For office building the scale laid down for post office, RMS offices, Rest Houses and standards that will</p>
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				<p>be prescribed from time to time for other offices should also be followed in determining the total floor area to be provided. In this connection accommodation to be provided should be approved as per prescribed schedule of accommodation in consultation with Internal Financial Adviser.</p> <p>(b) For residential building the plinth area prescribed for various types of quarters should be followed in consultation with I.F.A. A variation in plinth area up to 5% due to structural consideration is, however, allowed.</p>
19		Addition and alteration to Gov. Building		
	(a)	Addition and alteration including replacement of installations to non-residential buildings.	Up to a maximum limit of Rs.20 Lakhs excluding overhead charges in each case.	DGP&T No. 1-1/74-CI dated 22-5-74
	(b)	Addition and alteration including replacement of installations to residential buildings.	<p>Up to a maximum limit of Rs.50000/- for HAG and RS. 25,000/- for SAG excluding overhead charges in each case, if the original cost debited to Capital, under the rules of allocation of the Department in respect of any such buildings is not thereby increased beyond Rs.50,000/- for HAG and Rs. 25,000/- for SAG exclusive of overhead charges.</p> <p>Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005</p> <p>In view of the introduction of New General Financial Rules from July 1st 2005</p> <p>Exception: The principle of exclusion of overhead charges laid down in (a) and (b) above is not applicable to the departmental charges leviable by</p>	<p>DGP&T No. 3-4/82-EB(pt.2)/CI dated 26-5-1982.</p> <p>Note (i): In case of construction or purchase of bldgs. the expenditure, if any, on the purchase or acquisition of any site or in respect of sanitary, water supply and electric installations should be taken into account for the purpose of determining whether the cost of the project falls within the prescribed maximum limit.</p> <p>Note (ii): Expenditure on (a) and (b) should be incurred subject to instructions issued by the Directorate from time to time.</p> <p>Note (iii): The power relating to residential buildings will be exercised subject to the following conditions and restrictions. The scale of accommodation applied shall not exceed the scales prescribed for different classes of staff.</p> <p>Note (iv): The powers of a Head of Circle as defined in this rule also apply in respect of sanitary, water supply and electric installations in buildings including</p>

			the CPWD/Postal Civil & Electrical divisions in respect of building works entrusted to them.	residential buildings. The limits laid down in rule when applied to works of electric, sanitary and water supply installations carried out departmentally should be taken as inclusive of freight but exclusive of share of establishment and store keeping charges.
	(c)	(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. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005 In view of the introduction of New General Financial Rules from July 1 st 2005	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.
	(d)	Repairs and alterations to hired and requisitioned buildings	Upto Rs.50,000/- p.a. (non-recurring). Upto Rs.6000/- (recurring) Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005 In view of the introduction of New General Financial Rules from July 1 st 2005	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.
20		Dismantlement of building;	May sanction the Rs.3 Lakh	DG P&T No. 18-7/78-CI-PR dated 31-1-79 and Rule

			towards dismantlement of building belonging to the Department, the sale of unserviceable material thereof. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005	13(2) of DFPRs.
21		Sale of land and building	May sanction the sale of Postal building and land the book value of which does not exceed Rs.1,00000/-	FA P& T's Endst. No. 18-7/78-CI-PR dated 31-1-79 subject to conditions laid down in para 467,468 and 470 of the P&T Manual Vol.-II. New ceiling of Rs. 1,00,000/- in respect of sales of lands buildings will apply to the total value of land and building taken together.
22	(a)	Renting of building owned by the Department of Post.	May sanction the renting of buildings belonging to or leased by the Deptt. of Posts to Govt. Officials or private persons or bodies under the terms prescribed in the subsequently instructions framed by the Govt. of India in regard to the occupation of Government residences, at a rate equivalent to the standard rent calculated under FR 45-B as the case may be or at the flat rate as per instructions issued by the Govt. from time to time. Heads of Circles at Bombay, Calcutta, Madras and New Delhi may sanction renting of building to the following extent. (1) Administrative Offices at Mumbai, Kolkata, Chennai and New Delhi upto Rs. 20,000/- per month per office at other places upto Rs. 10,000/-. (2) Office-cum-residence at Mumbai, Kolkata, Chennai and	DG (P) O.M. No.6-14/87-Fin Coord. (Vol. V) dtd. 26-3-01. DG P&T 28-66/67/78-NB dt.16.10.78

			New Delhi upto Rs. 10,000/- per month per office and upto Rs. 6,000/- at other places.	
	(b)	Renting of vacant land to outsiders	Full power May sanction renting of vacant lands belonging to/or leased by the Postal Deptt. to Govt. officials or private persons or bodies under annual contract or lease at the most favorable rates.	D.G (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001 Note: The contract or lease in respect of lands should contain provision of forbidding the tenants to erect any buildings or temporary structures on the land unless the prior sanction of the DG is obtained in which case a clause should provided in the agreement, requiring the tenant to demolish and remove such structure at his own expense on the termination the contract or lease and restore the property in its original condition and on his failure to do so, the structures may be removed and the property restored to its original condition by the Govt. at the expense of the tenant which shall be payable on demand. The agreement should also contain provision for the earlier resumption of the land if required by the Govt. and also forbidding the tenant from using the land in such a way as to diminish it value.
	(c)	Renting of Non- residential Building to outsider.	(i). May let out residential buildings not immediately required for Departmental use to other Govt. Deptts. or local bodies or local individuals at full standard rent on an express condition that the tenants are prohibited from making any alterations even at their own expenses, unless the prior sanction of the Director General is obtained; and in case where such permission is granted to the tenant the additions and alterations made by him at his own expenses will not be considered as giving him any claim to set off against, or	D.G (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001

			diminution or rent. These conditions should be entered in the lease or agreement.	
23	(a)	Provision of accommodation to Recreation clubs, Libraries and Reading Rooms.	Heads of Circle may provide accommodation to P& T Recreation Club, Libraries and Reading Rooms in departmental buildings or leased rented buildings. Accommodation can also be provided by additions and alterations to the existing buildings. In departmental residential colonies similar facilities may be provided if the member and their families in such colonies justify provision of these amenities as per standards prescribed under Rule 610-C (d) of P&T Manual Vol-II	<p>Rule 503 of Financial hand Book Vol. I(Correction Slip NO. 684/78 dated 28-9-65 and Rule 624/3 of P&T Manual Vol. II)</p> <p>DG P&T Endst. No. 33/2/61-NB dated 28-5-65. Note : These Recreation Clubs are excepted from payment of (i) rent of accommodation of open space (ii) occupiers' share of Municipal and other taxes (iii) rent for electric, sanitary and water fittings and (iv) electricity and water consumption. This is subject to other conditions as laid down in Rule 503 of FHB Vol. I.</p>
	(b).	Provision of accommodation to Cooperative stores/Societies	Heads of Circle may provide accommodation to co-operative Stores/ Societies in portion of buildings belongings to the Government or leased/rented by the Department.	<p>Rule 503-A FHB Vol. I (Correction slip No. 622). Note: Cooperative stores/ Societies referred to herein include cooperative Societies, Cooperative credit Societies, Cooperative Consumers Societies and Cooperative Multipurpose Societies. The following conditions will also apply. (i). On payment for accommodation at Re. 1/- P.M. (ii). Water and electricity charges be recovered according to the Rules. Separate meters should be provided wherever necessary to avoid misuse of the services. (iii). They will be exempted from payment of rent or capital cost of electric, water and sanitary installations. (iv) They should be registered under co-operative Societies Act.</p>
24		Condo nation of excess accommodation.	May sanction condonation of accommodation allotted in excess of the prescribed scale in residences provided for officials	D.G (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001

			<p>in buildings owned or leased by the Postal Deptt. subject to the conditions that the excess accommodation can not be utilized in any other way provided further in case of leased buildings, that no building of the prescribed standard dimensions is available in the locality. This will be subject to further restrictions imposed by the Govt. from time to time for allotment of quarters.</p>	
25		<p>Security Deposits for supply of electricity and water for installation of electric and water meters.</p>	<p>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.</p>	<p>D.G (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001.</p> <p>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.</p> <p>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.</p>
26		<p>Remittance by service Money orders</p>	<p>May sanction the remittance of money due to contractors, suppliers etc. by Service Money Order where the remittance of such charges by Service Money</p>	<p>D.G (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>

			Order is unavoidable and is considered necessary in the interest of public service.	
27		Appropriation	<p>(1).The sanction grant will be communicated to Heads of Circles in the shape of lump sums allotted under the primary units of appropriation as laid down by the Govt. of India for the Postal department. The Head of the Circle will have power to appropriate sums to meet expenditure falling under these units within the amounts allotted to those units, provided that the Director General has power to make this appropriation.</p> <p>(2).In the case of works, funds shall not be appropriated to any work until it has received due administrative approval and technical sanction and the amount so appropriated shall not exceed the amount shown for that work in the estimate to which technical sanction has been accorded.</p>	<p>G.I.I & L.D. letter No. 27-PTE dated 9-12-1927</p> <p>G.I.I & L.D. letter No. 27-PTE dated 9-12-1927</p>
28		Re-appropriation	(a) A Head of a Circle may re-appropriate funds from any primary unit of appropriation within his control to any other such unit not exceeding 10% of the original budget provision subject to the restrictions envisaged in Rule 10 of DFPRs and other instructions issued by the Govt. from time to time.	Rule 13(2) (c) of DFPRs.

29		Donations, Grants- in- Aids etc.	<p>(i) Grants-in Aid to Co-operative Societies up to 100/- for each society for initial purchase of furniture etc.</p> <p>(ii) Grant of interest free recoverable loan up to a maximum of eight times the paid up capital or Rs. 1000/ whichever is less in respect of each Co-operative Society.</p>	
30		Sanction of expenditure for purchases and execution of contract on negotiated or single tender basis.	Rs. 10 Lakhs	Rule 21(b) read with rule 13(2) of DFPRs. Note : A limited tender or open tender which results in only one effective offer shall be treated as single tender for the purpose.
31		Purchase of stores of proprietary nature	Rs. 5 lakhs	Rule 21 © read with rules 13(2) of DFPRs.

