

## **SCHEDULE-IV**

### **SCHEDULE CONTAINING FINANCIAL POWERS OF THE HEAD OF RMS DIVISION**

- Note-1: For the purpose of this schedule the term Head of RMS Division includes Head of a RMS Division in Group 'A' and Group 'B'. The Head of RMS Division will exercise these financial powers as per operational requirements in respect of offices/establishments under his administrative control.
- 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 disposal by competent authority.
- 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 any person shall be authorized to exercise these powers.
- Note-6: Financial Powers contained in this Schedule shall be exercised keeping in view the conditions and limitations contained in the Delegation of financial Powers, General Financial Rules, Financial Hand Book Volume-I, Fundamental Rules & Supplementary Rules, Departmental Code Books, Manuals 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 shall be complied with while exercising financial powers so delegated.

## Schedule-IV

### Schedule of Financial Powers of Head of RMS Division

Sl. No.	Item of Expenditure	Extent of Financial Powers Delegated	Rules, orders, authority
1	2	3	4
<b>1</b>	<b>ADDITIONS TO PAY</b>		
	<b>(a)</b> Overtime allowance: (for all eligible categories)	As per monthly ceiling prescribed by concerned circle/regional head for the divisions under them	Subject to OTA Rules and also general orders issued by the department from time to time.
	<b>(b)</b> May sanction house rent allowance to holders of permanent and temporary posts provided that: - i)The allowance is at the rates sanctioned by Government, and ii)The holders of the posts are entitled to rent free accommodation and no rent free accommodation is available at the place	As indicated in column (2)	DGP&T No. 18/11/58-CI dated 28-11-58
<b>2</b>	<b>CONTINGENT EXPENDITURE (NON RECURRING)</b>		
	<b>(a)</b> May sanction non-recurring contingent expenditure, powers for which are not provided for specifically.	Up to Rs. 5,000/- in each case.	Schedule-V read with Rule-13 (2) of DFPRs
	<b>(b)</b> Embedding of cash/mail chests, purchase of technical books/maps, painting of Letter boxes, Sign boards, notice boards etc.	Up to Rs. 5,000/- in each case	Schedule-V read with Rule-13 (2) of DFPRs
	<b>(c)</b> Purchase of equipments and consumables connected with computers and other equipments	Up to Rs. 5,000/- in each case	Annexure to Schedule-V of DFPRs
	<b>(d)</b> May purchase furniture and fittings for offices, including tiffin rooms, rest rooms, holiday homes,	<b>Per annum per office:-</b> HSG MBCs/TMOs/ Divisional Office-Up to	Annexure to Schedule-V of DFPRs. The power delegated is subject to overall annual ceiling of

	inspection rooms/quarters etc.	Rs.50,000/- LSG MBCs/TMOs-Up to Rs.25,000/- PSO-Up to Rs. 15,000/- HRO/SRO-Up to Rs.10,000/- Office of ASRM/IRM and Mail/Record Office under Time Scale officials-Up to Rs. 7,000/-	Rs. Two Lakh only for the Division as a whole and also after framing of necessary norms by the Directorate
<b>3</b>	<b>CONTINGENT EXPENDITURE (RECURRING)</b>		
	<b>(a)</b> May sanction all rates and taxes legally assessed on buildings and vehicles in their charge	Full Powers	Annexure to Schedule V of DFPRs
	<b>(b)</b> Water, electricity and Gas charges	Full Powers	Annexure to Schedule V of DFPRs
	<b>(c)</b> Renting of buildings for office use	<b>Without FRAC:-</b> A1 & A city-Up to Rs.5,000/-per month B1 & B2 city-Up to Rs.4,000/- per month Other cities-Up to Rs.3,000/- per month	Rule-13 (2) and Annexure to Schedule V of DFPRs This is subject to hiring of building as per SOA, prevailing market rent, rent being paid by Govt./Semi-Govt. organizations for similar type of accommodation and Govt. approved rate of rent for the locality. A quarterly report on all such hiring cases should be sent to PMG with a copy to the DAP. These case should also be seen at the time of inspection
	<b>(d)</b> Fixed Stationary charges and fixed contingent allowance	Full Powers in accordance with the scale/ norms fixed by the department from time to time	Rule 341 of Postal Manual Vol.-II
	<b>(e)</b> Replacing, repairing, cleaning, oiling, shifting, purchase of spare parts for	Up to Rs. 2,000/- in each case.	Annexure to Schedule V of DFPRs

	repairing, for electrical/light fittings, fans, air and water coolers, typewriters, instruments, minor equipments & apparatus, including electric stencil cutters (duplicating machines) telephone instruments, photocopiers, fax machines, franking machines etc		
	<b>(f)</b> Repair of boats, bicycles, mopeds, motorcycles, 3 wheelers, tricycles, handcarts	Up to Rs. 500/- in each case	Annexure to Schedule V of DFPRs
	<b>(g)</b> Maintenance of gardens	Up to Rs. 1,000/- per month in each case	Annexure to Schedule V of DFPRs
	<b>(h)</b> Legal charges, and obtaining copies of judgements	May incur an amount payable at the rate and scale fixed by the Govt. from time to time	Annexure to Schedule V of DFPRs
	<b>(i)</b> Advertisement charges for calling tenders for mail contracts, buildings etc, and advertisements of products, services and initiatives of the Department	Up to Rs. 5,000/- in each case through DAVP	Annexure to Schedule V of DFPRs. Advertisements to be released through DAVP only.
	<b>(j)</b> Hiring of accommodation for holding examinations and for other purposes e.g. holding customer meet etc.	Up to Rs. 5000/- in each case	Annexure to Schedule V of DFPRs
	<b>(k)</b> Hiring of generators, water/air coolers, heaters, air-conditioner, other equipment like franking machines etc.	Up to Rs. 5,000/- in each case.	The power should be utilized only after issue of norms/guidelines on the subject by Postal Directorate.
	<b>(l)</b> Hot and cold weather charges	Up to Rs. 5,000/- only in each case	Annexure to Schedule V of DFPRs
	<b>(m)</b> Emergent purchase of articles of stock & stationery not ordinarily available in the stock	Up to Rs. 50,000/- per annum after obtaining Non-Availability Certificate from PSD concerned.	Rule 13 (2) read with Annexure to Schedule V of DFPRs.
<b>4</b>	<b>Repairs of Buildings</b>		
	<b>(a)</b> May sanction petty works - per annum per departmental building	Up to Rs. 10,000/-	Annexure to Schedule V of DFPRs

	<b>(b)</b> May sanction annual or special repairs/maintenance expenses to Departmental buildings - per annum per building	Up to Rs. 15,000/-	Annexure to Schedule V of DFPRs
	<b>(c)</b> May sanction petty works/special repairs/maintenance expenses in rented building	Up to Rs. 2,500/- only per rented building per annum in each case	Annexure to Schedule V of DFPRs and subject to the following conditions: - (i) Such expenditure may be incurred only if the landlord refuses to meet the expenditure. (ii) The expenditure should be deducted from the rent payable to landlord and other conditions stipulated in Rule 391 of FHB Vol I should be fulfilled.
<b>5</b>	<b>(i)</b> May sanction expenditure on carriage of mails by modes other than rail and air transport	Up to Rs.1,000/- per month in each case	Rule 13 (2) of DFPRs
	<b>(ii)</b> May sanction temporary arrangements for conveyance of mails without calling tenders	Up to Rs.5,000/- in each case for a period of three months only	Rule 13 (2) of DFPRs
	<b>(iii)</b> May sanction payment for provision of escorts for carriage of cash	Full Powers in respect of escorts from State Police Force	Annexure to Schedule V of DFPRs
<b>6</b>	<b>Write-Off</b>		
	<b>(i)</b> May write off value of spoiled/damaged postage/recruitment fee stamps	Up to Rs.1,000/- in each case, not exceeding Rs.50,000/- per annum	OM No. 6-14/87-Fin.Co-ord dated 26-3-2001
	<b>(ii)</b> May write off articles of dead stock, used up equipment	In all cases where original price of stock was not more than Rs. 1000/- subject to an overall limit of Rs. 50000/- per annum	OM No. 6-14/87-Fin.Co-ord dated 26-3-2001

<b>7</b>	<b>Refunds</b>		
	<b>(i)</b> Refund of postage on articles which have been maliciously sent unpaid for the purpose of annoying the addressee	Full Powers	OM No. 6-14/87-Fin.Co-ord dated 26-3-2001
	<b>(ii)</b> Refund of coins, currency notes, unused loose postage stamps, unused postcards, empty unused embossed envelopes or stamp booklets found in the letter boxes or at post office counters and credited in the accounts of the office	Full Powers	OM No. 6-14/87-Fin.Co-ord dated 26-3-2001
	<b>(iii)</b> Refund of amounts over paid by or short paid to a member of the public and found excess in the accounts of an office	Full Powers	OM No. 6-14/87-Fin.Co-ord dated 26-3-2001
	<b>(iv)</b> Refund of earnest money received from tenderers with their tenders in respect of contracts	Full Powers in respect of tenders within the competency of divisional head	OM No. 6-14/87-Fin.Co-ord dated 26-3-2001
	<b>(v)</b> Refund of air surcharge or the difference between the air mail fee-cum-postage, in case of surcharged air mail articles which are subjected to delay beyond the time ordinarily taken for the delivery thereof consequent on such articles being sent by the surface route due to fault of service	Full Powers	OM No. 6-14/87-Fin.Co-ord dated 26-3-2001
<b>8</b>	<b>Miscellaneous</b>		
	<b>(a)</b> Printing of rate charts, mailers, brochures and other material required for publicizing the products, services and initiatives of the Department – and distribution to post offices, marketing	Up to Rs.10,000/-per annum for all activities taken together	Rule 13 (2) of DFPRs

	executives and customers		
	<b>(b)</b> Holding of customer meets: preparation folders, hiring/transport of equipment/staff, tea/coffee/other soft drinks & snacks, and other activities necessary for conducting customer meets	Up to Rs. 5000/- for each meet with a ceiling of Rs. 1000/- on hiring, Rs. 100/- per head on tea, snacks etc. and Rs. 50/- per head on stationery and ancillaries	Rule 13 (2) of DFPRs
	<b>(c)</b> May provide to members of staff undertaking any activity that facilitates marketing of products/services or initiatives of the Department:	<b>Per annum per person:-</b> i) Visiting Cards-Up to Rs.500/- ii) Reimbursement of cell phone charges-Up to Rs.4000/-  A maximum of 10 persons in a Class-I division and 06 persons in a Class-II division.	Rule 13 (2) of DFPRs