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India Post

MINISTRY OF COMMUNICATIONS

DEPARTMENT OF POSTS

Schedule - II

Schedule of Financial Powers Delegated to HoCs and HoDs

(Revised Version 2021)

No.6-1/2021-Fin.Coord
GOVT. OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
NEW DELHI - 110001
(INTEGRATED FINANCE WING)

Dated: 30th July, 2021

OFFICE MEMORANDUM

Subject: - Revision of Financial Powers of the Heads of the Circles and the Heads of the Departments in the Department of Posts

The financial powers of officers of the Department of Posts were earlier exercised based on the financial powers envisaged in the Schedule of Financial Powers of the officers of the Posts and Telegraphs Department. After bifurcation of the Department into Department of Posts and Department of Telecommunications with effect from January, 1985, a separate Schedule of Financial Powers for officers of the Department of Posts was drawn up and followed. Subsequently, these financial powers were reviewed and modified so as to bring the Department of Posts under the purview of the Delegation of Financial Power Rules, 1978 (DFPR) with effect from 1st April, 1988. This has been further revised and the last revision was carried out vide order No 6-3/2007(FC Posts) dated 06-09-2007.

2. Since the financial powers as contained in Schedule-II have not been revised for more than 13 years, a need was felt to review and revise the existing financial powers keeping in view the escalation in cost of various items. Moreover, some of the items available in the existing Schedule-II of the Schedule of Financial Powers have lost their relevance. As such review and revision of financial powers as contained in Schedule-II of the Schedule of Financial Powers has become necessary and after careful consideration of all the aspects, the Secretary, Department of Posts is pleased to delegate financial powers to the Heads of the Postal Circles and the Heads of the Departments as detailed in enclosed Schedule-II (A) and to Sr DDG(PAF), General Managers (Finance) and Directors of Accounts (Postal) as at Schedule II (C). Schedule II (B) containing the financial powers of Directors of Postal Services having independent charge in the Department of Posts which remains unchanged is also enclosed. The financial powers so delegated shall be exercised subject to conditions and limitations mentioned in Note-1 to Note-9 of Schedule-II of the Schedule of Financial Powers.

3. These revised delegated powers as enclosed will replace the existing Schedule-II of the Schedule of Financial Powers and shall come into force with immediate effect.

Encls: As above.


(Anil Kumar Nayak)

Additional Secretary & Financial Adviser

Copy forwarded to:

- 1) All Members of PSB, Addl DG (Coordination)
- 2) All Senior DDsG/DDsG in Postal Directorate
- 3) CGMs (PD/BD/PLI/CEPT)

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- 4) All Chief Postmasters Generals
- 5) DG, P & T Audit
- 6) Secretary(PSB), All Post Masters General, All General Managers (PAF)
- 7) Director, RAKNPA
- 8) All DAPs
- 9) Director (Budget)/T&C/IA/Accounts/PA (Admn)/F-PMU
- 10) All DDOs in the Postal Directorate
- 11) GM (CEPT) for uploading on India Post Website
- 12) SO (GA) for uploading in e-office

Copy for information to:

- 1) Sr. P.P.S to Secretary (Posts)
- 2) PSO to DG (Posts)


(Anurag Srivastava)
Director (FA)

SCHEDULE -II

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

- Note-1: For the purpose of the schedule, the 'Head of the Department' includes Secretary Postal Services Board; Chief Post Masters General; Post Masters General; Sr. DDG(PAF); Chief General Managers; Chief Engineers; General Managers (PAF), and Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad.
- 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 establishments under the control of the Secretary (Posts).
- Note-3: The powers mentioned herein shall be exercised by the Heads of the Departments on the condition that expenditure involved shall be met from the funds placed by Secretary (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: Sr. DDG (PAF), i.e. Head of the Postal Accounts Wing in the Postal Directorate and General Managers (PAF) shall exercise only such financial powers contained in Schedule II(c) which are relevant to their operational requirements. Director level officers heading PAOs shall be treated as the Head of the Office and specific financial powers have been



delegated to them as per Schedule II(C) in order to establish uniformity as they head large establishments.

Note-7: While authorizing financial powers as per Rule-13 (3) of DFPRs, it has to be borne in mind that the Head of the 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 Schedule II(A) shall be exercised as indicated below:

- a) Financial powers under items 3(b), 3(c), 3(d), 8(b)(xiii), 8(b)(xxiii), 8(b)(xxv), 8b(xxvi), 10 (c)(ii), 10(c)(iii), 11(a)(ii), 11(c), 11(d), 18(b), 18(c), 19 (a), 19 (b), 20, 21, 24, 27, 28, 29, 30 and 31 shall be exercised only by Head of the Postal Circles.
- b) Consultation with the Internal Financial Advisor will be necessary as shown in Column 5 of Schedule-II.
- c) These powers will be exercised keeping in view the conditions and limitations contained in the 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) All powers in respect of each item may be exercised by the HoD (SAG level) unless specifically restricted.
- e) Existing Schedule-II of the Schedule of Financial Powers containing the financial powers of the HoCs/HoDs shall cease to be operative from the date of issue of this Schedule.

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

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SCHEDULE II-A

SCHEDULE OF FINANCIAL POWERS DELEGATED TO HEADS OF CIRCLES AND HEADS OF THE DEPARTMENTS 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	REMARKS
		2	3	4
1	(a) Creation and abolition of Posts: Permanent Posts Group 'C' & 'D'	Full Powers subject to the restrictions indicated in column 4	All powers with respect to creation of posts delegated under DFPRs stand withdrawn and only Finance Minister (for below JS level posts) and Cabinet (for JS and above level posts) would be the Competent Authority for creation of posts (MoF, DoE OM No. 7(1)/E.Coord-I/2017 dated 12 th April, 2017.)	At present there is ban on creation of posts
	(b) Temporary Posts Group 'C' & 'D' for any specified period	Full powers subject to the restrictions indicated in column 4	All powers with respect to creation of posts delegated under DFPRs stand withdrawn and only Finance Minister (for below JS level posts) and Cabinet (for JS and above level posts) would be the Competent Authority for creation of posts (MoF, DoE OM No. 7(1)/E.Coord-I/2017 dated 12 th April, 2017.)	At present there is ban on creation of posts
	(c) Employment of Gramin Dak Sevaks (GDS)	Full Powers subject to the restrictions indicated in column 4	May employ GDS of various categories in accordance with the provision contained and, on the terms, set forth in Chapter XL of Manual of Appointment and Allowances (4th Edition). Note: (MoF, DoE OM No. 7(1)/E.Coord-I/2017 dated 12 th April, 2017.)	At present there is ban on creation of posts
2	(a) Ad-hoc Payment of Arrears of Pay and Allowances	Rs 10,000/-	May sanction ad-hoc payment not exceeding Rs. 10,000/- of arrears of pay and allowances where pay fixation was duly verified by the Accounts Officer concerned but the arrear claims arising	Consultation with IFA is required.



				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 arrears exceeding Rs. 10,000/- 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)		
			Full powers	Subject to the provisions of Rules 233 & 235 of FHB Vol. I (DG P & T 18-8/69- CI dt. 3.8.70)	Full powers without IFA consultation	
3	(b)	Payment of Pay and Allowances claimed on behalf of deceased	Rs.4000/-	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, evaluating answer papers and payment to supervisors, investigators for various departmental examinations will be governed by the orders issued by the Directorate from time to time and scale laid down in Appendix 27 of P&T Manual Vol. IV. Item No. 18 of Annexure to Schedule -V of DFPRs 1978	Above Rs 2500/- IFA consultation is required	
	(a)	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 Circle				
	(b)	Cash Award to Postal Employees - In any one case for display of	Rs.10,000/-	Item No.18 of Annexure to Schedule-V of DFPRs 1978	IFA consultation is required.	

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	exceptional courage and devotion to duty in saving or protecting Govt. property in civil disturbances or in face of enemy action or detection of fraud				Power is delegated to HOC only
(c)	In any one case to GDS for display of outstanding courage 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.2,000/-	Item No.18 of Annexure to Schedule-V of DFPRs 1978	IFA consultation is required. Power is delegated to HOC only	
(d)	Rewards to persons not in Government service				
	(i) For furnishing information leading to detection and conviction of offenders in criminal cases.	Rs.1000/-	Item No.18 of Annexure to Schedule-V of DFPRs 1978	IFA consultation is required. Power is delegated to HOC only	
	(ii) In any individual case to both official and non-official informers for especially good work in particular case of detection and prosecution in connection with anticipatory activities.	Rs.1000/-	Item No.18 of Annexure to Schedule-V of DFPRs 1978	IFA consultation is required. Power is delegated to HOC only	
4.	Advances: Permanent Advance	Full Powers	To be regulated in accordance with Rule - 322 of General Financial Rules read with Rules 342 and 343 of FHB- Vol. I. Amount of advance will be based on the average monthly contingent expenditure of the office for preceding 12 months.	IFA consultation is required	
(a)					
(b)	Personal Computer Advance	Full Powers	Shall be sanctioned subject to the conditions laid down in Rules 21(5) of Swamy's Compendium. of Advances, GFRs and other conditions laid down in Chapter-XIII of FHB Vol.I. The quantum	IFA consultation is not required	

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				of advance however shall be regulated as per Rule 199 of GFRs as well as orders issued from time to time.	
(c)	House Building Advance	Full Powers		Shall be regulated with reference to orders issued from time to time by the Ministry of Housing and Urban Affairs read with Rules 86 of Swamy's Compendium of Advances	IFA consultation is not required
(d)	Advance Payment to University or Educational Authorities for conducting recruitment/examination. (including hiring of premises for conducting events like examination, events, sports etc)	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	IFA consultation is required
(e)	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 (2nd 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 (2nd Edition)	IFA consultation is not required
(f)	Advance to TB patients	To be regulated as per Medical Attendance Rules and orders issued from time to time.			
(g)	Advance for Supply of Stores	90% of total value of supply or Rs.one Lakh whichever is less.		To be regulated in accordance with Rule - 172 of General Financial Rules	IFA consultation is required.



Sl.No.	ITEM OF EXPENDITURE	EXTENT OF FINANCIAL POWERS DELEGATED	RULES, ORDERS, AUTHORITY, RESTRICTIONS OR SCALES TO WHICH THE EXPENDITURE SHALL BE INCURRED	REMARKS
5	2 Hire conveyance	3 Full Powers when no travelling allowance is admissible under Rule SR 89 read with item No 3 of Annexure to Schedule V of DFPR-(P-104)	4 Item No. 3 of Annexure to Schedule- V of DFPRs. Prescribed vide Item No - 3 which is Rs.300/-p.m at present	5 Rs 25,000/- per annum in each case (recurring) and Rs 60,000/- in each case non-recurring. Beyond this consultation of IFA is required
6.	Traveling 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	Full powers without FA consultation
7.	Contingent Expenditure (Recurring)			
(a)	May sanction items of recurring contingent expenditure on any item for which no scale or limit to the power of sanction is prescribed elsewhere.	Up to Rs.50,000/- in each case (for HAG), and up to Rs.30, 000/- in each case (for SAG).	Rule 13(2) and Schedule- V of DFPRs.	IFA consultation is required beyond Rs.25,000/- per annum in each case
(b)(i)	"Hiring of vehicles" in lieu of inspection vehicles and staff cars and against condemned inspection vehicles/staff cars	Up to Rs 1 lakh per month per vehicle	The extant provisions of GFR 2017 and orders issued by the Directorate on the subject from time to time should be observed. The expenditure should be within the allotment of funds to the circles by the Directorate. In no case the expenditure should be incurred without corresponding budget allotment.	Consultation with IFA is required.
(b)(ii)	"Hiring of vehicles" in emergent cases	Rs 50, 000/- in each case per month per vehicle up to three months.		IFA consultation is required beyond

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					Rs.25,000/- per annum in each case
(c)	May also sanction the following classes of recurring contingent charges				
	(i) Municipal and other rates and taxes	Full powers		Sl. No. 11 of Annexure to Schedule V of DFPRs	IFA consultation is not required
	(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.	IFA consultation is required
	(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.	Full Powers as authorized by the Directorate from time to time.		Rule 341B of P&T Manual Vol.II	IFA consultation is not required
	(b) May also sanction a stationery allowance to the GDS				
	(iv) Fixed stationery charges. Fixed Stationery Charges for any post office and for the office of the Superintendent of Post Offices within the maximum admissible limit under the departmental formula for determination of such charges other than ED BO/SO. Note: Fixed Stationery Charges are not admissible for an officer in charge of ED Sub or Branch post	Full Powers as authorized by the Directorate from time to time. Full Powers as authorized by the Directorate from time to time.		Rule 341B of P&T Manual Vol.II Rule 341-A and 341-AA of P&T Manual Vol. II	IFA consultation is not required IFA consultation is not required

	<p>office (DGP&T No. 315-Est.6/3 of 16.12.81)</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>IFA consultation is not required</p>
	<p>(vi) Renting of accommodation : May sanction renting of accommodation within the limits prescribed below:-</p>	<p>May sanction renting of accommodation required for public purposes within the limits prescribed below:-</p>		
	<p>(a) For Office:- (1) Administrative and Operative Offices including Inspection Room/Rest Houses etc.</p>	<p>X Class City Rs.1,00,000/- p.m. Y Class City Rs.75,000/- p.m. and Z Class City Rs 50,000/- pm</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 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 be.</p>	<p>Consultation with IFA is required</p>
	<p>(2) For Office-cum-Residence:</p>	<p>X Class City Rs.50,000/- p.m. Y Class City Rs.30,000/- p.m. and Z Class City Rs 15,000/- pm</p>	<p>Rule 13(2) and item no. 16 of annexure to Schedule V of DFPR. 1(a) No accommodation may be hired under these powers at Delhi, Mumbai, Chennai, Shimla and Kolkata for any office which is entitled to general pool accommodation provided in these places by the Ministry of Urban Development. 1(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. 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</p>	<p>IFA consultation is required</p>

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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.

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.

1. Garages.
2. Store Godowns
3. Inspection Room.
4. Inspection Quarters



				<p>5. Canteens, Recreating rooms, Dining halls, Dormitories, Libraries, Reading rooms etc.</p> <p>6. Training classes.</p> <p>7. Open ground for any authorized purpose (D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001.</p>	IFA Consultation is required
			<p>X Class Rs 25,000/- p.m. Y Class Rs 15,000/- p.m and Z Class City Rs 10,000/-p.m.</p> <p>May sanction renting of accommodation for the Postal staff stationed in these areas from Project authorities/Railways/State Govt. and Central Government department.</p>	<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 the terms 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 involved 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>	IFA Consultation is required

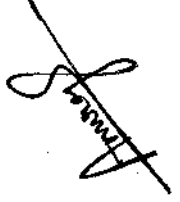
Sl.No.	ITEM OF EXPENDITURE	EXTENT OF FINANCIAL POWERS DELEGATED	RULES, ORDERS, AUTHORITY, RESTRICTIONS OR SCALES TO WHICH THE EXPENDITURE SHALL BE INCURRED	REMARKS
	2	3	4	5
8	Contingent Charges (Non-recurring)			
(a)	(i) May sanction non-recurring contingent expenditure unless another limit is specified 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. (ii) May sanction non-recurring contingent expenditure for market survey/studies, hiring of consultants for BD purposes (CGM BD and CGM PD only)	Rs.1,25,000/- for HAG & Rs.1,00,000/- for SAG	Schedule-V read with Rule-13 (2) of DFFRs	IFA consultation is required beyond Rs.60,000/- in each case.
(b)	Subject to such restrictions as are 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. (i) Advertisement charges	Rs.25 Lakhs	D.G.(P) O.M. No.6-14/87- Fin.coord.(Vol-V) dated 26-3-2001.	IFA consultation is required beyond Rs.60,000/- in each case.
	(i) Advertisement charges	Up to Rs.1,50,000/- in each case.	Advertisements are to be released through BoC/DAVP only.	After approval of Ad Approval Cell. IFA consultation is required beyond Rs 60,000/- in each case

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			Full Powers	Sl.3 of Annexure to Appendix-V of DFPRs and MF (C) Endst.No.18/45(59)-CI dated 5-9-60.	IFA consultation not required if payment to Govt /police deptt. IFA Otherwise IFA consultation is required beyond Rs. 60,000/- in each case
	(ii) Payment for the provision of escorts for conveyance of cash.				
	(iii) Electric, Gas and Water Charges		Full Powers	Sl.4 of Annexure to Appendix-V of DFPRs	IFA consultation required beyond Rs.60,000/- in each case
	(iv) Official and non-official publications		Full Powers	Sl.15 of Annexure to Schedule-V of DFPRs	IFA consultation beyond Rs.60,000/- in each case is required.
				(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 the Survey of India shall be purchased in accordance with the rules issued in this regard by the Surveyor General of India.	
				(iv) Non-official Publications include books, newspapers, periodical publications etc.	
				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 2.5 Lakhs per annum (For HAG) and Rs 2 Lakhs per annum (For SAG) The	Sl.21 (B) of Annexure to Schedule V of DFPRs read with Rule 13 (2) and GOI Decision there under.	IFA consultation is required beyond Rs 60,000/- in each case



		provisions are contained in Chapter VI of GFR	consultation of IFA is required beyond Rs 60,000/- in each case
	(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 Directorate's approved rate.	Up to Rs 75 Lakhs per annum. As per relevant rules of the new GFRs. The provisions are contained in Chapter VI of GFR.	DG Letter no. 33-1/88-PE-II dated 05-12-1989. Conditions: 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 indenter 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 indenter 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 31st March, 30th June, 30th September and 31st December so that the quantities to be supplied by G.I.S.O. can be reduced to that extent.
			Sl.14 of Schedule V of D/FPRs
(vii)	Printing & Binding (a) Printing and Binding through Directorate of Printing including stationery for printing, if any.	Full powers	IFA consultation is required beyond Rs 60,000/- in each case



			Full powers (subject to annual requirement)	DGP&T No. 18-1/74-CI dated 7/22-5-75, No. 11-7/78-CI dated 3-1-79.	IFA consultation is required beyond Rs 60,000/- in each case
	(b) Expenditure on Printing for essential and non-essential forms through Private Presses as per the provisions of extant rules (c) Others		Rs. 1 lakh per annum	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)) As per DFPR item No 14 of Annexure to Schedule V	Beyond Rs 20,000/- per annum, IFA consultation is required.
(viii)	(a) Legal Charges (b) 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.	IFA consultation is required beyond Rs 60,000/- in each case

			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.	IFA consultation is required beyond Rs 60,000/- in each case
		(a) Law suits or prosecution cases – Full Powers	<p>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.</p> <p>Conditions:</p> <p>(i) Heads of Circles are competent to initiate prosecution in non-cognizable criminal cases (Rule 133 of P&T Manual Vol. II)</p> <p>(ii) Consent of D.G. is necessary for defence or for the institution of Civil cases. (Rule-127 of P&T Manual Vol. II)</p>	
	(c) Other legal charges			
	(d) Arbitration cases	Full Powers	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.	IFA consultation required beyond Rs. 60,000/- in each case

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	(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]	IFA consultation required beyond Rs.60,000/- in each case
ix	Purchase of battery or electric cart (battery operated carts, 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	IFA consultation is required beyond Rs.60,000/- in each case
x	i) Condemnation and replacement of operational vehicles	Full powers for replacement against condemnation only	Condemnation on completion of the conditions already delegated vide No.1-3/2016-MV dated 28/03/2017.	IFA consultation beyond Rs.60,000/- in each case
	ii) Condemnation and replacement of Inspection vehicles	Full powers for replacement against condemnation only	Condemnation on completion of the conditions already delegated vide No.1-3/2016-MV dated 28/03/2017.	IFA consultation beyond Rs.60,000/- in each case
	iii) Maintenance, upkeep & repairs of vehicles (including Motor vehicles)	Full powers	Sl. 10 of (iii) of Annexure to Schedule V of DFPRs	IFA consultation beyond Rs.60,000/- in each case
xi	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 as per provisions contained in GFR 2017).	IFA consultation beyond Rs.60,000/- in each case
xii	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	IFA consultation beyond Rs.60,000/- in each case
xiii	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. Rule 51 of Appendix 13 to P&T FHB Vol. I (Thirteenth Edition)	IFA consultation as per orders of Directorate for decentralized procurement in each case. This power is delegated to HOC only



xiv	Charges for registering the lease of buildings for post offices and for granting traveling allowances to owners of land for their journeys 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. 1 (Thirteenth Edition)	IFA consultation beyond Rs.60,000/- in each case
xv	Hire of office furniture, electric fans, heaters, coolers, clocks and calling bells	Full powers	Sl. No. 7 of Annexure to Schedule V of DFRs. 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.	IFA consultation beyond Rs.60,000/- in each case
xvi	(a) Meals supplied to staff detained in office for maintaining regular and essential services in period of emergency. (b) Working Lunch	May incur expenditure up to a maximum of Rs.100/- per breakfast per head and Rs 250/- per lunch/dinner per head Refer DoE order dated 06.05.2015 Tea : Rs. 200/-High Tea: Rs. 500/-Lunch/Dinner: Rs. 750/-	Rule 13(2) and Schedule -VI of DFRs. DOE Order dated 6.5.2015	IFA consultation required beyond Rs.60,000/- in each case IFA consultation required beyond Rs.60,000/- in each case
xvii	(a) Freight charges (b) Demurrage/ wharfage charges	Full Powers. Sanction for airlifting should be accorded by the Secretary (Posts) only in consultation with Financial Adviser Full Powers subject to the condition that each case exceeding Rs.1,000/- should be reported to D.G. (Posts)	Sl. No. 6(i) Annexure to Schedule V of DFRs 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)	IFA consultation not required IFA consultation not required



				annually. SL.No. 6(ii) of Schedule V of DFPRs		IFA consultation not required
xviii	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 cannot be disposed of by relatives or friends. Up to a limit of Rs.25000/- in each case.			
xix	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, illumination of building etc.		Up to Rs.5 lakhs on each occasion subject to existing conditions. This includes other miscellaneous expenditure such as illumination of building and all other incidental expenses.	Note: The expenditure should not exceed the limit including expenditure of contingent nature like printing of invitations, provision of Shamianas, refreshments, garlands, photographs etc.		IFA consultation required beyond Rs.60,000/- in each case
xx	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.		IFA consultation required beyond Rs.60,000/- in each case
xxi	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. Note: A separate register be maintained as laid down in Rule 348 of FHB Vol. I.		IFA consultation required beyond Rs.60,000/- in each case

xxii	<p>Procurement of all office equipment including typewriters, electronic typewriters, dedicated word processors, intercom equipment, calculators, electronic stencil, Dictaphones, tape recorders, photo copiers, copying machines, addressographs, filing and indexing systems etc. excluding computers of all kinds</p>	Full powers	<p>Sl.No 26 (a)(1) of Annexure to Schedule V of DFPRs.</p>	<p>IFA consultation beyond Rs.60,000/- in each case</p>
xxiii	<p>Purchase of Stores (a) Stores required for works (b) Other Stores required for working of an establishment, instrument, equipment and apparatus</p>	Full Powers	<p>Sl.No. 22 of Annexure to 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 stocked/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:- (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. (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</p>	<p>IFA consultation required beyond Rs.60,000/- in each case. This power is delegated to HOC only</p>

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			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. 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 DFPR Rs. 1978. (iii) Where the Direct Demanding Officer cannot 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. (iv) All locally purchased items should be got inspected by Govt. Testing Organization to the extent feasible to ensure their quality standard.		IFA Consultation not required
xxiv	Commission charges for Auction of Stores.	Up to Rs.5000/- on any occasion at rates not exceeding those paid by the P.W.D., MSTC or the State Govt. concerned.			
xxv	Outsourcing of services for Postal/RMS/MMS operations and for Security and Housekeeping services for operative and administrative offices (HoC only)	i) Rs. 6 crore per annum (for Heads of Circles only) (ii) Rs. 20 crore per annum for Heads of Circles only for Delhi, Karnataka, Maharashtra, Tamil Nadu, Telangana, UP, and West Bengal Postal Circles	Subject to provision of Rule 197 to 206 of GFR 2017, Dte No. 1-10/2009-PCC dated 09.09.2009 and No. 2-2/2007-MV dated 31.01.2008; and any other order/instructions issued from time to time by GoI and Directorate. i) The expenditure should be within the allotment of funds to the circles by the Directorate. In no case the expenditure should be incurred without corresponding budget ii) Outsourcing of services should be regulated as per the work-load not		In Consultation with IFA for both. This power is delegated to HOC only

			<p>exceeding the number of vacancies for which a proper review be conducted at circle level and approved by CPMG with the concurrence of CIFA, for the man-power required to be deployed.</p> <p>iii) A proper manuscript record of outsourced man-power, as deployed as per para (ii) above is maintained to regulate and monitor the trend of expenditure and funds availability/budgetary exercises.</p> <p>iv) These powers should be exercised by Heads of circles in consultation with CIFA. Directorate No. 6-1/2005-FC (Posts) (Pt) dated 13.03.2013#Dte. No. 6-1/2005-FC (Posts) (Pt) dated 19.01.2015</p>	<p>IFA consultation required beyond Rs.60,000/- in each case . This power is delegated to HOC only</p>
xxvi	<p>Outsourcing of services for conducting examination for Direct Recruitment of Postal/Mail Guards and MTS Cadre, subject to condition that the entire cost relating to examination is adjusted from the amounts collected from the candidates who apply and in the rare cases where expenditure exceeds the amount collected due to some un-avoidable/ unforeseen reasons, the powers will be with the concerned Member, Postal Services Board.</p>	Full Powers	<p>Subject to the provision of Rule 197 to 206 of GFR 2017 , and any other orders/instructions issued from time to time by GoI and Directorate:-</p> <p>i) These powers should be exercise by Heads of Circles subject to observance of codal provision and in consultation with CIFA</p> <p>ii) In addition to the charges payable to outsourcing agency, the total expenditure relating to conduct of examination viz. Advertisement charges, honorarium payable to invigilators, charges for setting of question papers, evaluation of answer sheets etc. should be booked not exceeding the amount collected from the candidate and should be booked under relevant head of accounts and strictly observing the financial propriety. DG/Directorate No. 6-1/2005-FC(Posts) dated 17.12.2014</p>	



Sl.No.	ITEM OF EXPENDITURE	EXTENT OF FINANCIAL POWERS DELEGATED	RULES, ORDERS, AUTHORITY, RESTRICTIONS OR SCALES TO WHICH THE EXPENDITURE SHALL BE INCURRED	REMARKS
9	<p>2</p> <p>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 IPO after six months is entirely due to the action of the Public Authority viz, the Court of law, the Post Offices etc or due to the circumstances beyond the control of the payee or the purchaser of the IPO concerned and further that the except in the case where payment is to be made to any govt or quasi govt department.</p>	<p>3</p> <p>The value of IPOs does not exceed Rs 1000/- in each case</p>	<p>4</p> <p>DG(P) OM No 6-14/87 -Fin Cord(Vol V) dated 26.3.2001.</p>	<p>5</p> <p>Consultation with IFA required</p>
10	<p>Conveyance of Mails. (a) By Rail: (b) By Air</p>	<p>Carriage of mails by Rail at the rate approved by Department of Posts in consultation with Railways including running of special trains. 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 department</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>	<p>IFA consultation required beyond Rs.60,000/- in each case</p>
	<p>C(i) By Other means</p>	<p>(i) Upto Rs. 12 lacs per annum on route where normal procedure of inviting tenders is adopted. (ii) Up to Rs.10000/- per month in each route 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.</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>	<p>With IFA Consultation</p>



			(iii) Up to Rs.6000/- per mensum in each case for a period not exceeding six months without calling for tenders in emergent cases where the normal procedure of inviting tenders is likely to cause delay or administrative inconvenience subject to the condition that reasonableness of the rate is certified by the sanctioning authority.		
	C(ii) Through Road- (By HoC only) for 07 Circles (Delhi, Karnataka, Maharashtra, Tamil Nadu, UP, Telangana & WB)		Up to Rs. 3 Crore per annum in each case with respect to conveyance of mails through road	Revised vide DOP OM No 2-2/2007-MV dated 07-06-2016	Consultation with IFA required beyond Rs 60,000/- This power is delegated to HOC only
	C(iii) For other Circles		Up to Rs. 1.5 Crore per annum in each case with respect to conveyance of mails through Road	Revised vide DOP OM No 2-2/2007-MV dated 07-06-2016	Consultation with IFA beyond Rs 60000/- This power is delegated to HOC only
	(d) Conveyance of mails to foreign countries by non-contract steamer in case of despatch by one ship.		Rs. Two lakhs.		In consultation with IFA beyond Rs.60,000/- in each case
	(e) All other charges for the carriage of mails		Full Powers- Except where any general or special directions of the Government are infringed or where the matter is not free from doubt. 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.		In consultation with IFA beyond Rs.60,000/- in each case
	(f) All Contingent charges incurred for the diversion and conveyance of mails owing to breaches, flood and accidents over the Railway lines and on roads.		Full Powers	Rule 13 (2) of DFPRs.	In consultation with IFA beyond Rs.60,000/- in each case
11	(a) Computers (including personal Computers) to be incurred out of office expenditure) By HoD		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.	SI.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	In consultation with IFA beyond Rs.60,000/- in each case



	ii) Computers (including personal Computers) to be incurred out of office expenditure) By HoC only	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 DFR			In consultation with IFA beyond Rs.60,000/- Power is delegated to HOC only
(b)	Purchase of Computers for replacement to be incurred under non-scheme	Upto Rs.10 lakhs		Rule 13(2) of DFPRs.	In consultation with IFA beyond Rs.60,000/-
(c)	Procurement of computers and peripherals for computerization of Post offices, PAOs and administrative offices by the Heads of Circles under Schemes as administratively approved and conveyed by the Directorate.	Full power		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 as per provisions contained in GFR 2017.	In consultation with IFA beyond Rs.60,000/- Power is delegated to HOC only
(d)	Procurement of laptop /note book on the ground of Functionality i) Officers of the Rank of Deputy Secretary and above. ii) Officers of the rank of Under Secretary/Section officers and equivalent rank DOE OM No 08(34)/2017/E/IIA dated 20.2.2018, 3(6)/2020-E II(A) dated 27.3.2020	Up to Rs 80,000/- exclusive of taxes, in each case subject to limit fixed at 11(a) to 11© above.		As per instructions and conditions contained in MOF DOE OM No 08(34)/2017/E/IIA dated 20.2.2018, 3(6)/2020-E II (A) dated 27.3.2020 and any other orders issued from time to time.	In Consultation with IFA beyond Rs 60,000/- This power is delegated to HOC only
12	Hire and maintenance of computers and peripherals 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.	In consultation with IFA beyond Rs.60,000/-

				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	With IFA consultation
(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 tenderer 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	With IFA consultation
(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 (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.	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001	With IFA consultation

Note: Refunds shall not be granted in respect of unused and serviceable postage stamps tendered by the face value in cash.

(paragraph 4 of G.I. I&L Department letter no. 54-Misc-28-St dated 31st May, 1929)

(c) Refund of the value of postage stamps found loose in letter boxes or at post office counters.

(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.

(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 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.

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.

			(vi) May sanction:		
			(a) Refunds of postage on articles, which has been maliciously sent unpaid for the purpose of annoying the addressee.		
			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.		
			(b) Refund of commission on money orders wrongly accepted by the post offices for transmission to a place where 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.		
			(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.		
			(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 intention of defrauding the addressee.		
			(f) Refund of amounts on account of the value of perishable and dead articles sold by Returned Letter Office		
			(g) Refund to the public for loss 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&T Manual Vol. V).		
			(h) Refund of amount of a money order (including the commission when the refund is made to the remitter instead of the payee) in		

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			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]		
			(i) 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.		
			(j) 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.		
			(k) 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.	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001	
			(l) 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.		
			(m) 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&T Initial Account Code Vol. I.	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.	
			(n) Refunds of air surcharges or the difference between the Airmail fee -cum- postage and surface postage.		
			(o) 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	Note: This power may be delegated by the Heads of Circles under the same terms and conditions to Supd., Post Offices and 1st class postmasters	

			the licensee due to suspension of service in that area provided that:-			
			(i) Sufficient prior notice to the public about suspension of the postal service was not given; and			
			(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.			
						Remarks:- before a refund is sanctioned it should be seen that the machine is not used without a fresh license
		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 bona fide misapprehension.		D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001	As per MoF instructions on the subject.



Sl.No.	ITEM OF EXPENDITURE	EXTENT OF FINANCIAL POWERS DELEGATED	RULES, ORDERS, AUTHORITY, RESTRICTIONS OR SCALES TO WHICH THE EXPENDITURE SHALL BE INCURRED	REMARKS
14	2	3	4	5
	Write off:			
(a)	Write off of the irrecoverable losses of stores not due to theft, fraud or negligence ii) other cases	Rs 50,000/-	As per DFPR Schedule VII, further re delegation not permitted. (P-137 and 44(Rule 13) of DFPR)	With IFA consultation
		Rs. 20,000/-	As per DFPR Schedule VII, further re-delegation not permitted.	With IFA consultation
(b)	Deficiency, depreciation and shortage	Rs.2,500/- in each case. Provided the deficiency or depreciation does not disclose any defect in rules or negligence on the part of the staff.	As per DFPR Schedule VII, further re-delegation not permitted.	With IFA consultation
			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.	
(c)	Irrecoverable loans and advances	Rs.10,000/- in each case.	Schedule VII of DFPRs.	With IFA consultation
(d)	Write off of the value of damaged or spoilt postage stamps and stationery and useless or obsolete postal stationery if held in quantities less than a complete packet	Rs.5000/- in each case.	Schedule VII of DFPRs.	With IFA consultation
(e)	Write off of the irrecoverable return charges accrued on a returned to sender	Full Powers	D.G.P&T O.M. No. 18-1/74-CI dated 17/22-5-1975	No IFA Consultation required
(f)	Write off of losses arising out of the depreciation of stores in stock and other accounts (except Motor vehicle and motor cycle)	Rs 2500/-		HOD has power Rs.2,500/-as per DFPR Sch-VII with IFA consultation



					HOD has power Rs.2,500/-as per DFPR Sch-VII with IFA consultation
15	(a)	Compensation for Losses: 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.		Without IFA consultation

	(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	Without IFA consultation
	(c)	Refund to the sender of a mis-delivered uninsured postal articles, the amount involved due to the loss of its contents after the same has been recovered from the wrong recipient and for compensation in case of loss of uninsured Postal articles where loss/theft by tempering has been established and flat rate of compensation has been decided by the Dte.	Full Powers	D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol.V) dated 26-3-2001	Without IFA consultation
16		Compensation to the victims in accidents involving Departmental vehicles (i) In case of death of a person		D.G. (P) No. 2-1/94-MV Dated 24-2-1995	The power has been centralised vide order dated 01-06-2018 regarding payment of compensation.
		(ii) In case of permanent disablement of any person due to accident.		D.G. (P) No. 2-1/94-MV Dated 24-2-1995 Note: The above is 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.	The power has been centralised vide order dated 01-06-2018 regarding payment of compensation.
17		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	IFA consultation is not required

Answer

18	(a)	Purchase and acquisition of land	insured inland articles to the senders up to the amount of insured value of the articles. 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. Item - 8 of Schedule - V of DFPR Revised vide OM No. 28-04/2016-PE-II dated 18.05.2016. Rule 18 of DFPR	Purchase of land has been banned. With the Consultation of IFA. This power is delegated to HOC only
	(b)	Sanction of project estimates with reference to construction or reconstruction work of all types of postal buildings or staff quarters	Up to Rs. 3 crores		
	(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 four Metro of Delhi, Mumbai, Chennai and Kolkata. Subject of the condition that it does not include any manpower component.	D.G. P&T No. 18-1/74-CI dated 17/22-5-75 read with Rule-18 of DFPRs.	With the Consultation of IFA. This power is delegated to HOC only
		(ii) All detailed estimates where project estimates is sanctioned by the Head of Circle subject to land component not exceeding Rs. 20 Lakhs.	Up to Rs.1.50 crores only in respect of four Metro of Delhi, Mumbai, Chennai and Kolkata. Subject of the condition that it does not include any manpower component.	D.G. P&T No. 18-1/74-CI dated 17/22-5-75 read with Rule-18 of DFPRs.	With the Consultation of IFA. This power is delegated to HOC only
				Conditions: (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. (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.	

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			<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>(iv) 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 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</p>	



				accommodation in consultation with Internal Financial Adviser.	
				(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.	
19		Addition and alteration to Gov. Building			With IFA consultation. This power is delegated to HOC only
	(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	Up to a maximum limit of Rs.50,000/- for HAG and RS. 25,000/-for SAG	DGP&T No. 3-4/82-EB(pt.2)/CI dated 26-5-1982.	Additions and alteration in residential buildings should not be done beyond specification for each type of accommodation. IFA consultation is required. This power is delegated to HOC only
				Note (i): In case of construction or purchase of buildings, 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.	
				Note (ii): Expenditure on (a) and (b) should be incurred subject to instructions issued by the Directorate from time to time.	

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				<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 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.</p>	With IFA consultation
(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. (ii) Ordinary repairs and maintenance of Govt. Buildings	Rs.50,000/- in each case. Revised vide DOP No. 6-1/2005-FC (Posts) Dt. 29-7-2005		<p>Sl.No.12 of Schedule-V to DFPRs. In exercising these powers the provisions of Rules 133, 137 and 141 of the General Financial Rules, 2017 shall be observed.</p>	With IFA consultation
		Full Powers.		<p>Sl. 12 of Annexure to Schedule-V of DFPRs. And DGP&T No.18-7/78-CL/PR dated 31-1-79.</p> <p>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.</p>	IFA consultation is required.

	(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	Sl.No. 12(iii) of Annexure to Schedule-V of DFPRs.	With IFA Concurrence
			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 Rs.10 Lakh towards dismantlement of building belonging to the Department, the sale of unserviceable material thereof.	DG P&T No. 18-7/78-CI-PR dated 31-1-79 and Rule 13(2) of DFPRs.	In consultation with IFA This power is delegated to HOC only
21	Sale of land and building	May sanction the sale of Postal building and land the book value of which does not exceed Rs.1,00,000/-	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.	In consultation with IFA This power is delegated to HOC only
			New ceiling of Rs. 1,00,000/- in respect of sales of lands buildings will apply to the	



22	(a)	Renting of building owned by the Department of Post.	<p>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 subsequent 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.</p> <p>(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/-.</p> <p>(2) Office-cum-residence at Mumbai, Kolkata, Chennai and New Delhi upto Rs. 10,000/- per month per office and upto Rs. 6,000/- at other places</p> <p>Full power</p>	<p>total value of land and building taken together.</p> <p>DG (P) O.M. No.6-14/87-Fin Coord. (Vol. V) dtd. 26-3-01.</p>	The policy will be reviewed by Estates Division.
				DG P&T 28-66/67/78-NB dt.16.10.78	
	(b)	Renting of vacant land to outsiders	<p>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 favourable rates.</p>	<p>D.G (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p> <p>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 provide in the agreement, requiring the tenant to demolish and remove such structure at his own expense on the termination of the contract or lease and restore the property in its original condition and on his failure to do so, the</p>	The policy will be reviewed by Estates Division.



				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 its value.	
				D.G (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001	The policy will be reviewed by Estates Division.
			(i). May let out residential buildings not immediately required for Departmental use to other Govt. Depts. 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 diminution or rent. These conditions should be entered in the lease or agreement.		
23	(c)	Provision of accommodation to Recreation clubs, Libraries and Reading Rooms	Heads of Circle may provide accommodation to Postal 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	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) DG P&T Endst. No. 33/2/61-NB dated 28-5-65. Note : These Recreation Clubs are exempted 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.	IFA consultation is required
	(b)	Provision of accommodation to Cooperative stores/Societies	Heads of Circle may provide accommodation to co-operative Stores/ Societies in portion	Rule 503-A FHB Vol. I (Correction slip. No. 622).	IFA consultation is required

			<p>of buildings belonging to the Government or leased/rented by the Department.</p>	<p>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 cooperative Societies Act. D.G (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>	<p>IFA Consultation required. This power is delegated to HOC only</p>
24	<p>Condonation of excess accommodation</p>	<p>May sanction condonation of accommodation allotted in excess of the prescribed scale in residences provided for officials in buildings owned or leased by the Postal Deptt. subject to the conditions that the excess accommodation cannot 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>	<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 postal buildings.</p>	<p>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</p>	<p>IFA Consultation not required</p>
25	<p>Security Deposits for supply of electricity and water for installation of electric and water meters.</p>				<p>IFA Consultation not required</p>

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26	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.	<p>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> <p>D.G (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>	IFA Consultation required.
27.	Appropriation	<p>(1) The sanctioned grants 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 Secretary (Posts) 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</p>	<p>G.I.I & L.D. letter No. 27-PTE dated 9-12-1927 G.I.I & L.D. letter No. 27-PTE dated 9-12-1927</p>	<p>IFA Consultation required. This power is delegated to HOC only</p>

			not exceed the amount shown for that work in the estimate to which technical sanction has been accorded.		
28	Re-appropriation		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.	IFA Consultation required. This power is delegated to HOC only
29	Donations, Grants- in- Aids etc.		(i) Grants-in Aid to Co-operative Societies up to 100/- for each society for initial purchase of furniture etc. (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. Rs. 10 Lakhs		This power is delegated to HOC only
30	Sanction of expenditure for purchases and execution of contract on negotiated or single tender basis.			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.	With IFA Concurrence This power is delegated to HOC only
31	Purchase of stores of proprietary nature		Rs. 5 lakhs	Rule 21 (b) read with rules 13(2) of DFPRs.	With IFA Concurrence This power is delegated to HOC only

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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.

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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 arrears 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. (ii) Rent for examination hall.	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-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 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
			Rs.2500/-	Item No. 18 of Schedule -V of DFPRs 1978
(iii)	Hiring of furniture.			
(iv)	Remuneration to Supervisors.			
(v)	Printing of examination papers and forms.			
(i)	Honorarium for setting and valuing answer papers of examination for recruitment to postmen, Village Postmen and Mail guards.			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
(ii)	Honorarium in connection with SB control work.			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
				Item No. 18 of Schedule -V of DFPRs 1978
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 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

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(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		
	(f) 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	Full Powers as	
	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 Stationary 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</p>	<p>authorized by the Directorate from time to time.</p>	<p>Rule 341-A and 341-AA of P&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 May sanction renting of accommodation required for public purposes within the limits prescribed below:-</p>		
	<p>For Office:- (a) Administrative and Operative Offices including Inspection Room/rest houses etc. <u>Classes of Cities:-</u> A-1 A B-1 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>

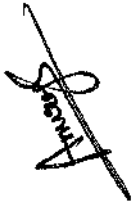


		<p>Rs. 18,000/-P.M. Rs. 15,000/-P.M. Rs. 12,000/-P.M. Rs. 7,500/-P.M. Rs. 6,000/-P.M.</p>	<p>that accommodation is as per approved schedule of accommodation and approved scale. Besides, whenever the accommodation is hired, it should be ensured that certificate of reasonableness of rent is obtained from Postal Civil Wing/Rent Control Authority, as the case may.</p> <p>Rule 13(2) and item no. 16 of annexure to schedule V of DFFRs 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>(b) For Office-cum-Residence: Classes of Cities: A-I A B-I B2 Others</p>		

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	<p>(c) For residential & 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>1. Garages. 2. Store God owns</p>
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- 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

A handwritten signature in black ink, appearing to read "Anand", is written across the top right corner of the page. The signature is written in a cursive style and is positioned above the page number.

(vii)	Renting of residential accommodation for the P&T Staff in the Project Areas/New township.	May sanction of renting 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 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 Financial Hand Book, Vol. I are not applicable to the cases of reduction or discontinuance of rents paid by Govt. buildings, huts etc. when it is sanctioned by Head Circle/PMG		D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001
(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		These items are covered under recurring contingent expenditure as indicated 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 DFPs. 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 (Rule 133 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 Full Powers	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.		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]
(vii)	Purchase of vehicles (handcarts, Trolleys etc. for conveyance of Mails but not for motor vehicles).	Full subject existing conditions. Full Powers to	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/Workshops, 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.	Sl. 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. Sl.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. (b) Other Miscellaneous expenditure		Up to Rs.20,000/- on each occasion subject to existing conditions. Up to Rs.15,000/- non-recurring and expenditure and Rs.1500/- a year on each item of recurring expenditure.	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.	
	(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	

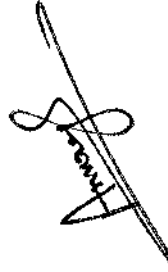


			acceptance of lowest one are followed and that rates paid should be limited to those paid by the Govt. for illumination or the rates offered by the lowest tender whichever is lower. Note (1) In case where the maintenance of the office building is entrusted to Central Public Works Department, Postal Civil/Electrical Wing, it should be desirable to utilize that agency. Note (2): The expenditure would be met from the sanctioned grant placed at their disposal.
(xviii)	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.
(xix)	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.
(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.	Full Powers	Sl.No 26 (a)(1) Schedule V of DFPRs.
(xxi)	Purchase of Stores Other Stores required for working	Full Powers.	Sl.No. 22 of Schedule V of DFPRs. The sanction of competent authority for executing the works



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 stocked/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.</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 & 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>
(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

<p>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> <table border="0"> <tr> <td>(a) For the first Rs. 200/-</td> <td>5 percent</td> </tr> <tr> <td>(b) Rs. 300/-</td> <td>4 "</td> </tr> <tr> <td>(b) Rs. 500/-</td> <td>2 "</td> </tr> <tr> <td>(b) Rs.1000/-</td> <td>1 "</td> </tr> </table>	(a) For the first Rs. 200/-	5 percent	(b) Rs. 300/-	4 "	(b) Rs. 500/-	2 "	(b) Rs.1000/-	1 "	<p>at rates not exceeding those paid by the P.W.D. or the State Govt. concerned.</p>	<p>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.</p>
(a) For the first Rs. 200/-	5 percent									
(b) Rs. 300/-	4 "									
(b) Rs. 500/-	2 "									
(b) Rs.1000/-	1 "									
<p>8.</p>	<p>The value of IPOs does not exceeds Rs. 1000/- in each case.</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>								



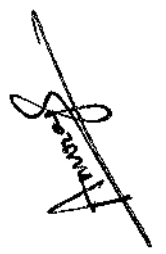
9.	Conveyance of Mails. (a) By Road Transportation	<p>(i) Up to Rs. 9 Lakhs p.a. (Rs.75,000 per month) in each case where normal procedure of inviting tenders is adopted</p> <p>(ii) Up to Rs.7,500/- per month in each case without inviting tenders in case of emergency only. Provided the work is temporarily 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.</p> <p>(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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Answer

		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.	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.



11	(a)	<p>Refunds: Advertisement Charges</p>	<p>May sanction refunds of advertisement charges up to Rs.2000/- only in each case.</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>
	(b)	<p>Earnest Money</p>	<p>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 performance deposited, unless otherwise provided for in the contract itself.</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</p>
	(c)	<p>Postage etc.</p>	<p>Full Powers subject to the following: (i) May sanction at his discretion the refund of the face value of (a) Unused but spoilt postage</p>	<p>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 1/4 % provided that no claim to refund is considered in respect of any but complete sheets of such stamps, and
(b) Unused but spoiled postal stationery subject to a reduction of 20% provided that the claim relates to not less than a complete ream of such stationery.

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)

(c) Refund of the value of postage

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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>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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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.

(ii) May sanction:

(a) Refunds of postage on articles, which have been maliciously sent unpaid for the purpose of annoying the addressee.

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.

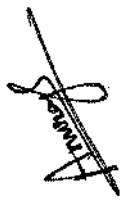
D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001



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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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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&T Manual Vol. V).

(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]

(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

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	<p>ordinary or a telegraphic money order in consequence of deception having been practiced upon such remitter.</p>	<p>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</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>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</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>D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001</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>



money order in cases where the telegraphic charges is refunded to the remitter due to the fault of the service.

(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&T Initial Account Code Vol. I.

(o) Refunds of air surcharges or the difference between the Airmail fee -cum- postage and surface postage.

(p) Full refund of postage on account of impressions of franking machines made on postal article

D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001

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:-

(i) Sufficient prior notice to the public about suspension of the postal service was not given; and

(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.

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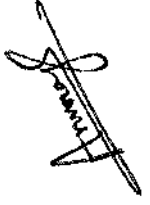
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				D.G. (P) O.M. No. 6-14/87-Fin. Coord. (Vol V) dated 26-3-2001
(d)	Fee for duplicate SB pass book	May sanction refund of the fee already realised under Rule 22 of the Post Office Savings Bank Rules in case, the original pass book is found before 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. Note: The other conditions will continue to be applicable as at
(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 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)	<p>Compensation for Losses:</p> <p>(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;</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>	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)	<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>Compensation to the victims in accidents involving Departmental vehicles:-</p> <p>(i) In case of death of a person</p> <p>(ii) In case of permanent disablement of any person due to accident.</p>	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				
			Rs.30,000/-	D.G. (P) No. 2-1/94-MV Dated 24-2-1995
			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. (ii) Ordinary repairs and maintenance of Govt. Buildings	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.
		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 surties 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

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SCHEDULE-II(C)

**SCHEDULE CONTAINING FINANCIAL POWERS OF SENIOR DDG(PAF), GENERAL MANAGERS(FINANCE)/
DIRECTOR OF ACCOUNTS(POSTAL)**

Ser No.	ITEM OF EXPENDITURE	EXTENT OF FINANCIAL POWERS DELEGATED			RULES, ORDERS, AUTHORITY, RESTRICTIONS OR SCALES TO WHICH THE EXPENDITURE SHALL BE INCURRED	Remarks
		Sr. DDG(PAF)	GM (Fin)	DAPs		
1	(a) Payment of Pay and Allowances claimed on behalf of deceased officials	Full Powers	Full Powers	Full Powers	Subject to the provisions of Rules 233 & 235 of FHB Vol.I (DG P&T 18-8/69-CI dt 3.8.70.	Financial consultation is not required.
2	Advances					
(a)	Permanent Advance	Full Powers			To be regulated in accordance with Rule- 90 of GFR read with Rule 342 & 343 of FHB Vol. I.	With financial consultation.
(b)	Personal Advance	Full Powers	Full Powers	--	Shall be sanctioned subject to the conditions laid down in Rule 199(5) of GFR 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 GFR as well as orders issued from to time.	Financial consultation is not required.
(c)	House Building Advance	Full Powers	Full Powers	--	Shall be regulated with reference to the orders issued from time to time by the Ministry of Urban	Financial consultation is not required.



3								Affairs and Employment read with GFR 269.	
		Contingent Expenditure (Recurring)							
(a)		May sanction items of recurring contingent expenditure on any item for which no scale or limit to the power of sanction is prescribed elsewhere.	50,000/- in each case	Rs. 40,000/- each case for SAG	Rs. 30,000/- each case for JAG		Rule 13(2) and Schedule-V of DFPRs	With financial consultation	
(b) (i)		Municipal and other rates & Taxes	NA		Full Powers	Full Powers	Sl. No II of Annexure V of DFPRs	With financial consultation	
4		Contingent Expenditure (Non-Recurring)							
(a)		May sanction Non-recurring 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 j of the Delegation of Financial Powers Rules- 1978 and subject to the availability of funds.	Rs. 1,25,000/- in each case.	Rs. 1,00,000/- in each case.	Rs. 1,00,000/- in each case		Schedule-V read with Rule 13(2) of DFPRs.	With financial consultation	
(b) (i)		Electric, Gas and water charges		Full Powers	Full Powers		Sl. 4 of Annexure j to Appendix V of DFPRs	With Financial consultation	
(b)(ii)		Official and Non-official publications	Full Powers	-----	-----		Sl. 15 of Annexure to Schedule V of DFPRs	With Financial consultation	

(b)(iv)	Petty local purchases of articles of stationery	2.5 lakhs per annum As per relevant rules of the new. The provisions are contained in Chapter VI of GFR.	Rs. 2 Lakh per annum.	Rs. 1,00,000/- per annum. Expenditure beyond this limit may be incurred with prior approval of the CPMG.	Sl. 21 (B) of DFPRs read with Rule 13(2) and GOI Decision No 7 there under.	With financial consultation
(b) (v)	Printing and binding of through Directorate of Printing	Full Powers	Full Powers	Full Powers	Sl. 14 of Schedule V of DFPRs.	With financial consultation
(b)(vii)	Legal Charges	Full Powers	Full Powers	Full Powers	Sl. 9(1) of Annexure j to Schedule V of DFPRs.	With financial consultation
(b) (viii)	Fees to Barristers, Advocates, Pleader, Arbitrators & Umpires	Full Powers	Full Powers	Full Powers	Expenditure shall ordinarily be incurred only with the previous consent of the Ministry of Law except (a) 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 fee admissible under the sanctioned schedule of fee are claimed (b) in respect of fee of Govt. Pleader appointed by the Govt of India in the Ministry of Law under clause (a) of Rule 8-B of Order XXVII	With financial consultation



										<p>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 Govt. of any law for the time being in force or are settled or determined by the Ministry of law, as the case may be and (c) in respect of fees of Advocates whose names are borne on the 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.</p> <p>Powers for prosecution of law suit vest in the Department of the central Govt. or any other subordinate authority authorized in this behalf under any law rules or orders for the time being in force. D.G. (P) OM No</p>	With financial consultation
							Full Powers	Full Powers	Full Powers	Full Powers	
							Full Powers	Full Powers	Full Powers	Full Powers	
							Full Powers	Full Powers	Full Powers	Full Powers	
							Full Powers	Full Powers	Full Powers	Full Powers	
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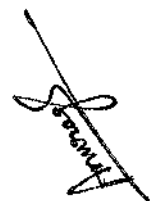
						6-14/87-Fin.Coord. (Vol.V0) dated 26.03.2001. Conditions: (i) Heads of Circles are competent to initiate prosecution in non-cognizable criminal cases (Rule 133 of P&T Manual Vol. II) (ii) Consent of D.G., is necessary for Defence or for the institution of Civil cases (Rule-127 of P&T Manual Vol. II)			In satisfaction of the Court decree. With financial consultation
					-----	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).			

					Full Powers				
					Full Powers.				
		Arbitration cases						Reimbursement of Legal expenses incurred by Govt. Servants in cases arising out of their official duties.	
(b) (x)									
(b) (xi)									

(b) (xii)	Fixtures and Furniture (Purchase, Hire and repairs)	Full Powers subject to the prescribed scale and other conditions that may be prescribed by the Govt. from time to time.	Full Powers subject to the prescribed scale and other conditions that may be prescribed by the Govt. from time to time.	Rs. 2.5 Lakh per annum subject to the prescribed scale and other conditions that may be prescribed by the Govt. from time to time. Expenditure beyond this limit may be incurred with prior approval of the CPMG.	Sl. No. 5 of Annexure to Schedule V of DFPRs read with GOI decision No 7 below Rule 13 of DFPRs.	With consultation financial
(b)(xiv)	Working lunch	Refer DoE order dated 06.05.2015 Tea : Rs. 200/- High Tea: Rs. 500/- Lunch/Dinner: Rs. 750/-. Guidelines of Min. of Finance, DoE should strictly be adhered to as revised from time.	Refer DoE order dated 06.05.2015 Tea : Rs. 200/- High Tea: Rs. 500/- Lunch/Dinner: Rs. 750/-. Guidelines of Min. of Finance, DoE should strictly be adhered to as revised from time.	Refer DoE order dated 06.05.2015 Tea : Rs. 200/- High Tea: Rs. 500/- Lunch/Dinner: Rs. 750/-. Guidelines of Min. of Finance, DoE should strictly be adhered to as revised from time.	MOF(DE) OM No. 7(2)E-Coord.03 dated 25.03.2004.	With consultation financial
(b) (xvii)	Funeral Expenses	May sanction of expenditure of funeral	May sanction of expenditure of funeral	May sanction of expenditure of funeral	DG (P) OM No. 6-14/87- Fin.Coord (Vol. V) dated 26.03.2001. Rule 13(2)	This amount will be as per orders issued by Directorate.



		expenses, incidental to the death of Departmental employees in Departmental Premises or on duty at out stations where their bodies cannot be disposed of by relatives or friends upto the limit of Rs. 25000/- in each case.	expenses, incidental to the death of Departmental employees in Departmental Premises or on duty at out stations where their bodies cannot be disposed of by relatives or friends upto the limit of Rs. 25000/- in each case.	expenses, incidental to the death of Departmental employees in Departmental Premises or on duty at out stations where their bodies cannot be disposed of by relatives or friends upto the limit of Rs. 25000/- in each case.	and Govt. of India's Decision No 7 below Rule 13 of DFPRs.	
(b) (xix)	Illumination of Building on important occasions	NA	Rs 75000/- on each case	Rs 50000/- in each case	Schedule VI of DFPRs. Conditions: The State Govt. buildings in the neighborhood of P&T buildings are illuminated and that instructions issued from time to time by the Ministry of Urban Development such as calling of 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	With Financial consultation



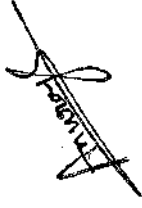
						tender whichever is lower. Note(1) : In case where maintenance of the office building is entrusted to Central Public Works Departments, Postal Civil/Electrical wing, it should be desirable to utilize the agency. Note (2): The expenditure would be met from the sanctioned grant placed at their disposal.	
(b) (xx)	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	Full Powers. May sanction purchase of Fire Protection Appliances according to the prescribed scale mentioned in appendix 10 of P&T Manual Vol. II	Full Powers. May sanction purchase of Fire Protection Appliances according to the prescribed scale mentioned in appendix 10 of P&T Manual Vol. II	Full Powers. May sanction purchase of Fire Protection Appliances according to the prescribed scale mentioned in appendix 10 of P&T Manual Vol. II	The expenditure in this account will not be taken into account for the purpose of applying annual monetary limit laid down for purchase and repair of furniture for the office.	With financial consultation
(b) (xxi)	Local purchase of Rubber Stamps	Full Powers subject to any orders issued from time to time.	Full Powers subject to any orders issued from time to time.	Full Powers subject to any orders issued from time to time.	Full Powers subject to any other orders issued from time to time.	Sl. No 21 (C) of Schedule V of DFPRs. Note : A separate register will be maintained as laid down in Rule 348 of FHB Vol. I.	With financial consultation

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(b) (xxii)	Procurement and repair of all office equipments including typewriters, electronic typewriters, dedicated word processors, Intercom equipment, Calculators, Electronic stencils, Dictaphones, Tape recorders, photo copiers, copying machines, addressographs, filling and indexing systems etc. excluding computers of all kinds.	Full Powers. Upto Rs. 5000/- on any occasion at rates not exceeding those paid by the P.W.D. or the State Govt. Concerned.	Full Powers Upto Rs. 5000/- on any occasion at rates not exceeding those paid by the P.W.D. or the State Govt. Concerned.	Rs. 2.5 Lakh per annum. Expenditure beyond this limit may be incurred with prior approval of the CPMG.	Sl. No 26(a)(1) of Schedule V of DFPRs.	With financial consultation
(b) (xxii)	Commission charges for Auction of stores	Upto Rs. 5000/- on any occasion at rates not exceeding those paid by the P.W.D. or the State Govt. Concerned.	Upto Rs. 5000/- on any occasion at rates not exceeding those paid by the P.W.D. or the State Govt. Concerned.	Upto Rs. 5000/- on any occasion at rates not exceeding those paid by the P.W.D. or the State Govt. Concerned.	DG (P) OM No. 6-14/87- Fin.Coord (Vol. V) dated 26.03.2001. 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. (a) For first Rs. 200/- 5 percent. (b) Rs. 300/- 4 percent (c) Rs. 500/- 2 percent (d) Rs. 1000/- 1 percent	With financial consultation



	(b) (xxiv)	Outsourcing of data entry operator for Circle PAO for general data entry	NA	Rs. 20 Lakhs per annum (With due approval of CPMG)	Rs. 10 Lakhs per annum (With due approval of CPMG)		With financial consultation.
	(b) (xxv)	Outsourcing of Housekeeping and security of office	50 lakhs per annum	30 lakhs per annum (With due approval of CPMG)	20 lakhs per annum (With due approval of CPMG)		With financial consultation.
5	(a)(i)	Computers (including personal Computers) to be incurred out of Office Expenditure	Rs. 2.5 Lakhs in each case.	Rs. 1.5 Lakhs in each case	Rs. 1 Lakh in each case	Sl. No 26(a)(ii) of Annexure to Schedule V DFPRs	With financial consultation.
	(b)	Purchase of computers for replacement to be incurred under non-plan	Upto Rs. 10 Lakhs	Upto Rs. 10 Lakhs	Upto Rs. 5 Lakhs	Rule 13(2) of DFPRs.	With financial consultation.
	(d)	Procurement of laptop /note book on the ground of Functional necessity i) Officers of the Rank of Deputy Secretary and above. ii) Officers of the rank of Under Secretary/Section officers and equivalent rank (MOF DOE OM No 08(34)/2017/E/IIA dated	Upto Rs. 80,000/- (exclusive Taxes)	Nil.	Nil.	(i) As per instructions and conditions contained in MOF DOE OM No 08(34)/2017-E-II(a) dated 20.02.2018 and any other orders issued from time to time. (ii) Subject to functional requirement and availability of funds.	With financial consultation.



6	20.2.2018, 3(6)/2020-E II(A) dated 27.3.2020	Hire and maintenance of computers and peripherals of all kinds	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	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.	With financial consultation.
7	Repair and maintenance of equipment of all types.		Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	With financial consultation.	



8	Write Off							With financial consultation.
(a)(i)	Write off of the irrecoverable losses of stores not due to theft, fraud or negligence	Rs. 50,000/- in each case for loss of stores not due to theft, fraud or negligence. In other cases, the power should only be Rs. 20,000/- in each case.	Nil	Nil	Nil	Schedule VII of DFPRs Note : The other conditions will continue to be applicable as at present.	With financial consultation.	
(a)(ii)	Irrecoverable Losses in other cases	Rs. 20,000/- in each case.	Nil	Nil	Nil		With financial consultation.	
(b)	Deficiency, depreciation and shortage	Rs. 2,500/- in each case. Provided the deficiency or depreciation does not disclose any defect in rules or negligence on the part of the staff.	Nil	Nil	Nil	DG P&T OM No. 18-1/74-CI dated 22.05.1975. 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.	With financial consultation.	
9	Refund of Earnest Money & Security Deposit	Full Powers. May sanction : (i) The refund of the Earnest Money deposited	Full Powers. May sanction : (i) The refund of the Earnest Money	Full Powers. May sanction : (i) The refund of the Earnest Money	Full Powers. May sanction : (i) The refund of the Earnest Money	D.G.(P) O.M. No. 6-14/87-Fin. Coord.(Vol.V) dated 26.03.2001.	With financial consultation.	



	<p>by tenderers in respect of contracts immediately after tenders are rejected. (ii) The refund of Earnest Money deposited by the successful tenderer after the agreement has been executed and security for its due performance deposited, unless otherwise provided for in the contract itself (iii) The refund of security deposit after successful completion of works.</p>	<p>deposited by tenderers in respect of contracts immediately after tenders are rejected. (ii) The refund of Earnest Money deposited by the successful tenderer after the agreement has been executed and security for its due performance deposited, unless otherwise provided for in the contract itself (iii) The refund of security deposit after successful completion of works.</p>	<p>deposited by tenderers in respect of contracts immediately after tenders are rejected. (ii) The refund of Earnest Money deposited by the successful tenderer after the agreement has been executed and security for its due performance deposited, unless otherwise provided for in the contract itself (iii) The refund of security deposit after successful completion of works.</p>	
10	Addition and alteration to Govt. Building			



(a)	Execution of petty works and special repairs to Government owned buildings including sanitary fitting, water supply and electric installations in such buildings and repairs to such installations.	Rs. 50,000/- in each case.	Rs. 50,000/- in each case.	Rs. 50,000/- in each case.	Sl. No.12 of Schedule V of DFPRs. In exercising these powers, the provisions of Rules 137, 141 and 142 of the GFR 1963 shall be observed.	With financial consultation.
(b)	Ordinary repairs and maintenance of Govt. Buildings	Full Powers	Full Powers	Rs. 1 Lakh	Sl. 12 of Annexure to Schedule-V of DFPRs and DGP&T No. 18-17/78-CI/PR dated 31.01.1979. Remarks : The powers of the Head of Circle as defined in this clause also apply in respect of electric installation and repairs to & shifting and maintenance of existing installation. In rented or leased buildings, the cost of which is chargeable to 'Repairs' to electric installations provided this charge is a Govt. Liability.	With financial consultation.
11	Security Deposits for supply of Electricity and water for installation of electric and water meters.	Full Powers. May sanction payment of security deposits demanded by the electric supply	Full Powers. May sanction payment of security deposits demanded by	Full Powers. May sanction payment of security deposits demanded by	D.G. (P) OM No.6-14/87-Fin.Coord.(Vol-V) dated 26.03.2001. Note 1: These powers shall be exercised only when the local bodies and State	With financial consultation.

	<p>companies, local bodies and State Govt. for supply of electricity and water and for installation of electric water meters in P&T buildings.</p>	<p>the electric supply companies, local bodies and State Govt. for supply of electricity and water and for installation of electric water meters in P&T buildings.</p>	<p>the electric supply companies, local bodies and State Govt. for supply of electricity and water and for installation of electric water meters in P&T buildings.</p>	<p>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, letters can be issued by the officers concerned subject to the conditions that the allottees desirous of availing themselves of the concession furnishing an undertaking in the form prescribed in DG P&T Circular letter No. NB 14/2/55 dated 12.03.1956. The issue of such letters may cover non-permanent Govt. servants 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 FHB Vol. I. in respect of Co-operative Societies and the recoveries should</p>
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						be kept out of the official accounts.			
12	Honorarium per individual per annum	Rs. 4000/-	Rs. 4000/-	Rs. 4000/-	Rs. 4000/-	In accordance with the rates fixed by the Directorate from time to time.	With financial consultation.		
13	Hiring of vehicle in lieu of staff car/inspection vehicle	Rs 1 lakh per month vehicle.	Rs 1 lakh per month vehicle	Rs 1- lakh per month vehicle	Rs. 50,000/- per month per vehicle	Item No. 3 of Annexure to Schedule-V of DFPRs.	With financial consultation.		

~~Amrta~~