

POSTAL MANUAL

VOLUME II

GENERAL REGULATION

FOURTH REVISED EDITION

**Published under the Authority of
Director General Posts**

PREFACE

1. Postal Manual Volume-II contains Rules and Regulations for the guidance and instructions of staff and officers of the Department of Posts in the performance of their operative, administrative and executive duties.
2. Due to bifurcation of the Indian Posts and Telegraphs Department the rules applicable to Telegraph Wing have been deleted and only the rules and regulations followed by Department of Posts have been printed in this edition.
3. This revised fourth edition of Volume-II contains the following 11 Chapters and 13 Appendices related to the relevant Rules. Chapter-II and Appendices 2, 3A, 4, 8, 12A, 13, 14 and 15 of the previous edition have been deleted.

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Chapter-II	Deleted.
Chapter-III	Appeals and Petitions.
Chapter-IV	Personal Matters.
Chapter-V	Security Deposits.
Chapter-VI	Stock.
Chapter-VII	Forged Counterfeit and Defaced Postage stamps, coins and currency notes.
Chapter-VIII	Printing.
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Appendix-17	Central Civil Services (Recognition of Service Associations) Rules, 1993.
Appendix-18	Postal Security Instructions.
Appendix-19	Postal Buildings.

4. The revised edition has been brought out making every endeavour to get the rules updated in accordance with their amendments issued from time to time. The rules printed in the Volume are modified up to 01-06-2005. However, any error, omission come to noticed should be promptly reported to the Director-General (Posts), New Delhi, by Heads of Circles and other officers directly subordinate to the Director-General.

5. These rules must be carefully read by all officers of the Department of Posts as no breach of the rules will be excused on the plea of ignorance.

New Delhi

**Sd/-
(I. M. G. Khan)
Secretary (Posts)**

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POSTAL MANUAL

VOLUME II

GENERAL REGULATIONS

CHAPTER I

ORGANISATION

Exclusive Privileges of Government

1. The Central Government has the exclusive privilege of conveying letters by post and of establishing, maintaining communications services within the Indian Union. The privileges and powers of the Government in respect of Postal and cognate matters are dealt with in the Indian Post Office Act. Officers of the Department are required to guard against any infringement of these privileges.

The Department of Posts comes under the Ministry of Communications and Information Technology. The Postal Service Board, the apex management body of the Department, comprises the Chairman and three Members. The posts of the Director-General (Posts) and the Secretary in the Ministry of Communications and Information Technology are also concurrently held by the Chairman. The three members of the Board hold portfolios of Operations, Development and Personnel respectively. The joint Secretary and Financial Advisor to the Department is a permanent invitee to the Board. The Board is assisted by a senior staff officer of the Directorate as Secretary to the Board. Deputy Directors General, Directors and Assistant Directors General provide the necessary functional support for the Board at the Headquarters.

2. For providing postal services, the whole country has been divided into twenty two postal circles. Each Circle is coterminous with a State except Gujarat (which also administers the Union Territories of Daman & Diu and Dadra & Nagar Haveli) Kerala Circle (which includes the Union Territory of Lakshdweep) Maharashtra Circle (which has within its jurisdiction the State of Goa) North Eastern Circle (which comprises six North Eastern States-Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland & Tripura) Punjab Circle (which has within its administrative jurisdiction, the Union Territory of Chandigarh); and Tamilnadu Circle (which also administers the Union Territory of Pondicherry). Eighteen Circles are headed by a Chief Postmaster General and three circles are headed by Principal Chief Postmaster General. Every Circle is divided into Regions comprising field units, called Divisions (Postal/RMS Divisions). Each Region is headed by a Postmaster General who is the Postal Manager of the area. In the Circles and Regions there are other functional units like Circle Stamp Depots, Postal Stores Depots and Mail Motor Service, etc. Besides these twenty two Circles, there is another Circle, called Base Circle, to cater to the postal communication needs of the Armed Forces. The Base Circle is headed by an officer in the rank of Major General called Additional Director General, Army Postal Service. The officer cadre of the Army Postal Service comprises officers on deputation from the Civil Posts. Seventy five percent of the other ranks of the Army Postal Service are also drawn from the Department of Posts and the remaining personnel are recruited by the Army.

The functions in respect of the following service matters are allocated to Members as under :—

(i)	Member (P):	Personnel & Training Establishment Quality Management and Public Grievances Medical
(ii)	Member (O & M):	Technology Mail Management Philately Business Development Marketing

<i>(iii)</i> Member (D):	Financial Services Estates Policy Items & Postal Network Materials Management Postal Life Insurance Civil & Electrical Wing
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3. The Vigilance, International Relations & Finance Advice reports to Secretary Posts.

Direction

4. For the purpose of administrative convenience, the Department is divided into three distinct wings, viz, Postal Operations, Civil Wing and Finance and Accounts. The Postal Services Board and the Director General are assisted in the general administration of these branches by Deputy Directors-General:-

Chief Engineer (Civil) (HQ) is assisted by Civil and Electrical Supdt. Engineers, Exe. Engineers, Asstt. Engineers and Junior Engineers, Architects.

4 (a) The Deputy Directors General and the Chief Engineer (Civil) (HQ) are officers of the Senior Administrative Grade. All Directors are in the Junior Administrative/Selection Grade and the Assistant Directors-General are officers in the Senior Time Scale. Other officers Group 'B' G.C.S. are of the Service from which they are drawn. All officers are drawn from various services like the Indian Postal Service/P and T Finance and Accounts Service/Central Secretariat Service/General Central Service.

Headquarters

5. The Headquarters of the Postal Services Board, the Director-General and other officers of the Director-General are at New Delhi.

Duties

6. Deleted.

Circles

7. For the purpose of proper control, the Indian Postal Department is divided into 22 Postal Circles under the charge of Principal/Chief Postmaster General.

Name of Circle	Headquarters
1. Andhra Pradesh Circle	Hyderabad
2. Assam Circle	Guwahati
3. Bihar Circle	Patna
4. Chhattisgarh Circle	Raipur
5. Delhi Circle	New Delhi
6. Gujarat Circle	Ahmedabad
7. Haryana Circle	Ambala

8. Himachal Pradesh Circle	Shimla
9. Jammu & Kashmir Circle	Srinagar
10. Jharkhand Circle	Ranchi
11. Karnataka Circle	Bangalore
12. Kerala Circle	Thiruvananthapuram
13. Madhya Pradesh Circle	Bhopal
14. Maharashtra Circle	Mumbai
15. North Eastern Circle	Shillong
16. Orissa Circle	Bhubaneswar
17. Punjab Circle	Chandigarh
18. Rajasthan Circle	Jaipur
19. Tamilnadu Circle	Chennai
20. Uttar Pradesh Circle	Lucknow
21. Uttaranchal Circle	Deharadun
22. West Bengal Circle	Kolkata

One Base Circle named as Army Postal Service Corps for providing postal services to Armed Forces is also functioning at New Delhi.

7 (a) Under each Head of Circle/Region there are the following classes of officers to assist him in general administration and other work.

Postal Branch including RMS

At Circle level

- (1) Director, Postal Services.
- (2) Director, Postal Accounts.
- (3) Director, Foreign Post (at Kolkata, Chennai and New Delhi) & PMG, FM in Mumbai.
- (4) APMGs
- (5) Asstt. Director, Postal Services.
- (6) Accounts Officer.
- (7) Welfare Officer.
- (8) Hindi Officer.

At Regional Level

7. (b) Each Circle is divided into Regions which are under the control of Postmasters General.

- (a) PMG
- (b) Asstt. Director Postal Services.
- (c) Accounts Officer (where sanctioned)

7. (c) At Divisional Level

1. Senior Superintendents of Post Offices and Senior Superintendents of Railway Mail Service in-charge Postal/R.M.S. Division.
2. Superintendents of Post Offices and Superintendents of R.M.S. in-charge of Postal/R.M.S. Divisions.
3. Senior Manager/Manager Mail Motor Services.
4. Superintendent, Circle Stamps Depot.
5. Superintendent, Postal Stores Depot.
6. Sr. Superintendents/Supdts; (RMS) (Sorting).
7. Assistant Superintendents of Posts and Assistant Superintendents Railway Mail Service.
8. Inspectors Posts/Inspector, Railway Mail Service in-charge of Sub-Divisions.
9. Head Postmasters (including Presidency Postmasters).
10. Sub Postmasters.
11. Mail/Cash Overseers.
12. GDS Branch Postmasters.

7. (d) Civil Engineering

- (a)
 - (i) Superintending Surveyor of Works
 - (ii) Surveyor of Works
 - (iii) Assistant Surveyor of Works
- (b)
 - (i) Superintending Engineer
 - (ii) Engineer officers
 - (iii) Executive Engineer
 - (iv) Accounts Officer
 - (v) Assistant Engineers
 - (vi) Junior Engineers
 - (vii) Junior Accounts Officers

8. Powers

The Administrative and Financial Powers of the Director General Posts, Postal Services Board, Heads of Circles and other Officers General of the Department of Posts are set out in the Postal Manual Vol.III and in the Schedule of Financial Powers of Officers of the Department of Posts.

9. Deleted**10. Stores and Stock and Stamps Depots**

- (1) Procurement, stocking and distribution of Postal stores are the primary responsibilities of the Postal Stores Depots under the control of Heads of Postal Circles.
- (2) Postal forms are printed mainly at the Government of India Presses at Aligarh, Kolkata, Nashik and Koratty and Postal Printing Press, Bhubaneshwar. The Superintendents, Postal Stores Depots at Aligarh, Kolkata, Nashik, Trichur & Bhubaneshwar respectively keep liaison with these Government of India Presses and arrange to consolidate the requirement of Postal Forms in their region and get them printed from these presses for distribution to various Postal Stores Depots in the Circles. Some forms are arranged to be printed by Heads of Circles locally through private printers.
- (3) There are Circle Stamps Depots in the Postal Circle for procurement and distribution of Postage Stamps and stationary. They obtain the Stamps and stationary direct from the India Security Press, Nasik and the Security Press, Hyderabad.

10. (1) Training Units

- (1) Director, Postal Staff College, India
Ghaziabad-201001
- (2) Director, PTC
Guwahati-781001
- (3) Director, PTC
Vadodara-390001
- (4) Director, PTC
Mysore-570010
- (5) Director, PTC
Madurai-625022
- (6) Director, PTC
Saharanpur-247002
- (7) Director, PTC
Darbhanga-846005

10. (2) Other Units

- (i) Controller of Foreign Mails, Mumbai
- (ii) Director, Postal Life Insurance, Kolkata

10. (a) Deleted.

CHAPTER II

DISCIPLINE

Deleted from P & T Manual Volume II and Incorporated in Postal Manual
Volume III as Chapter I.

Rules 11 to 109.—*Deleted.*

CHAPTER III

APPEALS AND PETITIONS

Appeals

Rules 110 to 114.—*Deleted.*

Petitions

115. Any representation which is not an appeal should be designated as a petition. A petition, when not made against a decision on a previous communication, should be addressed to the authority competent to pass orders on the subject-matter and should be submitted through the proper channel.

116. Every employee wishing to submit a petition must do so separately, and the petition can be made only in respect of matters in which he has a personal interest. Joint petitions are inadmissible, but there is no objection to an identical petition being made by more than one employee, provided the circumstances and conditions of the case as represented in the petition apply personally to each individual employee by whom it is submitted. Petitions must not contain any irrelevant matter; they should be clear and concise and couched in respectful language and end with a specific prayer. Whenever practicable, they should be written in English.

117. A petition to a higher authority when made against the decision of a next lower authority, must be accompanied by a copy of the order against which it is made, and must be submitted through the officer by whom the order was passed (whether original or on petition) and addressed to the next higher authority. For instance, a petition against an order originally passed by an Inspector of Post Offices must, in the first instance, be submitted through him, be accompanied by a copy of his order, and be addressed to the Superintendent of the Division. If the petitioner is dissatisfied with the Superintendent's order on his petition, it is open to him to submit a petition to the next higher authority, i.e. the Director of Postal Services and the petition to that officer must be submitted through the Superintendent and be accompanied by a copy of the Superintendent's order. Similarly a petition against an order originally passed by a Superintendent of Post Offices or R. M. S., must in the first instance be submitted through him, be accompanied by a copy of his order, and be addressed to the Director of Postal Services as the case may be. Petitions against the decisions of DPS should be addressed to the Head of the Circle in the case of major circles and to the D.G. in the case of minor circles. Petitions against the decisions of Heads of Circles must be submitted to the D.G. through the Head of the circle or any authority directly subordinate to the D.G. and be accompanied by a copy of his order.

NOTE.—These instructions are applicable only to those cases which are not governed by the CCS (CCA) Rules, 1965. Petitions under the CCS (CCA) Rules in disciplinary cases have to be addressed after the appellate authority stage to the Head of the Circle or Member (Personnel) where Head of Circle is the appellate authority. Petitions from Uttaranchal, Chhattisgarh and Jharkhand Circle where the Heads of Circles are of the Senior Administrative Grade would be considered by Member (Personnel). Review petition under Rule 29-A of the CCS (CCA) Rules, 1965 to the President should be submitted through proper channel.

118. *Deleted.*

118-A. (1) Any petition or copy thereof which is sent direct to the Director General or to any subordinate authority, instead of through the proper channel, will be filed, no notice of any kind being taken of it.

(2) In one class of case only may an exception be made to this rule. It occasionally happens that an aggrieved official complains that he can get no reply at all to petition submitted in the proper manner. In such a case a reminder should be sent to the proper authority. If no reply is still forthcoming, after a reasonable time has been allowed for it, this fact may be reported direct to higher authority, copy being sent invariably through the official channel. If such a case as this comes to the notice of the Director General or the Head of a Circle or any other authority directly subordinate to the Director General, his attention will be directed to the alleged failure of the proper authority to deal with the case and to ensuring that the regular system is worked properly, rather than to the merits of the case itself.

(3) In the case of memorials addressed to the President or to the Government of India, no copies of such memorials should be forwarded by the memorialists direct to those authorities.

NOTE.—These rules apply also to petitions, representations and applications addressed to the Director General by persons who have left the Department, or whose services have been dispensed with or who have been dismissed or removed from service. All such communications must be submitted through the Head of the Circle or the Administrative Office under whom the persons were last employed.

118-B. The officer by whom a petition is received for onward transmission should forward it to the authority addressed, with a report giving a full statement of the case and a definite recommendation in respect of the prayer or prayers contained therein. Relevant documents (copies or in original) should also accompany the forwarding report. If a petition or any of the documents accompanying or sent with it is in any Indian language, an English translation of the document should be appended.

118-C. No petition lies to a higher authority except against the order of the next lower authority in which the latter authority is competent to pass orders on the subject-matter of the petition. For instance, in the illustration given in rule 117 a petition against the Inspector's order does not lie to the Director of Postal Services if the Superintendent has not been previously addressed; and in such cases the petition is liable to be withheld by the Superintendent. Similarly, a petition against the order of a Superintendent of Post Offices or Railway Mail Service does not lie to the Head of the Circle if the Director of Postal Services has not been previously addressed; and in such cases the petition is liable to be withheld. A petition against the orders of any other authority directly subordinate to the Director General, should, however, be made to the Director General.

118-D Petition, to a higher authority against the orders of a lower authority are liable to be rejected without investigation if they are submitted more than six months after the date of communication to the petitioner of the order represented against.

NOTE.—The period of 6 months should count after the date on which the petitioner was informed of the original orders of the authority concerned and not the subsequent orders, if any, passed on a petition for reconsideration.

118-E. No authority below the rank of the Head of a Circle or Head of an Administrative Office directly subordinate to the Director General may withhold a petition addressed to a higher authority unless it relates to a subject on which the lower authority is competent to pass orders and no previous application for redress has been made to him. Whenever a petition is withheld under this rule, the fact that it has been withheld and the reason for withholding it must be communicated by the officer concerned to the petitioner as well as to the authority to whom the petition was addressed.

Petitions to the Director General

119. The instructions in the preceding rules apply also to petitions addressed to the Director General.

120. The Head of a Circle or any other authority directly subordinate to the Director General is however, vested with discretionary power to withhold petitions to the Director General in the following cases; and whenever this power is exercised, the fact and the reasons for it should be communicated to the petitioner :—

- (a) In the case of a transfer ordered in the interest of service or the refusal of an application for a transfer including exchanges of stations at the expense of the officials concerned.

NOTE.—The mere fact of transfer to which every official is liable as a condition of his service cannot, in ordinary circumstances, be made a ground for representation to the Head of the Department; but a petition lies to the Director General in the case of an officer frequently transferred at short intervals and who makes this ground of his petition.

- (b) In the case of a candidate for employment in the Department, a learner under training, a temporary or acting official, or a probationer, whom the Head of a Circle or any authority subordinate to him is competent to appoint and who is removed from the Department as having proved himself unfit for permanent employment.

NOTE.—This does include cases in which any of the officials mentioned above is discharged or dismissed or removed from service on account of some specific offence; whether proved or suspected e.g., participation in a fraud.

- (c) In the case of voluntary unconditional resignation of his appointment by an office.
- (d) In case a petition is illegible or unintelligible, or contains language which, in the opinion of the Head of the Circle or any other authority directly subordinate to the Director General, is disrespectful or improper.
- (e) In case a previous petition has been disposed of by the Director General and a fresh one is submitted disclosing no new facts or circumstances affording ground for reconsideration of the orders already passed.

- (f) In case a petition relates to a subject on which the Head of the Circle or any other authority directly subordinate to the Director General, is competent to pass orders and no previous application for redress has been made to them.
- (g) In case a petition to the Director General against the order of the Head of a Circle or any other authority directly subordinate to the Director General is not submitted within six months after the date on which the petitioner was informed of the order represented against, and no reasonable cause is shown for the delay.

NOTE.—The period of 6 months should count after the date on which the petitioner was informed of the original orders of the authority concerned and not the subsequent orders, if any, passed on a petition for reconsideration.

- (h) In the case of an application—
 - (i) for employment in Government service not made in pursuance of any rule or announcement regarding applications for such employment; or
 - (ii) for exemption from the provisions of any rule or order prescribing the qualifications to be possessed by persons for appointment in the service of Government.
- (i) In the case of a petition against termination of services under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965 if it is submitted after the expiry of three months—
 - (i) in a case where notice is given, from the date of notice;
 - (ii) in a case where no notice is given, from the date of termination of service.

121. The Head of a Circle or any other authority directly subordinate to the Director General will forward quarterly to the Director General a list of petitions withheld under rule 120.

Petitions to the President

122. The instructions for the submission of petitions to the President are reproduced in the succeeding rules. The petitions may also be addressed to the Secretary of the Government of India, Department of Posts, Ministry of Communications & IT. They must be submitted through the official superior of the petitioner. The instructions do not contemplate the submission of petitions to the Honorable Prime Minister or the Honourable Ministers in charge of the Ministry of Communications & IT or to the Secretary of the Department of Posts by name. No attention will be paid to petitions which are submitted direct and those addressed to the Honourable Prime Minister, Honourable Minister or the Secretary by name. Petitions which are submitted through the proper channel but are incorrectly addressed should be returned for correction before they are forwarded to the Directorate General.

Every petition to the President must be forwarded to the Director General by the Head of the Circle concerned or any other authority directly subordinate to the Director General accompanied by a concise statement of material facts and (unless there are special reasons for not doing so) an expression of his opinion.

NOTE.—Petitions to the Chairman of the Postal Services Board or to any other member of the Board will not be treated as petitions addressed either to the Director General or to the President. Such petitions should be returned to the petitioners for being addressed to the proper authority, namely, the President or the Director General as the case may be.

123. Instructions for the submission of petitions to the President from outsiders.

PART I

PRELIMINARY

1. Definition.—For the purposes of these Instructions, “petition” includes memorials, letters and applications of the nature of petitions.

2. Scope of Instructions.—These Instructions shall apply, so far as may be, to all petitions addressed to the President relating to matters to which the executive authority of the President extends excepting—

- (i) petitions submitted by, or on behalf of, persons sentenced by a court of law to death or to any other punishment;
- (ii) petitions submitted by, or on behalf of, persons who are or have been in the service of the Union of India in respect of matters arising out of such service or in respect of the termination of such service; and
- (iii) petitions relating to bills pending before the Indian Parliament.

PART II

FORM AND MANNER OF SUBMISSION OF PETITIONS

3. Form of petitions.—

- (1) A petition may be either in type or in print.
- (2) Every petition shall be authenticated by the signature of the Petitioner, or, when the petitioners are numerous, by the signatures of one or more of them.
- (3) Every petition and the documents accompanying it, shall, if possible, be in English; if not they shall be accompanied by an English translation authenticated in the manner provided in Sub-instruction (2).

4. Contents of petition.—Every petition shall—

- (a) contain all material statements and arguments relied upon by the petitioner;
- (b) be complete in itself;
- (c) in any recorded order of a public authority is complained against, be accompanied by a copy of the order and by a copy of any order in the case passed by the subordinate authority; and
- (d) end with a specific prayer.

5. Method of submission.—Every petition shall be submitted—

- (a) if it relates to a matter directly administered by the President through the Head of the Department concerned;
- (b) if it emanates from a Union Territory under a Lt. Governor, and is not covered by the preceding clause through the Chief Commissioner; and
- (c) in any other case to the President in the Ministry of Home Affairs;

and shall be accompanied by a letter requesting the authority to submit the petition to the President.

PART III

WITHHOLDING OF PETITIONS BY SUBORDINATE AUTHORITIES

6. **Circumstances in which petitions may be withheld.**—The petitions received by any authority under Sub-instructions (a) and (b) of instruction 5, may if it is an authority specified in the Schedule be withheld by that authority, when—

- (1) the petitioner has not complied in full with the provisions of Part II of those instructions;
- (2) the petition is illegible or unintelligible, or contains language which is in the opinion of the authority disloyal, disrespectful or improper;
- (3) a previous petition from the petitioner on the same subject has been disposed of by the Government of India, or the President, and the petition, in the opinion of the authority, discloses no new facts or circumstances which afford grounds for reconsideration of the subjects;
- (4) the petition is a representation against a decision which is declared to be final by any law or statutory rule;
- (5) the law provides a different or specific remedy in respect of the subject matter of the petition, whether or not any period of limitation prescribed for the prosecution of such remedy has expired;
- (6) the petition is in effect an appeal from a judicial decision;
- (7) the petition is a mere application for relief, pecuniary or other, which is—
 - (a) presented by a person manifestly possessing no claim or advancing a claim of an obviously unsubstantial character; or
 - (b) so belated that its consideration is clearly impossible.
- (8) the petition makes a proposal regarding legislation which the authority is not prepared to support;
- (9) the petition is a representation against the action of a private individual or of a body of private individuals regarding the private relations of the petitioner or such individual or body;
- (10) the petition relates to a matter in which the petitioner has no direct personal interest;

- (11) the petition relates to a subject on which the authority is competent to pass orders, and no application for redress has been made by the petitioner to the authority;
- (12) the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation to the delay is given;
- (13) the petition is a representation against a failure to exercise a discretion vested in the President or any other authority.

7. Petitioner to be informed when petition is withheld.—When a petition is withheld under Instruction 6, the authority shall inform the petitioner of the withholding and the reasons therefor.

8. List of petitions withheld.—The authorities mentioned in the Scheduled shall send a quarterly return to the President specifying all petitions, withheld under Instruction 6 and the reasons for withholding them.

PART IV

TRANSMISSION OF PETITIONS BY SUBORDINATE AUTHORITIES

9. Procedure for Transmission.—

- (1) The authorities referred to in Sub-instructions (a) and (b) of Instruction 5 shall transmit to the President all petitions not withheld under Instruction 6 together with a concise statement of facts material thereto and an expression of the opinion of the authority concerned thereon.
- (2) Where the petition or any document accompanying it is not in English,—
 - (a) if it is accompanied by an English translation, the authority shall examine the translation and report any defects found therein while transmitting the petition;
 - (b) if it is not accompanied by an English translation the authority shall prepare such a translation and transmit it together with the petition.

SCHEDULE

LIST OF SUBORDINATE AUTHORITIES WHO MAY WITHHOLD PETITIONS

(See Instruction 6)

1. All Heads of Departments directly administered by the President including :—
 - (a) The Chief of the Army Staff in India;
 - (b) The Chief of the Naval Staff, Indian Navy;
 - (c) The Chief of the Air Staff, Air Headquarters, India; and
 - (d) The Railway Board.
2. Army, District and Independent Brigade Commanders.
3. Lieut, Governors.

123-A. Instruction for the submission, receipt and transmission of petitions addressed to the President in respect of matters arising out of civil employment under the Government of India or the termination of such employment :

PART I

PRELIMINARY

1. Definition.—In these instructions—

- (1) “Petition” includes a memorial, representation, letter or an application of the nature of a petition.
- (2) “Prescribed authority” means the appropriate authority specified in the Schedule to these Instructions.

2. Scope of Instructions.—(1) Save as hereinafter provided, these instructions shall apply—

- (i) So far as may be, to all petitions addressed to the President by persons who are, or have been, in the civil employment of the Government of India other than persons who are or have been under the administrative control of the Railway Board, and persons who are governed by the All India Services (Discipline and Appeal) Rules, 1969 in respect of matters arising out of such employment or in respect of the termination of such employment.

- (ii) So far as they are not inconsistent with the conditions of the Indian Army, Naval, or Air Force Service, to petitions addressed to the President by members of the Armed Forces, who are or have been in civil employment of the Government of India, in respect of matters arising from such employment.

(2) These instructions shall not affect any rules or orders made by the President in respect of representations submitted by Associations or Unions of Government servants.

PART II

FORM AND MANNER OF SUBMISSION OF PETITIONS

3. Form of petitions.—(1) Every petition shall be legible and may preferably be either in type-script or in print.

(2) Every petition shall be authenticated by the signature of the petitioner and shall be submitted by him in his own behalf.

(3) Every petition and any document accompanying it shall be in the official language of the Union or any of the regional languages specified in the Eighth Schedule to the Constitution :

Provided that if a petitioner document is in a regional language, a translation thereof in the official language shall be furnished as far as possible along with such petition or document, but no petition shall be withheld on the ground only of such translation.

4. Contents of petitions.—Every petition shall—

- (a) contain all material statements and arguments relied upon by the petitioner;
- (b) be complete in itself and include a copy of the order complained against, as well as copies of orders, if any passed by subordinate authorities;
- (c) contain no disloyal, disrespectful or improper language;
- (d) end with a specific prayer.

5. Methods of submission of petitions.—

- (1) Every petition shall be submitted to the prescribed authority through the Head of the Office or Department to which the petitioner belongs or belonged, and shall be accompanied by a letter requesting the prescribed authority to transmit it to the President.
- (2) The Head of the Office or Department, on receipt of the petition submitted through him in accordance with sub-instruction (1), shall forward the petition through the usual official channel, to the prescribed authority; together with a concise statement of the facts, material thereto all relevant papers, and, unless there are special reasons to the contrary, an expression of his opinion thereon.

PART III

WITHHOLDING OF PETITIONS BY THE PRESCRIBED AUTHORITY

6. Circumstances in which petitions may be withheld.—The prescribed authority may in its discretion, withhold a petition when—

- (1) the petitioner has not complied with any of the provisions of Part II; or
- (2) the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition, and no satisfactory explanation of the delay is given; or
- (3) a previous petition from the petitioner on the same subject has been disposed of by the President and the petition, in the opinion of the prescribed authority, discloses no new facts of circumstances which afford grounds for a reconsideration of the matter; or
- (4) the petition is a representation against a decision which is declared to be final by any law or statutory rule; or
- (5) the petition is an application for an employment under the Government not made in pursuance of any rule or announcement calling for applications for such employment; or
- (6) the petition relates to a subject on which the prescribed authority is competent to pass orders and no application for redress has been made by the petitioner to the prescribed authority; or

- (7) the petition is a representation against the non-exercise in favour of the petitioner of a discretion vested in the prescribed authority; or
- (8) the petition is a representation against the discharge or termination of service by a competent authority of the petitioner, having been—
 - (a) appointed on probation, during or at the end of such probation;
 - (b) appointed, otherwise than under contract, to hold a temporary appointment, on the expiration of the period of such appointment; or
 - (c) engaged under contract, in accordance with the terms of such contract;
- (9) the petition is a representation against an order—
 - (a) from which the petitioner has already exercised, or has failed to exercise, a right of appeal available under the rules or orders or the contract regulating his conditions of service;
 - (b) passed by a competent authority in the exercise of appellate or revisional powers conferred by any rule, order or contract regarding his conditions of service; or
- (10) the petition is a representation against an order of a competent authority refusing to grant or recommended—
 - (i) a special pension; or
 - (ii) any pecuniary or other concession to which the petitioner is not entitled under any rules or orders or contract regulating his conditions of service.

7. Petitioner to be informed when position is withheld.—The prescribed authority shall, when a petition is withheld under Instruction 6, inform the petitioner of the withholding thereof and the reasons therefor.

8. List of petitions withheld.—

- (i) If the prescribed authority is other than the Secretary to the Government of India in the appropriate Ministry or Department, it shall submit to such Secretary a quarterly return specifying particulars of all petitions withheld by it under Instruction 6 and the reasons for withholding the same.
- (ii) If the Secretary to the Government of India in the appropriate Ministry or Department is himself the prescribed authority, he shall prepare a quarterly return specifying particulars of petitions withheld by him under Instruction 6 and the reasons for withholding the same.
- (iii) The returns prepared under Sub-instructions (i) and (ii) shall be dealt with in the manner provided in the rules made by the President for the transaction of the business of the Government of India.
- (iv) If the President on a Scrutiny of the said returns or otherwise so directs, any or all of the petitions specified in the return under sub-instruction (i) shall be transmitted by the prescribed authority to the Secretary concerned or any or all of the petitions specified in the return under Sub-instruction (ii) shall be taken into consideration.

PART IV

PROCEDURE IN RESPECT OF PETITIONS NOT WITHHELD

9. Procedure for transmission.—If the prescribed authority is other than the Secretary to the Government of India in the appropriate Ministry or Department, it shall transmit to such Secretary petitions not withheld under Instruction 6 and petitions called for under Instruction 8 together with a complete statement of the facts material thereto and all relevant papers, and, unless there are special reasons to the contrary, an expression of the opinion of the prescribed authority thereon.

10. Consideration of the petitions.—Petitions received in his capacity as the prescribed authority by the Secretary to the Government of India in the appropriate Ministry or Department and not withheld by him under Instruction 6, petitions taken into consideration under Sub-instruction (iii) or Instruction 8 and petitions transmitted to such Secretary under Instruction 9 shall thereafter be dealt with in accordance with the provisions of the Rules made by President for the transaction of the business of the Government of India.

11. Action to be taken after final orders are passed on petitions.—The prescribed authority shall himself give effect, or ensure that effect is given by the competent authority, to such orders as the President may pass on any petition and, if the prescribed authority is other than Secretary to the Government of India in the appropriate Ministry or Department, submit to such Secretary within a period of three months of the receipt of the orders a report of the action taken.

THE SCHEDULE

[See Instruction 1 (2)]

List of authorities included in the term “prescribed authority”. In respect of persons who are or have been employed—

- (1) in Ministries or Departments of the Government of India, the Secretary of the Ministry or Department;
- (2) in Attached Offices of the Government of India or in Offices subordinate to such Attached Offices, or in offices not subordinate to any Attached Offices, Heads of Department who are directly under the Government of India;
- (3) in connection with the affairs of a Part ‘C’ State, Union Territory, the Chief Commissioner or Lieutenant Governor, as the case may be;
- (4) in lower formations under the Army, Navy or Air Force, the appropriate Principal Staff Officer at the Army Headquarters, Naval Headquarters and Air Headquarters.

124.	}	Deleted.
124A.		
124B.		
125.		
126.		

CHAPTER IV PERSONAL MATTERS

Institutions and defence of civil suits

127. When it becomes, or is considered, necessary to institute civil legal proceedings, the suit if within the jurisdiction of a Small Cause Court, is to be brought before that court under the usual rules of such courts. If the case be, from amount or locality, beyond the jurisdiction of a Small Cause Court, the officer-filing the suit will refer the matter to the district officer i.e. (the officer in general administrative charge of a district, be he a Magistrate, Collector, Deputy Commissioner, Supdt. or any body else), and ascertain from that officer whether the services of the Govt. Pleader are available and what steps should be taken to bring the matter before the court in such a way as to give fair protection to the interests of Government. In important cases at or near Kolkata, Chennai, Mumbai or other places at which a Govt. Solicitor or other law officer is stationed, the advice of that officer should be obtained. The Head of a Circle should first obtain orders of the Director General when he proposes to institute a civil suit on behalf of the Deptt. or when he receives notice that a suit is to be brought against the Department. In very urgent cases, an officer may, on his own responsibility, institute proceedings in anticipation of sanction. Whenever special rules for the conduct of suits in any State have been laid down by or for the State Govt., they should be strictly complied with.

“The Ministry of Law, Justice and C.A. (Department of Legal Affairs) has got three Branch Secretariats at Kolkata, Mumbai and Chennai and has also separate Sections in the Main Sectt. at Delhi for dealing with litigation in the Supreme Court, Delhi High Court and the Subordinate Courts in Delhi. For engagement of Counsel in the High Courts and other courts at Kolkata, Mumbai and Chennai the respective Branch Sectts. of the Deptt. of Legal Affairs may be contacted. For engagement of Counsel in the Supreme Court, Central Agency Sections of the Deptt. of Legal Affairs Supreme Court Building may be contacted. For engagement of counsel in the Delhi High Court Litigation (High Court) Section and for engagement of Counsel in subordinate Courts in Delhi, the Lit. (LC)X Section of that Deptt. may be contacted”.

The Deptt. of Legal Affairs has also appointed Standing Counsel in the various High Courts and Central Govt. Pleaders in the Lower Courts in Hyderabad and Bangalore. These Counsel may be contacted direct by the Officers of the Department.

For other Subordinate Courts, the Govt. Pleaders appointed by the State Govt. have been notified to appear on behalf of the Union of India and its officers under the Civil Procedure Courts. They may accordingly be contacted for cases in these courts and engaged on the fees payable to them under State Govt.'s Rules.

For engagement of Private Counsel other than those mentioned above the matter may be referred to the Head quarters for obtaining concurrence of that Ministry. In no case should a private Counsel be engaged without settling his fees in consultation with the Ministry of Law, Justice and C.A.(Deptt. of Legal Affairs).

Exception (1)

Heads of Circles need not submit reports regarding suits in connection with (1) the security bonds of postal servants, and (2) Money Orders and saving bank transactions and insured articles provided that in case under (2) the amount involved does not exceed Rs. 500.

Exception (2)

Subject to the limitation laid down in Item 21(XII) of Schedule II in the Schedule of Financial Powers of officers of the Indian Posts Department, Heads of Circles may authorise the Institution of Civil Suits on behalf of the Department against the defaulting guarantors of combined offices for recovering deficits against Guarantee in all cases in which there is reasonable prospect of the dues being realised and when such action is advised by the local Solicitor to Govt., who should invariably be consulted.

Exception (3)

Heads of Circles are competent to institute or defend civil suits in connection with land or buildings, on behalf of the Posts Department, in cases in which it is estimated that the law charges including the Pleader's fees will not exceed Rs. 250 in each case, provided such action is advised by the local Legal Adviser to the Govt. who should invariably be consulted.

127-A. Signing and verification of Plaints and Written Statements—All Gazetted Officers in the Posts Department who are fully conversant with the facts of the particular cases are the authorised persons by whom Plaints and Written Statements in Suits in any courts of civil jurisdiction by or against the Central Government can be signed and verified in respect of matters concerning the Posts Department. These officers are also authorised to sign *Vakalatnama* on behalf of the Central Government.

128. When any employee of the Department is personally sued in any civil court, by parties claiming from him wages or money arising out of transactions in which he is concerned only in his official capacity, and where he acted *bona fide* on behalf of Government, he should apply for the Government as the party really interested to be brought on the record of the suit as defendant. But when the suit is for damages in respect of an alleged wrongful act of a Government officer, the party aggrieved can only bring the suit against such officer, and he must not ask for the Government to be impleaded as defendants. The plaintiff in such case of wrongful action can only proceed against the party by whose act he has been aggrieved. The distinction is between suits on contracts and suits for actionable wrongs. In cases of the latter kind, it will be for Government to determine whether the defence of the officer in question should be undertaken by Government. This course will be adopted only in cases where there is no reasonable doubt of the innocence of the accused. When, on the other hand, there is *prima facie* evidence that he has acted improperly, he should be left to conduct his own defence, the question of Government contributing towards the cost of the defence being subsequently considered. Whatever be the nature of the case, failure to defend the suit, or to file a reply to the plaint in person or by Counsel as the case may require, will render the officer or subordinate personally responsible

Incidence of law charges on Civil Suits in connection with the execution of Government works

128-A. The law charges incurred on Civil Suits in connection with the execution of Government works may be divided into three categories, namely :—

- (i) the amount of the claim for which a decree is given;
- (ii) the amount of the incidental law charges incurred by the executing Department in connection with a work financed from its own departmental heads of expenditure, *e.g.*, when the P.W.D. carried out a work chargeable to the public works head of expenditure; and
- (iii) the amount of the incidental law charges incurred by the executing Department when acting as an agent in connection with a work financed from a different head of expenditure, for instance, when the P.W.D. executes a work, the cost of which is debitable to a head other than the public works heads of expenditure, *e.g.*, Civil Aviation, Posts, Telegraphs, and Defence.

The decretal amount of the claim, *vide* item (i) above, should be debited in all cases to the work concerned and the charges referred to in item (ii), to the sub-head “Establishment—Contingencies” of the executing Departments as regards (iii) amount should generally be born by the Department on whose behalf the work is undertaken, on the ground that the action of the executing Department acting as agent, which is the cause of the suit, is normally taken in the interest of the work. When, however, it is established that the law suit has been caused by a deliberate act of an employee of the agent Department for his personal gain, the charges should be adjusted by recovery from the individual concerned or by debit against the standing charges of that Department according to the merits of each case. Each such case with a full statement thereof should be referred to the Government of India for orders.

Department proceedings and prosecution in cases of criminal misconduct

128-B. As soon as sufficient evidence is available for the purpose in the course of investigation in cases of misconduct, whether such investigation is conducted departmentally or through the police (including the Special Police Establishment) action should be taken under the Civil Services (Classification, Control and Appeal) Rules or other appropriate disciplinary proceedings should be initiated forthwith. Such departmental proceedings need not interfere with the police investigation, which may be continued, where necessary. After the departmental proceedings are concluded, the penalty, if any, imposed as a result thereof, the question of prosecution should be considered in the light of such material as may have become available as a result of the investigation.

128-C. In suitable cases criminal proceeding should thereafter be initiated. Before initiating such proceedings advice on evidence should be obtained from Government Counsel and in more important cases from the Attorney General or the Solicitor General. Where the conduct of an officer discloses a grave offence of a criminal nature, criminal prosecution should be the rule and not the exception. Where the competent authority is satisfied that there is no criminal case which can be reasonably sustained against such an officer, criminal prosecution should not of course, be resorted to but prosecution should not be avoided merely on the ground that the case might lead to an acquittal.

128-D. Should the decision of the trial court or the Appellate Court, as the case may be, lead to the acquittal of the accused it may be necessary to review the decision taken earlier as a result of the departmental proceedings. A consideration to be taken into account in such review would be whether the legal proceedings and the departmental proceedings covered precisely the same ground. If they did not, and the legal proceedings related only to one or two charges, *i.e.* not the entire field of the departmental proceedings it may not be found necessary to alter the decision already taken. Moreover while the court may have held that the facts of the case did not amount to an offence under the law, it may well be that the competent authority in the departmental proceedings might hold that the Government servant was guilty of a departmental misdemeanour and he had not behaved in the manner in which a person of his position was expected to behave.

128-E. The requirements of Article 311 of the Constitution in regard to the penalties of dismissal or removal or reduction in rank should be kept in view. Article 311(1) provides that no person who is a member of a civil service of the Union or holds in civil post under the Union shall be dismissed or removed by an authority subordinate to that by which he was appointed.

Therefore before any action is initiated under Rule 15 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 with a view to imposing any of the major penalties of an official, it should first be verified by the present disciplinary authority whether or not he is lower in rank than the officer who actually appointed the official. This information should first be obtained so that no orders for imposing major penalties are passed by any authority lower than the authority who actually appointed the official. In case it is found that the authority which actually appointed the official is of higher rank than the present disciplinary authority, this fact should be reported to the Directorate for issue of President's orders nominating another officer to act as disciplinary authority in that particular case. While reporting the matter to the Directorate, the Heads of Circles and Administrative Officer should make a specific recommendation as to the officer who may be nominated to act as the disciplinary authority Article 311 (2) provides that no such person shall be dismissed, removed or reduced in rank until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him. These provisions are mandatory and it is contemplated that after the inquiry against the accused officer has been completed and the competent authority has come to the provisional conclusions regarding the action to be taken against him, he should be given an opportunity of showing cause against such action if it is dismissal, removal or reduction in rank. For this purpose, he should be supplied with a copy of the report of the inquiring authority and be called upon to show cause within a reasonable time against the action proposed to be taken. Any representation submitted by him in this behalf should be duly considered before final orders are passed. Failure to observe these statutory requirements renders the orders passed *null and void* and therefore legally imperative. In case of such failure the Government servant concerned is deemed to have continued in service, or in the grade from which he was reduced, and subject to the provisions of any rules regarding allowances, he is entitled to the pay and allowances he would have drawn if such action had not been taken. Compliance with the requirements of Article 311 (2) is not, however, required in cases covered by clauses (a), (b) or (c) of the provision to that Article. Where, however, action is taken under clause (a) of this proviso on the basis of the conviction of a person in a court of law and the conviction is set aside on appeal, the orders passed under the proviso automatically become inoperative. If departmental action against him is considered desirable, it will be necessary to follow the provision of the relevant disciplinary rules and, where, necessary, the substantive provisions of Article 311(2).

NOTES.—The expression 'disciplinary authority' occurring in different sub-rules of Rule 15 of the Central Civil Services (Classification, Control & Appeal) Rules 1965 shall include the authority competent to impose minor penalties in respect of all sub-rules except sub-rule (10). Thus the disciplinary proceedings will not be vitiated merely on the grounds that they were initiated by an authority competent to impose minor penalties and the enquiries were also held by that authority or by an enquiring officer appointed by it provided the show-cause notice and the final punishment orders are issued by the authority who is competent to impose major penalties.

Criminal proceedings

129. In all criminal cases the distinction between cognisable and non-cognisable offence [*see* section 4(f) and (n) of the *Criminal Procedure Codes*] should be carefully observed. All cases of highway robbery, theft, criminal breach of trust, cheating by personation and all offences under section 52 of the *Post Office Act* are cognisable by the police : but cheating (otherwise than by personation), forgery and all offences under the *Post Office Act* (except those under section 52) and under the *Telegraph Act* (except such as are punishable with imprisonment for three years or more) are non-cognisable.

NOTE.—Offences under section 20 of the *Indian Telegraph Act* are non-cognisable.

130. In cognisable cases, it should be remembered that, when information has once been given to the police under section 154 of the *Criminal Procedure Code*, the action to be taken in the matter will be controlled by the police. The

local officer of the Department should however, keep in the close personal touch with the progress of the enquiry and should render the police every possible assistance. There are however, cognisable cases, in which a prosecution may not be desirable and the orders of the Superintendents/Sr. Superintendents of the Post Offices or Railway Mail Service, Presidency Postmasters, first class Postmaters, as the case may be, should be obtained before information is laid against the offender, except in cases of urgency where there is reason to believe that the offender will abscond or in which immediate action is necessary in order to secure evidence.

NOTE 1.—The officers mentioned in the rule above exercise full powers to order prosecutions in cognisable cases, but cases in which prosecution is not considered desirable by them, should be referred to the Head of the Circle with a recommendation to waive prosecution. If the Head of the Circle agrees, departmental action only may be taken; if not, the case should be made over to the police according to the instructions of the Head of the Circle.

NOTE 2.—Before informing the police, the officer concerned should satisfy himself that documentary or other evidence actually available affords reasonable grounds for believing that a cognisable offence has been committed and that the suspected official acted with dishonest intent.

In cases under section 52 of the *Post Office Act* and sections 24 to 30 of the *Telegraph Act*, immediate action is generally necessary to secure evidence. When, therefore, there is good reason to suspect that an official has committed an offence under any of these sections, the police should be communicated with at once and moved to search his premises, if necessary. It should be remembered that an offence under section 52 cannot be tried except by a Court of Sessions (see item I of Schedule II—“Offences against other law” of the *Criminal Procedure Code*), and can be enquired into only by the Magistrate specified in section 206(i) of the *Criminal Procedure Code*.

131. In non-cognisable cases, an officer deputed by the Head of the Circle, or the Superintendent of Post Offices or Railway Mail Service, as the case may be, must take up the investigation with the least possible delay; but if it is necessary or advisable to obtain the aid of the police, the facts should be placed in writing before the nearest Magistrate having jurisdiction, and he should be requested, under section 155 of the *Criminal Procedure Code* to direct the police also to hold an investigation. When the offences committed are falsification of accounts or postal documents, the sanction of the Head of the Circle should be obtained before the Magistrate is approached, unless there is reason to fear that the offender will abscond or immediate action is necessary in order to secure evidence. It should be remembered that any undue delay in invoking the aid of the police, makes it difficult for them to make a successful enquiry. When, therefore, police aid is necessary, no time should be lost in obtaining it.

132. When the offender in a cognisable or non-cognisable case is an officer appointed by the Director-General or higher authority, under no circumstances should information be laid against him either before a Magistrate or with the police without the previous sanction of the Director-General. All such cases should be reported to the Head of the Circle with a view to the orders of Director General being obtained.

Institution of criminal proceedings

133. A criminal prosecution in a non-cognisable case must not be instituted without the previous sanction of the Head of the Circle, even though the evidence appears sufficient to secure conviction in a court of law. However, in special circumstances, for instance, if delay is likely to result in the escape of the accused, the sanction of the Head of the Circle may be anticipated; but in such cases, the action taken should be reported by *telegraph* to the Head of the Circle. If the case has already been placed in the hands of the police for investigation, the institution of criminal proceedings must be determined mainly by the police report, but before proceedings are actually commenced in the Magistrate’s Court, the officer concerned should submit a report to the Head of the Circle embodying the view of the case taken by the police.

134. When the offender is an officer appointed by the Director-General or higher authority, criminal proceedings against him should in no circumstances be instituted without the sanction of the Director-General.

Conduct of criminal prosecutions

135. An officer on receiving the orders of the Head of the Circle to prosecute in a *non-cognisable* case, should at once prefer a written complaint to the nearest Magistrate empowered to take cognisance of the case. The complaint should show, in detail, the charges against the official to be prosecuted and should be accompanied by such documentary evidence as may be available. In this complaint, the officer should ask the Magistrate to issue a process against the offender, and should attach a preliminary list of the witnesses whom it is desired to produce on behalf of the prosecution. He should also request permission, under section 495 of the *Criminal Procedure*, to prosecute the case himself.

136. The officer should take the complaint to the nearest Magistrate empowered to take cognisance of the case, and explain any points on which the Magistrate may desire information. Usually, the Magistrate will, before taking cognisance of the offence, require the person laying the information to swear to the correctness of the statement, made in the complaint.

137. If the documentary or other evidence is not complete before the case is first laid before the Magistrate, he should be asked to fix as late a date as possible for the hearing of the case. The prosecuting officer should collect the necessary evidence with the least possible delay and send to the Magistrate, under registered cover, a list of the names and addresses of the witnesses whom he desires summoned. The documentary evidence collected may be produced when the case comes on for trial. Ordinarily, the latest date which the Magistrate is likely to fix for enquiring into the offence will be 14 days from the institution of the case.

138. The officer conducting the prosecution should remember that though there may be several cases against the same accused person, he can at one trial be charged with three charges only of the same kind, and three charges can be tried together only if the three offences were committed within a period of 12 months from the first to the last. Offences are of the same kind when they are punishable with the same amount of punishment under the same section of the *Indian Penal Code* or any special law. It is not necessary that the offences should have been committed against the same person. The limitation to three offences only applies to the number which may legally form part of a single trial. Any number of offences wherever and however, committed, may be charged against the same offender, and tried consecutively, provided the trials are separately conducted. The officer should, therefore, before making out a list of witnesses carefully select three clear cases of the same kind and have witnesses summoned in connection with these three cases only; unless it is intended to proceed against the accused person on other charges besides the three of the same kind.

139. The prosecuting officer should be guided as far as possible his selection of three cases by the following principles :—

- (a) The cases should be easily provable from documentary or other evidence.
- (b) The cases should not involve the attendance of witnesses from a great distance.
- (c) Preference should be given to the most serious of important cases.

140. When the case comes on for hearing, the prosecuting officer should inform the Magistrate of the charges selected for prosecution. The Magistrate may call the witnesses in any order he may think fit: but if the selection is left to the officer prosecuting, as will generally be the case, he should ordinarily call first the officer who conducted the investigation, and the other witnesses in correct succession with a view to proving the case point by point. It is not intended to fetter the discretion of the prosecuting officer as to the order in which he is to call his witnesses, but if he has not studied the case carefully and if he calls his witnesses in a haphazard manner, the accused person may be acquitted, and the ends of justice defeated.

141. The Magistrate himself may put questions to the witnesses for the prosecution, but the officer conducting the prosecution should put such questions as will elicit from the witnesses the facts which they may have to state in support of the prosecution. After a witness has given his evidence for the prosecution, he will probably be cross-examined by the defence, and the cross-examination need not be confined to the points touched upon in the examination-in-chief. If anything unfavourable to the prosecution is elicited, it will be the duty of the prosecuting officer to re-examine the witness, if necessary, with a view to explaining away such evidence.

142. After each witness for the defence has been examined, it will be the duty of the prosecuting officer to cross-examine him so as to bring out any weak points in his statements.

143. On the case for the defence being closed, if the defendant or his pleader addresses the court, the prosecuting officer should also on the conclusion of the speech address the court, if he considered it necessary to do so.

144. The Government prosecutor conducts all cases committed to the Sessions Court, but it will be the duty of the officer in charge of the case to ascertain the date on which the case is to be tried and to be present at the trial, in order to render any assistance on technical or other matters which may be required by the court or the Government prosecutor.

145. When information is given to the police in a cognisable offence in accordance with the orders of a competent authority, it will be the duty of the official giving the information to afford them full information and such assistance as will lead to a successful prosecution. When the case comes on for hearing an Inspector Posts or Railway Mail Service, or other officer should ordinarily be instructed to be present in court to represent the Department and to give information on any matters of departmental procedure, but in important cases the Superintendent/Sr. Supd. of Post Offices or Railway Mail Service, or an officer deputed by the Head of the Circle, as the case may be, should undertake this duty himself. It should also be remembered that although such prosecutions are generally conducted by the police, it is the duty of the departmental officer concerned to watch and take an interest in the conduct of each case and see that no material evidence is omitted.

NOTE.—The order in which witnesses for the prosecution are called, rests with the court, but taking, for example, a case in which a postman is charged with criminal breach of trust in respect of the value of a money order, the witnesses are usually called in the following order with a view to proving the case point by point : first, the postal officer who conducted the investigation; next, the postmaster (head or sub or branch) who signed the money order for payment, in order to prove from his books that the money order was received in his office; next the sub-postmaster or money order Assistant; to prove from his books that the money order, with cash for its payment, was given to the postman and brought back to the office as paid; next, the person, if any, who signed the money order as the payee; next, the witnesses, if any before whom the money order is alleged to have been paid, and lastly, the payee.

Employment of Government Pleader

146. The rules regarding the employment of the Government pleader vary in different States. Generally, he is required to represent Government in criminal appeals and in Sessions cases, but not in ordinary cases, before Magistrates. In cases in which the Government pleader is not obliged to appear without a special fee, his services may not be applied for without the sanction of the Head of the Circle. Ordinarily, no legal assistance should be required in conducting a case before a Magistrate.

Application for fines imposed by Court

147. In any case in which a fine may be imposed by the court on a person convicted of an offence through which the Department has incurred pecuniary loss, it shall be the duty of the gazetted officer ordering the prosecution to issue written instructions in advance to the departmental officer who attends the court in connection with the case, or the Government pleader, or any other legal practitioner, who may be employed to represent the Department or the prosecuting police officer, as the case may be to put in a written application asking the court, in accordance with the provisions of section 545 of the *Criminal Procedure Code* that, if any fine is imposed, so much of the fine as is required to make good the loss sustained by the Department and expenses incurred in the prosecution may be made over to the department, the application should invariably be made before judgement is passed and should be preferred by the person conducting the prosecution on behalf of the Government. In no case should the trying judge or Magistrate be addressed direct by the Department. It is in the discretion of the court to grant or refuse the claim.

NOTE.—The expenses of the prosecution include travelling allowance paid to official witnesses attending the court but do not include travelling allowance paid either to the official deputed to relieve them or to the investigating officers, who watch the proceedings in court.

Punishment imposed departmentally

148. *Cancelled.*

149. *Deleted.*

149.A. *Cancelled.*

150. *Cancelled.*

Compensation for losses of property

151. The Government of India cannot guarantee its officers against every loss which they may suffer whilst in Government service and compensation will not necessarily be given to public officers for accident losses of their property. Grant of compensation in such cases is regulated according to the orders contained in the Government of India, Finance Department, letter No. F. 3(1)-Ex. II/38, dated the 11th June 1938, *vide* Appendix No. 7 to this Volume.

Service on Juries

152. All persons employed in the Indian Postal Department are exempt from liability to serve as Jurors or Assessors in courts.

Medical Aid—General Rules

See Appendices Nos. 12-A and 14

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Communication with a medical adviser

170. When the particulars of a Government servant's illness are required in the interests of Government by his official supervisors, the Government Medical Officer, who has dealt with his case in his official capacity, may be required to supply them without infringing the relations which ordinarily obtain between a patient and his medical adviser.

171. There are, however, objections to confidential communication between the official superior and the medical adviser of a subordinate, and since the information in question must almost invariably be required in connection with the grant of leave, it is advisable that it should ordinarily be demanded if at all, from the subordinate himself, who can obtain it from his medical attendant in the way in which the somewhat analogous statement (*vide Supplementary Rule 229*) required to support an application for leave on medical certificate, are obtained.

172. *Cancelled*

173. *Deleted.*

Deaths—Civil Officers

174. In the event of the death of an employee of the Department, if there is no one at hand entitled to administer his estate, the senior member of the Department on the spot will at once report the death and cause thereof, and send a list of assets of the deceased, to the District Judge or other civil officer having local jurisdiction and request him to take measures for the protection of such property as the deceased was possessed of at the time of his death.

174-A. Funeral expenses, incidental to the death of departmental employees in departmental premises or on duty at out-stations, where their bodies cannot be attended to by relative or friends, should be debited to the Contingent grant of the office concerned.

NOTE.—For further amplification *see* Rule 32 of Appendix 10 (as inserted by Correction Slip No. 147, dated the 4th April, 1953, and subsequent amendment) to the Postal Financial Hand Book, Volume I (First Edition).

175. The death of any member of the Department should be reported immediately by the senior officer on the spot, through the regular channel, to the Director-General in the case of officers of the gazetted establishment and in all other cases to the authority by which the appointment was made.

176. *Deleted.*

177. When any member of the Department is killed or severely wounded or meets with sudden or violent death in any very exceptional circumstances, particulars connected with the occurrence should be telegraphed to the Director-General and the Head of the Circle.

178. }
178-A. } *Cancelled.*
179. }
180. }

Contagious or repulsive diseases

181. Any official in whose house sickness of a contagious or infectious nature (*e.g.*, small-pox) occurs, must at once give notice of the fact to his immediate superior, who will then put him off duty and make arrangements for the performance of his work.

182. Any official suffering from a repulsive disease (*e.g.*, leprosy) must report the fact to his immediate superior who will then take steps to obtain competent medical opinion on the case. The case should also at once be reported to the Head of the Circle for orders.

183. }
184. }
185. }
186. }
187. } *Deleted.*
188. }
189. }
190. }

CHAPTER V**SECURITY DEPOSITS****PART I - SECURITY DEPOSITS OF EMPLOYEES**

Classes of officials required to give security and amount of security

191. Owing to their pecuniary and other responsibilities, the following classes of officials are required to give security as fixed from time to time by the Department for the faithful discharge of their duties but any person whose responsibilities are unusually heavy may at the discretion of the Director-General, be called upon to furnish a security for a larger amount :—

(i) CIRCLE AND ADMINISTRATIVE OFFICES

- (a) Cashiers
- (b) Manager, Assistant Managers and Office Assistants in Returned letter Offices
- (c) Group D Staff of Circle Office and Postal Store Depot who were employed to get Cash from Post Office or who handle valuable articles of Stock
- (d) Record Suppliers, Daftries and Selection Grade Daftries in Postal Stores Forms and Seals, Aligarh and other Postal Store Depots

(ii) POST OFFICES AND R. M. S.

- (a) Departmental Sub-Postmasters - Single handed ('C', 'B' & 'A' Class Offices)
- (b) Treasurers /Asstt. Treasurers
- (c) Cashier in S.R.O./H.R.O.
- (d) Sorting Asstts. and Mail guards
- (e) Head Postmen, Cash Overseers & Stg. Postman and all officials who are specially required to convey or escort cash from one office to another or to and from a treasury or Sub-treasury

NOTE :—Postmen or other officials attached to sub-offices who may be required to convey or escort cash between a Sub-Office and a Sub-treasury, need not furnish security for more than the prescribed amount but in no case should they be entrusted with a larger sum of money than fixed for payment of money order.

- (f) Mail peons, Letter Box peons, Van Peons, Packers, Departmental Runners and those Mailmen and Selection Grade Mailmen whose duties are analogous to those of Packers or who are required to convey or escort cash.
- (g) GDS (Sub and Branch Postmasters) Rs. 10,000
 - (i) Departmental Stamp Vendors Rs. 10,000
 - (ii) GDS Stamp Vendors Rs. 5,000
 - (iii) All GDS other than GDS SPM/BPM Rs. 5,000

(h) Office Asstts. in Postal Store Depots, Kolkata & Nashik and Postal Stores Forms and Seals Depots, Aligarh.

(iii) GENERAL

- (a) Care-takers of Postal Offices/Installations/Buildings
- (b) Compounders
- (c) Cashiers in Postal Training Centres
- (d) Cashiers in the Postal Store Depots

When, however, the security is given in the form of a security deposit of cash in Post Office Savings Bank or of Government Promissory Notes or of Post Office Certificates or in any combination of them, the amount of the security shall be two-third of the amount of security mentioned above, unless otherwise specifically provided. These provisions are not applicable in the case of Stamp Vendors and GDS Delivery Agents who are required to furnish security.

Official exempted from giving security

192. (1) Official drawing a pay equal to the amount as fixed by the Department and above or having 20 years service may, at the discretion of the Divisional Head be exempted from furnishing security, each case decided on its merits.

(2) Retired Government servants temporarily employed as departmental sub and GDS branch postmasters and Asstts. or in any other smaller posts, such as postmen, mail peons, etc., may be exempted from furnishing security only if they are in receipt of a pension. Heads of Circles may also at their discretion employ such retired Government servants as stamp vendors without requiring them to furnish security.

(3) Heads of Circles may, at their discretion, exempt any GDS or class of GDS from the obligation to furnish security.

Amount of security

193. (1) The amount of the security required will be as fixed from time to time by the Department, but any person whose responsibilities are unusually heavy may, at the discretion of the Director-General, be called upon to furnish a security for a larger amount.

(i) POST OFFICE

The amount of the security, when given in the form of a personal bond with two sureties or of a bond furnished by an Insurance Company, or a Postal Co-operative Society, shall be as fixed from time to time by the Department—

- (a) in the case of all classes of postal servants (including candidates and GDS in post offices), with the exception of those mentioned in item (c) under head “(i) CIRCLE AND ADMINISTRATIVE OFFICES” and in items (g), (h), (i) and (j) under the head “(ii) POST OFFICE”, in rule 191.
- (b) in the case of head postmen, and of overseers and others, who are specially required to convey or escort cash, either between post offices or between a head office and a treasury or sub-treasury.
- (c) in the case of postmen, village postmen, mail coach-men, mail peons, letter box peons, van-peons, packers, departmental runners, carpenters, and mailmen and Selection Grade Mailmen of the R. M. S. whose duties are analogous to those of packers.

NOTE :—Postmen or others attached to sub-offices who may be required to convey or escort cash between a sub-office and a sub-treasury, need not furnish security for more than prescribed amount, but in no case should they be entrusted with a larger sum of money than the amount fixed for this purpose. The Head of a Circle may raise this limit to a higher amount, provided a security of amount as prescribed by the Department is obtained from such officials who are likely to be entrusted with the work of conveying cash between post office and treasury or sub-treasury.

- (d) Mailmen and Selection Grade Mailmen of the R. M. S. who are required to convey or escort cash between a Post office and a head record office should not be entrusted with a larger sum of money than the amount of security fixed by the Department to be given at a time.
- (e) in the case of munshis in combined offices whose duties involve monetary responsibilities.

- (f) in the case of whole-time attendants of R. M. S. rest houses and inspection quarters.
- (g) in departmental mail motor organizations, in the case of :—
 - (1) Office Asstts.
 - (2) Drivers, Mechanics and Cleaners.
- (h) Dak Sewaks—Amount as prescribed by the Department, if it is in the form of a personal or fidelity bond or if it is in the form of a P. O. Savings Bank deposit, or Government Promissory Notes or Post Office certificates,
- (i) GDS Delivery Agents who are authorised to deliver unpaid and insufficiently pre-paid articles, registered letters and parcels, and to pay money orders.

NOTE 1 :—In cases, however, of departmental officials working in the treasury branch of a post office involving higher monetary responsibilities, no additional security should be required for this purpose from them.

(2) When, however, the security is given in the form of a security deposit of cash in the Post Office Savings Bank or of Government promissory notes or of Post Office certificates or in any combination of them, the amount of the security shall be two-third of the amount required by the preceding paragraph in the case of a postal servant of the class concerned who gives security in the form of a personal bond or the bond of an Insurance Company or of a Postal Co-operative Society.

NOTE 1:—Provisions of sub-rule (2) above will not be applicable in the case of GDS Delivery Agents who are required to furnish security.

(2) In the case of stamp vendors the amount of security shall be twenty times the stamp vendor's pay subject to a maximum amount as fixed by the Deptt. in *whatever* form the security is furnished.

Nature of security

194. The security given must be in one of the following forms :—

- (a) A security deposit of cash in the Post Office Savings Bank.
- (b) A security deposit of Government promissory notes or Post Office certificates.
- (c) A personal bond with two sureties.

If the security is in the form of a security deposits in the savings bank, it may be deposited by the officer himself or by any other person or persons on his behalf. Post Office certificates may be accepted as security at their issue price and not for their face value. The security taken from acting postmen and village postmen must always be in the form of a personal bond.

195. The first two forms of security mentioned in the preceding rule may be combined. Under the general rule relating to security deposit accounts in the Post Office Savings Bank, the balance of such an account may never exceed the amount prescribed by the Deptt. It will not be possible, therefore, when the amount of the security required exceeds the prescribed amount to adopt the form of savings bank deposit; but the security deposited in such a case must be either wholly in Government promissory notes or in Post Office certificates, or both or made up partly by a cash deposit in the savings bank, and partly by a deposit of Government promissory notes or of Post Office certificates or both.

196. A thoroughly responsible Insurance Company or a Postal Co-operative Society approved by the Head of a Circle may be accepted as surety (without a second surety) of a departmental employee or of GDS or of a candidate for employment in the Department, provided the terms in the appropriate personal bond form are complied with. When security is furnished in this way, it will not be necessary for supervising officers to make the enquiries ordered in rules 212—215.

Security in cash or Government promissory notes or Post Office certificates

197. When an employee furnishes security in one or other of the form (a) and (b) referred to in rule 194 or in both together, it will not be necessary for him to deposit the whole amount required at once. He may, to begin with, deposit (either in cash or in Government promissory notes or in Post Office certificates, or in any combination of the three) any sum which is not less than one-third of the amount of the security required, and make up the balance by contributions of not less than one-sixth of his pay to be deducted from his pay and credited to a security deposit account in the savings bank. When the security is furnished in cash by a person who is an outsider on behalf of the official, the whole amount should be deposited and payments by instalments should not be permitted. In the case of candidates and GDS who desire to furnish security in case or Government promissory notes or in Post Office certificates or in any combination of the three, the whole amount must be deposited at once.

198. Deleted.

199. In the case of a security deposit account to which sums are added by instalments, when the balance of the account amounts to such a sum that the addition of another instalment would raise it above the prescribed limit the balance or a sufficient portion of it should be withdrawn for the purchase of Government promissory notes or of Post Office certificates through the Post Office, so as to admit of the deposit of further instalments to credit of the account. The Government promissory notes or Post Office certificates so purchased must be deposited as security in place of the sum withdrawn from the account. Interest on the security deposit will be added to the principal until the full amount of security required has been reached, after which the interest will be paid to the depositor.

Personal bonds

200. When an officer elects to furnish security by means of a personal bond with two sureties, the bond to be executed must be in the form appropriate to the case; and the sureties must not be in service of the Department of dependent on any departmental employee or near relations of the principal unless they have independent or self acquired property of their own.

Change in the name of officials who have furnished security bonds or in the names of their sureties

200-A. When the name of an official who has furnished a security bond is changed, a note regarding the change including the new name should be made on the bond and this note should be attested by the principal and the sureties. A similar procedure should be followed when any of the sureties changes his name.

Execution of a fresh bond on Re-employment

201. If an employee who has furnished a personal security bond is re-instated after he has been dismissed, he will be required when re-instated to furnish a fresh personal security bond.

202. Similarly, fresh security will have to be furnished by any person who, after resigning his post or after his services have been dispensed with for any cause including the abolition of his post is re-employed, even temporarily, in a post in which security is required.

Security on promotion

203. An official who has once given satisfactory security, will not be called on to give further security when promoted to a higher post, but when an officer who has furnished personal security or security in cash or Government promissory notes or Post Office certificates for a sum less than the prescribed amount or two-third of that amount, as the case may be, is appointed to a post in which he has to convey or escort cash between post offices or to or from a head office and a treasury or sub-treasury, he will be required to furnish further security so as to bring the total up to the prescribed amount or two-third of that amount according to the form in which the security is given, except that, if the officer has rendered satisfactory service for not less than 10 years, he may, at the discretion of the Head of the Circle, or the administrative offices he exempted from furnishing further security. Although the responsibility of an official may be increased on his promotion, his past service in the Department and longer experience of his character and career are held as equivalent to the additional security that would be required and taken from a person newly appointed to the same post from outside the Department.

204. The security given by sub-postmasters and Postal Asstt. promoted to be deputy postmasters, assistant postmasters or postmasters, holds good on their promotion.

205. An official belonging to a Group from which security is not taken should not, if it can be avoided, be appointed to officiate for any length of time in a post belonging to a Group from which security is taken, unless he has furnished security.

206. A head postmaster who has not already furnished any security may be exempted from doing so, if, for special reasons, he is appointed to officiate in a post the holder of which is required to furnish security.

206-A. Senior postmen or mail-guards who have been exempted from furnishing security, may, at the discretion of the Head of the Circle, be exempted from furnishing fresh security when appointed permanently or in an officiating capacity to work as Postal or Sorting Asstts. Junior postmen who have less than 10 years' service and have furnished security, should when appointed permanently as Postal Asstts. be required to furnish fresh security for the amount and in the form applicable to Asstt. but the Head of a Circle may, at his discretion, exempt an individual from furnishing the security for an amount greater than that for which security had been furnished by him as postman.

When such officials are only temporarily promoted to officiate in a higher grade, the old bond may be allowed to continue.

207. *Deleted.*

Forms of bonds

208. The following forms of bonds are in use :—

(i) POST OFFICE

I. *When the security is in Government promissory notes, Post Office certificates or cash*

Sec. 1.—To be executed by deputy and assistant postmasters, sub and GDS branch postmasters, Asstts. in Return Letter Offices and in post offices, record officers, accountants, sorting Asstt. and mail guards of the Railway Mail Service and candidates.

Sec. 2.—To be executed by candidate.

Sec. 3.—To be executed by postal employees such as overseers, mail peons, letter-box peons, van-peons, packers (in Return Letter Offices or post offices), porters whose duties are analogous to those of packers, carpenters, coachmen and others who are required to convey or escort cash, and by stampers and peons in Return Letter Offices.

Sec. 4.—To be executed by postmen and village postmen.

Sec. 5.—To be executed by GDS.

Sec. 6.—To be executed jointly by a person depositing security in Government promissory notes or Post Office certificates or opening a security deposit account in the Post Office savings bank on behalf of a deputy or assistant postmaster, sub or GDS postmaster, Asstt. in a Return Letter Office or in a post office, record officer, accountant, sorting Asstt. or mail guard of the Railway Mail Service or a candidate as well as by the postal official or candidate himself.

Sec. 7.—To be executed jointly by a person depositing security in Government promissory notes or Post Office certificates or opening a security deposit account in the Post Office savings bank on behalf of a postman or village postman as well as by the postman or village postman himself.

Sec. 8.—To be executed jointly by a person depositing security in Government promissory notes or Post Office certificates or opening a security deposit account in the Post Office savings bank on behalf of a postal employee such as an overseer, mail peon, letter-box peon, van-peon, packer (in a Return Letter Office or a post office), porter whose duties are analogous to those of a packer, carpenter and coachman who is required to convey or escort cash, and on behalf of a stamper or a peon in a Return Letter Office as well as by the Postal employee himself.

Sec. 9.—To be executed by stamp-vendors.

II. *Personal Security Bond*

Sec. 10.—To be executed by Deputy and Assistant postmasters, sub and GDS branch postmasters, Asstts. in Return Letter Offices and in post offices, record officers, accountants, sorting Assistants and mail guards of the Railway Mail Service and candidates.

Sec. 11.—To be executed by candidates.

Sec. 12.—To be executed by postal employees such as overseers, mail peons, letter-box peons, van-peons, packers (in Return Letter Offices and post offices), porters whose duties are analogous to those of packers, carpenters and coachmen, who are required to convey or escort cash, and by stampers and peons in Return Letter Offices.

Sec. 13.—To be executed by postmen and village postmen.

Sec. 14.—To be executed by candidates, postmen and village postmen.

Sec. 15.—To be executed by acting postmen and village postmen.

Sec. 16.—To be executed by extra-departmental agents.

Sec. 17.—To be executed by stamp-vendors.

Examination of bonds of employees depositing security in cash, Government promissory notes or Post office certificates

209. In the case of security deposited in cash, Government promissory notes or Post Office certificates or in any combination of these forms, the officer concerned must examine the bond executed and see that it is in the correct form and that it has been properly executed. He must also satisfy himself (a) that the amount deposited, to begin with, whether in cash, Government promissory notes or Post Office certificates, or in any combination of these forms, is in accordance with the provisions of rule 197 (b) that in the case of a cash deposit, the savings bank pass-book has been delivered to the officer in charge of the office required to keep it in safe custody (*see* rule 227); and (c) that in the case of a deposit of Government promissory notes or Post office certificates, the promissory note or notes have been endorsed and delivered over or that the Post office certificates have been formally transferred to the proper authority (*see* rule 226).

210. When the officer concerned has examined the bond and satisfied himself on the points mentioned above, he will write on the bond a certificate in one of the following forms, as the case may require.

When the whole amount of the security is deposited at once.—“Certified that this bond has been examined and found in order; and that I have satisfied myself that the amount of the security required, Rs. (*amount*), has been deposited Rs. (*amount*) in the Post Office savings bank, Rs. (*amount*) in Government promissory notes and Rs. (*amount*), in Post office certificates.”

When the first deposit is only part of the security.—“Certified that this bond has been examined and found in order; and that I have satisfied myself that Rs. (*amount*) has been deposited as a first deposit; Rs. (*amount*) in the Post Office savings bank, Rs. (*amount*) in Government promissory notes and Rs. (*amount*) in Post Office certificates, Rs. (*amount*), the balance of the security required, must be recovered by instalments in accordance with the rules on the subject.”

The officer concerned must sign the certificate, adding his designation and date, and then send the bond for custody to the officer in whose custody the bond should remain.

NOTE.—In the case of a security furnished by officers employed in first class head offices, the postmaster will perform the duties of examining the bond and recording the certificate required by the above rule.

Signature to be affixed in presence of a departmental officer

211. When security is furnished in the form of a personal bond, the signatures of the principal and of the sureties must be affixed to the bond in the presence of two witnesses, one of whom must be a departmental officer other than the principal and, in the case of the Post Office, above the rank of postman. The departmental officer and the other witness must sign the bond in evidence of having witnessed the signatures of the principal and sureties.

Enquiries as to the solvency of persons offering themselves as sureties

212. Before any personal bond is accepted, the officers concerned, must have enquiries made in order to ascertain that the sureties are substantial persons, able, without doubt, to make good the sum in which they are bound by the bond, and that none of them is a minor or of unsound mind : whenever practicable these enquiries will be made through the local revenue authorities.

213. If the result of the enquiry is satisfactory, the officer concerned, will draw up, in each case, a memorandum to be attached to the bond showing in detail the nature and results of his enquiries. He will then write on the margin of the bond the words, “Sureties satisfactory as per memorandum annexed”, add his signature, office and the date, and forward the bond to the officer in charge of the office by whom the pay of the principal is drawn.

NOTE.—This rule applies also to personal security bonds executed by officials employed in first class head offices when the sureties live outside the station; when the sureties live within the station, the Postmaster must himself make the necessary enquiries, record their nature and result in a memorandum to be attached to the bonds and write the prescribed endorsement on the bonds.

214. When the sureties of an employee reside outside the jurisdiction of an officer by whom the bond is to be attested, the bond will be sent to the officer of the Department under whose jurisdiction the sureties reside; if the sureties reside at different places under the jurisdiction of different officers the bond will be sent to each officer in whose jurisdiction a surety resides. The officer to whom the bond is sent, will have it executed by the surety or sureties, write on the reverse a remark certifying, if the result of his enquiry is satisfactory, that the surety or sureties are satisfactory after the memorandum referred to in the preceding rule has been drawn up, add his signature, office and the date, and return the bond with the memorandum to the officer under whom the principal is employed.

215. Generally, enquiries as to the solvency of a surety can be best made at the place of his residence; but when a surety is temporarily living far from his home and enquiries cannot be satisfactorily made at the place of his residence, they will be made also at his home.

Death, insolvency or withdrawal of sureties

216. An official who has given security, is bound to give prompt information if a surety dies, or becomes insolvent, or changes his residence. Failure to report the death or insolvency of a surety when it is known to the principal will render the latter liable to suspension and removal from service.

217. Each year in the month of April the officer in whose jurisdiction or under whom, the officials who have furnished personal bonds are working will obtain from them a certificate (Form Sec. 39) to the effect that the sureties are alive and solvent. It is left to the officers concerned to take disciplinary action against any official, who fails to return the certificate properly filled in within the date fixed for the purpose. If a surety has changed his residence, particulars of the new residence must also be mentioned in the certificate. The submission of a false certificate will render the principal liable to suspension and removal from service. These certificates will be kept on record for two years only *i. e.*, for the year to which they relate and the following years by the officer in whose custody the bond remains. Cases in which any surety is reported to be dead or as no longer solvent must immediately be reported to the Head of the Circle, or the Administrative Office as the case may be.

218. In the case of personal security bonds of officials who have been promoted to the appointment of head postmaster, the certificates will be obtained by the Head of the Circle concerned and kept on record in his office.

NOTE 1.—Each officer under whose custody the bonds are kept will verify every year the existence and solvency of the sureties of at least one bond, if the personal security bonds of officials within his jurisdiction do not exceed 40, or one bond for every 40 such bonds or fraction of that number, if the personal security bonds of officials within his jurisdiction exceed 40. In each case a note stating the result of the verification under the signature of the officer concerned will be attached to the bond. The verification may be made with the assistance of the Inspector or Local Postmaster or any other responsible local official.

NOTE 2.—The certificates in respect of the security bonds of officials promoted as Inspectors Posts or Railway Mail Service or office supervisor Asstt. Supervisor (H. Q.) to Superintendents of post offices shall however, be obtained for a period of one year after their confirmation in the post.

219. When a surety dies, becomes insolvent or withdraws from his suretyship or when a bond is lost and the principal has less than ten years' service the latter will be required to furnish fresh security.

220. When a surety dies or becomes insolvent or when a bond is lost and the principal has ten years' service or more, fresh surety may, at the discretion of the Head of the Circle, or the Administrative Office as the case be dispensed with if the principal's past service has been satisfactory. Exemption should not, however, be granted to officials who have been adjudged insolvent or who are habitually indebted.

221. When a surety withdraws from his suretyship and the principal has ten years' service or more, an enquiry must be made to ascertain the cause of the withdrawal. If the withdrawal is explained to the satisfaction of the officer in whose custody the bond remains, he will note this fact on the bond and fresh security may, at the discretion of the Head of the Circle or Administrative Office, be dispensed with if the principal's past service has been satisfactory. If the withdrawal is not explained satisfactorily, the case must be reported to the Head of the Circle or the Administrative Office for orders.

NOTE.—Exemption from furnishing security granted to an official either under this rule or Rule 220 is liable to be withdrawn if it is subsequently found that the official has become insolvent or indebted.

222. In a case where security is deposited in cash or Government promissory notes or Post Office certificates on behalf of an employee, the amount of the deposit must not be refunded until after the expiry of six months from the date of death or insolvency, or from the date of the notice of withdrawal.

223. Rule 216 to 222 apply also to the bonds of postmasters and inspectors which are kept in the office of the Head of the Circle.

EXCEPTION.—The provisions of rules 216 to 222 do not apply to the bonds of Insurance Companies and Postal Co-operative Societies. When in the case of an official who has furnished this form of security, the Company or the Society give notice of lapse of the bond issued by them or withdraw from their suretyship, the principal should be required to provide fresh security unless he has 15 years service or more, in which case further security may be dispensed with if his past service has been satisfactory.

The provisions of rules 220 and 221 above do not apply to the case of GDS.

224. The Head of the Circle or the Administrative Office may, at any time, call upon any official, who has furnished personal security, to furnish other personal security in lieu of it.

Pledge of the security

225. The security deposit account in a Post Office Savings Bank, Post Office Certificates or Governments securities should be pledged by an official to the appointing authority, if of a Gazetted Status. In case the appointing authority, is a non-Gazetted Officer, the securities should be pledged to his immediate superior who is of Gazetted Status. In addition the security deposit form prescribed by the savings bank rules, the Official must execute a bond in the form appropriate to the case.

226. The rules regarding the deposits of Government securities by employees of the Department will be found in the Posts and Telegraphs Financial Handbook Volume I.

Pass-books of security deposit accounts

227. All the pass-books appertaining to security deposit accounts of employees will be kept by the officer in charge of the office by whom the pay of the depositors is drawn, locked in a tin box with the security bonds to which they relate, the number of each account being entered in the register of bonds (Form Sec. 19). In offices other than Post offices where Security deposits are deducted in monthly instalments from pay, an additional register for Security deposit accounts should also be maintained in form A. C. G. 43. Depositors will, at all times, be at liberty to call for and examine their pass-books, in order to satisfy themselves that any deductions have been credited to their accounts.

228. When an employee who has furnished security in the form of a security deposit in the savings bank, is transferred to the jurisdiction of another office, the office in whose custody the savings bank pass-books are kept will arrange, where necessary, to have them transferred to the proper office.

229. The Department will have nothing to do with payment of interest, for which the depositor will apply to the savings bank direct, the pass-book being given to him for the purpose. The officer in whose custody pass-books are kept must see, however, that pass-books are presented at the post office as soon as possible after the 15th June each year in order that the necessary entries about interest may be made in them (*see* rule 199).

Refund of security deposit

230. When an application is received for the refund of the balance at credit of a security deposit account in the savings bank, the authority to whom the account is pledged, may authorise the refund of the amount after satisfying himself that the Department has no claim against the employee (pledger). In no case should a refund be authorised before the expiry of six months after the vacation of his office by the employee.

NOTE.—If the official concerned vacates office and proceeds on leave preparatory to retirement, the period of 6 months should be calculated from the date of commencement of such leave.

231. *Deleted.*

Custody of security bonds

232. All accepted bonds of postal officials, duly endorsed by the Superintendent or first class Postmaster will be kept by the postmaster of the head post office who draws the pay of the officials by whom the bonds were executed. All bonds (whether of permanent or temporary officials) will be entered in the prescribed register (Form Sec. 19) and kept with the register in steel or iron sheet almirahs in the joint custody of the Postmaster and the Accountant.

If the surety is a Co-operative Society, Insurance Company or an organisation of such companies the official should be required to furnish a declaration agreeing to the deduction of premia due on the bonds with money order commission, if any from their pay or leave salary. The Postmaster should ensure that all bonds which are in his custody are current and premia due thereon are paid on due dates.

233. *Deleted.*

234. When an official is transferred permanently to the jurisdiction of another office, the officer in charge of the office in which his bond is kept will forward the bond to the proper office in registered cover, and make a note of the fact against the entry of the bond in the register. In such cases the bond should invariably accompany the transferred official's last pay certificate.

235. When an official is transferred *temporarily* from the jurisdiction of one office to that of another office, the officer in charge of the former office will forward, in a registered cover, to the latter office a certificate to the effect that the transferred official's security bond is on record there. The amount of the security bond must be mentioned in the certificate.

NOTE 1.—The bond of an official promoted to be a head postmaster (permanent or officiating) will be deposited with his immediate superior and will be retained there even if he reverts from his head postmastership.

NOTE 2.—The proceedings connected with the verification of security bonds sometimes take time, specially in the case of officiating persons. It may thus happen that though a security bond has been furnished, it is not on record for a month or more after the person's appointment. In these cases, they pay due must not be allowed to remain undrawn; but as a check that the bonds furnished are subsequently received, a few pages should be reserved at the end of the register of security bonds for the entry of the names of all officiating persons and a pencil entry added against the names of those who have furnished security bonds which have not, however, been received for record. When the bond is received, the pencil entry will be erased and the particulars of the bonds then entered in the usual way. If there is delay in the receipt of a bond, the attention of the Superintendent concerned should be drawn to the matter.

Custody of Post Office certificates deposited as security

236. Post office certificates pledged as security by postal officials, except those promoted to the post of a Head Postmaster or Inspector will be made over or sent for custody to the head postmaster by whom the depositor's pay is drawn. If the Post Office certificates are tendered for this purpose at a sub or branch office, the sub or branch postmaster will grant the depositor a preliminary receipt and will send the Post office certificates to the head or account office in the account or b.o. bag entered in the daily account. The Head Postmaster will grant the depositor a formal acknowledgement of the receipt of each Post office certificate in exchange for the preliminary receipt and he will also intimate receipt and of the Post office certificate to the Divisional Superintendent.

NOTE.—Post office certificates pledged as security by officials promoted to the post of Head Postmaster or Inspector will be sent for custody in the office of the Head of the Circle alongwith the security bond on confirmation in the post to which they have been promoted.

237. The Post office certificates must be locked in a tin box with the security bonds to which they relate after the particulars of each of them have been entered in the register. The box should be kept in the office safe.

238. When the depositor is transferred to the jurisdiction of another head office, the postmaster of the office in whose custody the Post office certificates have been kept, will forward the Post office certificate or certificates with the security bond relating thereto to the new head office in a registered cover and make a note of the fact against the proper entry in the register.

239. *Deleted.*

Alteration of form of security

240. Security furnished by an employee of the department in the form of a personal bond with sureties may be replaced at any time by the deposit in either of the first two forms of security mentioned in rule 194 or in both together, of not less than two-thirds of the amount applicable in the case concerned to security given in those forms. If the whole amount of the security in the new form is not deposited at once, the balance must be made up by instalments of not less than one-sixth of the employee's pay. In other respects the deposit of cash or Government promissory notes or Post office certificates will be subject to the provisions of rules 195, 197 and 199.

241. Officials who have furnished personal bonds with sureties should be encouraged but not compelled to open private savings bank accounts and to deposit small sums from time to time as they can be spared, with a view to replacing the bonds in the manner described in the preceding rule when the necessary amount has been accumulated.

242. If an official wishes to substitute a personal bond with two sureties for a security deposit in cash or Government promissory notes or post office certificates, he should give six months' notice in writing of his intention to do so, and in such a case the amount of the deposit will not be refunded to him until after the expiry of the period of six months after the personal bond comes into effect. If he has ten years' service or more, the Head of the Circle or the Administrative Office may, at his discretion, exempt him from furnishing fresh security in the form of a personal bond, provided that his past service has been satisfactory.

Disposal of withdrawn bonds

243. When a personal bond executed by an official is replaced by another kind of security under rule 240 or in respect of which a surety withdraws from his suretyship after the prescribed notice, or which is withdrawn from any other cause, the bond should be preserved for five years and may then be destroyed. No endorsement of any kind must be made on the bond. The same course will be followed in the case of a bond relating to security deposit in cash or Government securities when the deposit is returned to the depositor.

244. A note, showing how the bond has been disposed of, will, in every case, be written by the Officer in whose custody the bond remains against the entry of the bond in the register.

245. When a surety gives notice of his intention to terminate his suretyship and the principal is required to furnish a fresh bond (*see* rule 219 and 220), the necessary enquiries should at once be commenced with a view to the immediate execution of the new bond on the expiry of the period of notice. If it is found necessary in any case to have the fresh bond executed *within* the period of notice, the following sentence should be added to the body of the bond :—

“The conditions of this bond shall effect on and from the (*date of termination of period of notice*).”

and against this addition the principal and the sureties to the fresh bond should be required to place their signatures.

246. *Deleted.*

Procedure when an official dies, leaves the Department or is promoted to an appointment the incumbent of which is not required to furnish security

247. When an official, who has given security, dies or is promoted to an appointment the incumbent of which is not required to furnish security, or leaves the Department, the following procedure will be followed :—

- (a) The bond will be preserved for a period of 5 years. In the case of officials who quit service on or after 1st January, 1964 at the end of 5 years it should be examined whether there is likely to be needed for the further retention of the bonds in view of the fact that the period of limitation in case of a breach of the terms of the bonds is 30 years from the date of such breach. A note showing how the bond has been disposed of should be written by the officer concerned against the relevant entry in the register.
- (b) If the security is in the form of a security deposit in the savings bank, in Government promissory notes or in post office certificates, the return of the deposit will not be authorised by the authority to whom the security is pledged until after the lapse of six months.
- (c) The security bond of an official who is promoted as an Inspector (posts) or Railway Mail Service or office Supervisor Asstt. Supervisor (H. Q.) to Superintendent of post offices should be preserved in the Head Office or the Head Record Office, as the case may require, for one year after his confirmation.

NOTE.—If the official concerned vacates office and proceeds on leave preparatory to retirement, the period of 6 months should be calculated from the date of commencement of such leave.

248. Deleted.

Persons whose security is inadmissible

249. The security of professional money-lenders should on no account be allowed nor should soldiers be made sureties in security bonds. It is also not advisable to accept ladies as sureties if any male surety can be obtained, unless the ladies are single or widows.

Appointment to posts requiring security

250. Subject to the provisions of rule 192 of this volume and of the note below rule 97 of the *Postal Manual*, Volume IV, no candidate, whether outsider or departmental, may be appointed even temporarily, to a post for which a security is required from him, unless and until he has furnished the required security. When the vacancy to be filled is a permanent one, and no candidate who has already furnished security or who is prepared to furnish it at once, is available to fill it, the appointing authority may, at his discretion, appoint to such a post, *temporarily*, an outside candidate who has agreed in writing to furnish the security within one month, or a departmental candidate who has been confirmed in a permanent post and has agreed in writing to furnish the same within three months, from the date of appointment. In special circumstances the Head of the Circle or the Administrative office as the case may be may grant such a candidate an extension of the time not exceeding three months in the case of an outside candidate, or six months in the case of a departmental candidate already confirmed in a permanent post from the date of appointment. If the candidate fails to furnish the required security within the stipulated period, he shall be discharged or reverted, as the case may be. No candidate shall be appointed to such a post permanently from a date earlier than the date on which he furnished satisfactory security.

NOTE.—The Note below rule 97 of the *Postal Manual*, Volume IV, is an exception to this rule.

251. Rule 250 applies equally also to a postal employee required to furnish an additional security under clause (h) of rule 191—(ii) Post Office.

252. An official who has been confirmed in a permanent post but on the conditions mentioned in rule 216 and 217, and who is required to furnish a fresh security under rule 219, shall not be allowed to hold or continue to hold charge of a sub or branch office until the fresh security is furnished and shall, if he fails to furnish it within the time allowed to him, be liable to suspension and removal from service. A declaration accepting such liability should be obtained by the appointing authority from all such officials. The declarations shall be attached to their character sheets in which a note, duly signed and dated, should be made to the effect that the declaration has been appended. The declaration should be in the following form :—

“I hereby declare that I have read rule 252 of the *Postal Manual*, Volume II, and clearly understand that I become liable to the provisions and penalties prescribed therein.”

NOTE.—A similar declaration as that prescribed in rule 252 should also be obtained by an appointing authority from GDS at the time of their appointment to posts requiring security. Such declarations when obtained should be kept with their security bonds.

253. In making appointment, whether permanent or officiating, a post for which security has to be furnished, the officer making the appointment should specify the description of bond or agreement required and specifically state in the order of appointment whether the person appointed has furnished security or not.

254. }
255. } *Cancelled.*
256. }
257. }

Forfeiture of security deposits

258. The security furnished by an employee will be liable to forfeiture at the discretion of the Director-General or other officer duly authorised by him in the event of the employee quitting the service without properly accounting for all moneys, stores and valuables in his custody and without satisfactorily adjusting his accounts or without permission or without giving at least three months' notice.

259. When the whole or the part of the security deposit of an official is to be forfeited the form of security bond must be sent to the Head of the Circle or the Administrative Office as the case may be for necessary action, with full particulars of the grounds on which such forfeiture is recommended. When the whole of security deposit in the savings bank has to be credited to Government in recovery of departmental claims or as forfeited by order of the competent authority, the whole amount should be drawn out of the saving bank, the amount being brought into the cash account of the officer responsible stating in the entry how much is in the adjustment of objections, advances, *etc.*, and how much forfeited to Government. When only a part of the deposit has to be credited to Government, that part only will be drawn and treated in the same way.

Unclaimed deposits

260. Deposits of employees that remain unclaimed for three years after their refund becomes admissible (for instance after an employee leaves the Department) are to be credited to Government under the head “Miscellaneous Revenue”.

261. When such a deposit is afterwards claimed, a full explanation of the circumstances must be submitted by the claimant to the Director-General who may authorise refund of the amount. Heads of Circles or the Administrative Office as the case may be and Divisional Engineers are responsible for the due disposal of all unclaimed deposits and should maintain a record of such deposits in Form Sec. 28.

PART II.—SECURITY DEPOSITS OF CONTRACTORS

262. The rules regarding security deposits of contractors for the due fulfilment of contracts will be found in the *P. & T. Financial Hand Book*, Volume I.

263. *Deleted.*

263/1. Post office certificates pledged as security by the contractors will be made over or sent for custody to the officer by whom payments are usually made to the contractors. He will also keep copies of all agreements executed by the contractors, the originals being kept in the custody of the officer executing the contracts.

263/2. Savings bank pass-books relating to securities furnished by mail contractors should, in the first instance, be received by the Head of the Circle, who should forward them, after scrutiny, for safe custody to the head post offices concerned which draw and disburse the subsidy of the contractors.

263/3. *Deleted.*

264. Security bonds furnished by contractors or others must bear the stamp prescribed by law. The stamp on a security bond is payable by the party executing it and not by Government in any case, and any necessity which may exist for such a document to be executed on behalf of Government should not, under the exemption contained in the present *Stamp Act*, exempt the person who would have been liable to pay for the stamp for such liability. All agreements entered into by contractors for the execution of work or for securing the due performance of contracts are exempt from stamp duty.

NOTE.—The agreements referred to above do not, however, include the agreements for conveyance of mails executed by the mail contractors. Such agreements must be stamped in accordance with the provisions laid down in the *Indian Stamp Act*, as amended by the State Governments.

265. Deposit that remain unclaimed for three years after their refund becomes admissible (for instance, after a contractor fulfils his contract), should be dealt with in accordance with the provisions contained in rules 260 and 261.

266. }
267. } *Deleted.*
268. }

CHAPTER VI

STOCK

PART I-GENERAL RULES

NOTE 1.—*The rules in this part apply to Post and RMS offices.*

NOTE 2.—*The word “Depot” in these rules denotes the ‘Stock Depot’ in the case of the Post Offices and the Railway Mail Services and the “Store Depot”.*

NOTE 3.—*The rules in this Chapter do not apply to engineering equipment nor to electric lights, fans and fittings.*

Responsibility for stock

269. The officer in charge of an office is personally responsible for all articles of stock and departmental forms supplied to his office. He must be careful to see that the stock books are correctly prepared, that all articles received are duly entered in them, and that the disposal of all articles returned to the Depot, transferred to other offices, sold etc., is shown in them. He is required to submit indents or requisitions to the proper authority for any articles of stock that may be wanted for his office.

Typewriters, copying and other machines

269-A. (a) The method of supply of typewriters, etc., is laid down in Rule 29 of Appendix No. 10 to the P&T Financial Hand Book, Volume I, and Rules 357 to 360 of the Postal Manual, Volume II.

(b) A machine card and register of typewriter for each typewriter will be maintained in manuscript in the form reproduced below :—

(For each Typewriter)

(To be kept in a register)

Make of machine	Price	Model	Machine No.
Date of purchase		Date of receipt	Date condemned

Date made over charge	Signature and designation of person taking over charge	Date of repairs	Nature of repairs	Cost of repairs	Remarks with initial and date of inspecting officer
1	2	3	4	5	6

(c) The officer in charge or any other officer selected by him will be made responsible for the efficient maintenance of all typewriting, copying and similar machines in the office. He will inspect all machines monthly and note the fact of the inspection on the machine card. He will also see that the machine card and register of typewriter are maintained properly in the required form.

(d) Each stenographer, typist or other official to whom a machine is issued will be incharge of the machine and responsible for its care and upkeep. He will clean the machine daily, and carry out the instructions issued by the makers for cleaning and oiling the machine. He will maintain correctly and up-to-date the machine card. He will lock the cover of the machine every day before leaving office, and will be held personally responsible for any damage to the machine, caused by carelessness or neglect, while the machine is in his charge.

(e) The Government of India have entered into contracts with the leading makers of typewriters for the monthly or quarterly maintenance of all typewriters of those makes used by offices of the Government of India. Where such contracts have been made, the over-hauling or repair of a typewriter by any other firm or mechanic is prohibited.

(f) No machine can be rejected as worn out or unfit for use until it has been condemned by a Condemnation Committee designated for the purpose. No machine should, however, be sent to it for condemnation until it has been

examined by the local representatives of the makers and has been recommended by them for condemnation. In cases of heavy repairs, an estimate of repairs is to be given by the Company to the officer concerned who will send the estimate to the Committee for decision as to whether the machine should be repaired or sent to him for examination with a view to condemnation. In case he decides that the machine is repairable, but that the repairs are outside the contract, the Committee will intimate to the office concerned the cost of the repairs which shall be paid to the Company.

Classification and inventory of stock

269-B. The articles of stock such as plant and machinery, furniture and fixtures are classed "Dead Stock" and consumable and perishable articles come under the term "Stores".

An inventory of the dead stock of plant and machinery in other branches and furniture and fixtures should be maintained in all offices of the Department, and it should be priced whenever the items mentioned therein have to be entered into the block account maintained for the Department or when the value of the items is necessary for calculating the charges to be levied upon the private persons or bodies or other Departments of Government. As regards other items a numerical inventory would suffice except for articles expensive. The inventory should ordinarily be maintained at the site of the dead stock and should be checked once a year by the head of the office or any other officer selected by the Head of the Circle.

A reliable list, inventory or account of all stores in an office, should be maintained, in the form prescribed for the purpose, to enable a ready verification of stores and check of accounts at any time and transactions must be recorded in it as they occur. The list should be priced and both quantities and values should be recorded in it, in cases where the stores are intended to be converted into money or where it is necessary to distribute their cost over the works, items or objects on which they are actually used. Purely numerical list recording quantities only will suffice when the stores are intended solely for service of the Department and no distribution of their cost is necessary.

The form of stock book (S.K.-1) should be used in maintaining the inventories of both dead stock and stores. A set of rules showing the general principles laid down for the maintenance of inventories of departmental stores is reproduced in Appendix 12 of this Volume.

269-C. A detailed record of all losses of stock and stores should be maintained and an annual statement submitted to the Audit Office showing all deduction entries (other than issues) made in the inventory under the several headings shown in Rule 11 of Appendix 12 together with full particulars of the articles and the reason for removing them from stock.

Examination of locks

270. The officer in charge of an office must daily examine the condition of the locks of the main doors leading into the office and at least once a month that of the locks of the boxes, etc., in the office and note the result of the examination in the order book or in the error book as the case may be. When locks are supplied, he should see that they are of different patterns so that the keys of one department or branch cannot open the almirahs, etc., of another. Each safe supplied to an office, where the principle of joint custody is observed must be provided with two locks of different patterns.

271. When locks get out of order or damaged or become unserviceable in any way, they should not be repaired locally, but should in all cases be returned to the Depot, only one key will be supplied with each lock. If, in any case, the key of a lock is lost, the lock should be broken open and sent to the Depot and a new one will be supplied to replace it, the cost of which will be recovered from the official at fault. This penalty will ordinarily be enforced; but it is open to the Head of Circle, the Superintendent of Post Offices or of the Railway Mail Service, a first class postmaster, in special cases, to recover less than the cost of a new lock and key. In no circumstances should a duplicate key be made or procured locally.

NOTE.—In the case of safes purchased from private manufacturers only one key will be supplied with the safe, the duplicate being retained in the Depot. But in the case of steel almirahs, cabinets, cupboards or lockers furnished with body locks which are ordinarily supplied by their manufacturers with duplicate keys, the same are kept in the Divisional Office of the Superintendent in whose jurisdiction the office is situated. The loss of the key of such a safe should be reported by telegram /fax to the Head of the Circle will cause the duplicate to be sent, while the loss of the key of such steel almirahs, cabinets etc., should be reported to the Divisional Superintendent quoting the particulars of the invoice with which the article was supplied to the office concerned.

Recoveries of the cost of lost or broken article

271.1 Whenever the cost of articles of stock lost or broken by postal officials is recovered from the official at fault or is made good by the officials themselves, it should be realized or paid in cash and credited in the accounts under

the head "Unclassified receipts". A certificate of credit should be forwarded to the Superintendent for all recoveries ordered by him, or the postmaster or the Inspector; Posts or for the payments made by the officials concerned themselves. Postmasters of first class head offices should send copies of the recovery orders passed by them and the certificates of credit to the Superintendent by whom the accounts of their office are verified.

271/2 (1) When steel almirahs, cabinets, cupboard or locker furnished with body locks (which are furnished by their manufacturer with duplicate keys) are supplied to any office, i.e. Post, Mail, Record or Divisional Office for storage of records, forms etc., the duplicate keys of the same should be kept locked up in the Divisional Office in whose jurisdiction the office is situated in the joint custody of the office supervisor ASPOs (H.Q.) and Stock Asstt. of the Divisional Office, except the keys of the Heads of Offices, which should be sealed in an envelope with his personal seal and the sealed envelope should be sent to the Circle Office for safe custody. Each key should be properly labelled and entered in a register in the form below leaving sufficient space in between the entries to admit of particulars of subsequent issues of duplicate keys being entered.

Register of duplicate keys of steel almirahs, lockers, etc. with body lock supplied to offices in the Divisions by the Divisional Office.

Sl. No.	No. of duplicate keys	The office to which steel almirah etc. was supplied	Particulars of invoice number with which almirah etc. was supplied to the office concerned	Initial of the Office Supervisor / ASP (HQ)	Initial of the Stock Asstt.	Remarks

(2) When the original key is lost, the issue of a duplicate key should be authorised by the Divisional officer and necessary entries made in the register by the Stock clerk and attested by the Divisional Officer. The duplicate key should be sent by parcel post registered and insured for Rs. 100.

(3) The duplicate keys of steel almirahs etc. supplied to the Circle/Administrative Offices should be retained with the Office Superintendent in joint custody with the officer who is treated as the Head of the Office for accounting purposes, the keys of confidential almirahs being kept in sealed covers.

(4) Duplicate keys of all safes in the Stores Depot should be kept in a locked safe in the store Depot, in the joint custody of the Manager and the Superintendent of Head Assistant of the Circle Office. Each key should be properly labelled and entered in a register in the form below.

Register of duplicate keys of safe supplied to offices in the Circle

Sl. No.	No. of duplicate key	Name of Office to which the key belongs	Initials of Office Superintendent or Head Assistant	Initials of Managers	Remarks

(5) When the key of such a safe is lost, the Postmaster or Record Officer as the case may be, will report the fact by telegram /fax to the Head of the Circle and according to his orders the duplicate key should be issued after necessary entries have been made in the register by the Manager and the Supdt. or Head Assistant conjointly.

(6) In cases where it is considered dangerous to allow the safe the key of which is lost, to remain in the office where the loss occurs, the Head of the Circle will arrange to have the safe withdrawn and supplied to another office situated in some other part of the Circle.

(7) In the case of steel almirahs, cabinets, cupboards or lockers furnished with body locks (as distinct from padlocks) which are ordinarily supplied by their manufacturers with duplicate keys the same should be kept in the Divisional Office of the Supdt. in whose jurisdiction the office is situated in the joint custody of the ASPOs (H.Q.) and Stock Asstt. of the Divisional Office.

NOTE 1.—In places where there are workshops of the manufacturers who have manufactured the safe, the key of which has been lost, Heads of Circles may, in order to avoid transport and railway freight charges in sending the safe to other places, have the existing lever arrangement in the body locks of the safe altered and fresh keys prepared. This work should be carried out only by the manufacturer who made the safe. The safe may then be retained in the same office.

NOTE 2.—Indents for furniture may be submitted by a Supdt. only after personal inspection by him, or by the Inspector, of the office for which the articles are required, and there should be a note to this effect in the “Remarks” column of the indent.

NOTE 3.—In Circle where the Store Depot is located at a place different from the Circle Office, duplicate keys of the safes may be kept in the Circle Office itself in the joint custody of the Office Superintendent and the Assistant Director of Postal Services dealing with the Stock or Stores Depot. The Office Superintendent will maintain prescribed register of duplicate keys.

General Stock book

*272. A general stock book (Form S.K.-1) must be kept in every office. This book contains entries of all the entries of all the articles of stock belonging to the office, whether supplied by the Depot or obtained by local purchase or by transfer from other offices. In the case of a record office, the stock book contains entries of articles belonging to the office itself (in both its capacities, if it is a sub-record office), as well as to the section attached to it. These entries should be made in accordance with the instructions printed on the inside of the front cover immediately an article is received or disposed of. In the case of steel almirahs, cabinets, cupboards or lockers furnished with body locks which are ordinarily supplied by their manufacturers with duplicate keys, the key numbers should be entered in the remarks column of the stock book against the particulars of the article concerned. Bags should not be entered in the general stock book in the offices which have been authorised by the Head of the Circle to maintain the special form of stock register of bags [Form S.K.-1 (a)].

NOTE.—In combined offices care should be taken to keep the list of articles belonging to the telegraph branch, entered in the visiting book, corrected up-to-date.

*273. Articles given out from stock to replace damaged or unserviceable articles in portfolios or issued to sorters, should be written off from the stock book, the order authorizing the renewal being quoted in the book.

EXPLANATION.—The instructions in Rule 273 to the effect that articles issued in portfolios or to sorters should be written off the stock book, must not be taken to mean that all articles issued to sections, or (in case of sub-record offices) in use in the mail office itself, should be written off, as many of the articles issued to sections (e.g., name-stamps, type boxes, etc.) and all the articles in use in mail offices remain in the record office and can at any time be inspected by an officer visiting the office. These articles should, therefore, be borne on the stock book; only such articles as sets take away with them on trips should first be brought on to the stock book when received, and when issued, they should be written off.

Stock register of bags

274. Bags should be entered in the special form of stock register [S.K.-1(a)] in the office which have been authorized by the Head of the Circle to maintain it. In all other offices, the general stock book (Form S.K.-1) should be used for the purpose. These books should show the number of bags of each kind received and the number returned to the Depot or transferred to other offices or otherwise disposed of, as well as the balance in hand after each receipt or issue.

Stock register of forms, books and petty articles

275. A stock register for all varieties of forms should be maintained by all the Post Offices in Form S.K.-1 (b). The following forms and petty articles, regarding the custody of which special care is necessary, should be entered in a separate register which should also be maintained in Form S.K.-1 (b) :—

1. Books of M.O. receipts
2. Registered Journals
3. Registered V.P. Journals
4. Books of receipts for village postman and branch offices
5. T.M.O. advice books
6. Treasury passbook
7. Books of memos or remittance and books of treasury receipts
8. Books of vouchers for money drawn from the treasury
9. Books of advice of transfer (S.B.-9)
10. Identification cards (M.S.-3)
11. V.P. Parcel No. slip with the name of office of posting

* The Postmaster's personal duties in this rule may, under the orders of the Head of the Circle, be performed by the deputy postmaster, assistant postmaster, or head clerk in the case of head offices and by the deputy sub-postmaster, assistant sub-postmaster or head clerk in the case of sub-offices.

12. Parcel No. slips with the name of the office of posting
13. Special V. P. Journal for V. P. parcel
14. V. P. Letter No. slip with name of office of posting
15. Registration No. slip with name of office of posting
16. Special V. P. Journal for V. P. articles of the letter mail
17. Treasury Vouchers
18. T.M.O. advice book for T.M.Os drawn on Aden & Foreign countries other than Srilanka
19. Order book
20. Books of preliminary receipts (NC-4 & SB-26)
21. Greeting telegrams Forms and covers
22. PCO Receipts (Eng.-8)
23. Receipt books for Telephone bills (Eng.-9) (dup. & trip.)
24. Receipt books for booking of Telegrams inland and foreign
25. Book of receipts (ACG-67)
26. Other books from which receipts are granted to the public in token of receiving money or the articles
27. Specimen Postal Certificates
28. Specimen British Postal Orders
29. Articles which have to be issued for consumption in small instalments *e.g.* stamping ink, carbonic paper, indelible pencils, and
30. Any other articles ordered by the Head of Circle to be treated as articles of stock.

NOTE 1.— In the case of books of vouchers for money drawn from the treasury the serial numbers of the books as entered in the invoice with which they are issued should also be entered in the register.

NOTE 2.—This rule does not apply to Saving Bank Pass Books for which special forms of stock registers are prescribed.

Check of Stock books on transfer of charge

276. When the charge of an office is transferred from one officer to another, the relieving officer should take over the articles of stock after carefully checking them with the general stock book and the stock register of bags and ,in the case of books and forms treated as articles of stock ,with the register. If any article is missing or damaged, a note should be written in the column for remarks of the stock book or stock register of bags and initialled by both the relieving and relieved officers, and a report made to the next higher authority.

Emergent indents

277. Officers in charge of offices should prepare indents on the Depot, in form SK.-2 or form Genl.-18, for articles of stock required for use in their offices; and the principal terminal office of a mail line should prepare indents for articles required for use on the mail line. In the case of a record office, the indent should be made for articles of stock required for the office itself (in both its capacities, if it is a sub-record office) and the sections attached to it. Indents for articles of stock are considered emergent indents, and there are no fixed dates for their submission. They should be prepared as articles are required, but, ordinarily, not more than one indent for the same office should be submitted in a month. Superintendents prepare indents for the articles required for themselves and for their inspectors.

278. Emergent indents should be prepared in triplicate whenever articles of stock are required, and all the three copies should be submitted by the indenting officer to the countersigning officer, who will, after filling in the column showing the number passed in all the copies of the indent and countersigning them, forward one copy to the Depot, return another to the indenting office for record and keep the third copy on his record for future reference.

278-A. The indent for replacement of an article of stock which is lost or damaged through the fault of a postal official and the cost of which is recovered and credited to Government should, except in the case of a branch office, be sent by the post office concerned direct to the Stores Depot accompanied by a certificate from the head postmaster giving particulars of the credit of the cost of the article including the number and date of the authority for the recovery of the same. If, in any case, only a portion of the cost of an article has been ordered to be recovered the fact should be noted in the credit memo. The Stores Depot should, before supplying the article indented for, satisfy itself that the cost of article to be replaced has been credited in full, or that the particulars of the authority for the recovery of a portion only of the cost are noted in the credit memo. In the case of branch offices under First Class Postmasters indents for such articles should be sent by the Public Relations Inspectors through the Postmaster. Indents for other branch offices should be prepared and sent by the Sub-divisional Inspectors (Posts).

NOTE 1.—If articles of stock other than those named in the list of such articles are required for use in a office, mail office or section, a requisition should be sent to the Superintendent.

NOTE 2.—In the case of a first class head office the indenting and counter articles are required for use in a record office, mail office or section, a requisition should be sent to the Superintendent.

2. After the article indented for has been supplied, the Stores Depot will send the certificate of credit received with the indent to the Superintendent by whom the accounts of the head office issuing the certificate are verified and in the case of certificate of credit issued by the head office at the Headquarters of the circle, to the Head of the Circle.

Countersignature of emergent indents

279. Indents prepared by first class postmasters do not require countersignature, and should be forwarded direct to the Depot. Indents prepared by other officer should be forwarded to the next higher authority for countersignature.

280. In the case of a mail line, the indent should be forwarded by the postmaster of the principal terminal office, whether it is a first class head office or not, to the Superintendent in charge of the line for countersignature.

Requisition for article procured locally

281. Every article of stock must be obtained from or through the Depot. If an article of stock which can be procured locally [as in the case of furniture, *e.g.*, tables, stools, etc., of local manufacture, fragile articles, such as lamps, lanterns, etc., and their appurtenances (chimneys, globes, etc.)] is required for the use of an office, the officer in charge should apply by letter to the next higher authority for sanction to the expenditure if the same is beyond his powers of sanction. The local purchase may be made or recommended provided that in respect of articles which are manufactured in the Postal Workshop the local rates for articles of similar size and make do not exceed the rates (plus cost or transit) of the Postal Workshop, which can be ascertained by reference to the Depot.

Supply of articles in compliance with indents

282. Articles of stock indented for, the supply of which has been sanctioned by the Head of the Circle, will be received direct from the Depot, with an invoice (Form S.K.-3) containing a description of the articles. The invoice should be prepared in triplicate by means of carbonic paper, but two copies should be sent by the Depot to the indenting office. The invoice should be checked with the articles by the indenting officer, who should then sign both copies and file the third copy of it in the order of its Serial No. in the bundle of invoices for articles of stock received from the Depot. The required entries should be made in the stock book, the No. of the page allotted being noted against each article in the last column of the invoice.

283. The duplicate copy of the invoice (Form S. K.-3) should be duly received by the indenting officer and returned to the Depot.

NOTE.—When articles of stock despatched by rail or steamer have to be forwarded by road from a railway or steamer station to the office of destination and mazdoors or carts engaged for the purpose, the cost of conveyance should be paid by indenting officer of the office of destination and charged at once in the accounts as contingent expenditure, in anticipation of the sanction of the higher authority which should be applied for at once.

Discrepancies in invoices

284. If there is any discrepancy between the number or description of the articles of stock or stationery entered in an invoice and the number or description of the articles actually received, the indenting officer should make a note of it on the invoice and report the matter to the despatching officer. If, however, this does not result in a proper adjustment of stock, a report should be made to the supervising officer to whom the receiving office is subordinate.

Numbering of invoices

285. Invoices for articles or stock issued by the Depot to indenting offices will be consecutively numbered in an annual series commencing with No. 1 from the 1st of April in each year. Officers receiving such invoices should observe that the Numbers are in an unbroken series.

NOTE.—With a view to enable each indenting office to verify that all the invoices for the year have been received, a service postcard will be sent to it by the Depot on the 31st March of each year bearing the closing No. of the annual series, if no invoice is issued on that date.

Schedule of Forms

286. The Head of the Circle must prescribe the two six monthly periods for which forms are to be supplied to each offices in the circle. For this purpose, as many different six monthly periods as possible should be fixed and matters

should be so arranged that the Stock Depots/Store Depots will not be called upon to supply forms to any office during the month in which it has to count its stock and prepare its own requisitions. These periods should be distributed according to groups of offices—each group consisting of a number of head offices and all their subordinate offices, or of record offices, as the case may be—and not according to divisional groups.

287. A Master Schedule in the prescribed form will be supplied to the undermentioned offices by the officers noted against each :—

- | | | |
|--|---|-------------------------|
| (1) First Class Head Post Offices (Form SK-4) | } | Head of Circles |
| (2) Supdts. Offices (P.O. & R.M.S.) [Form SK-5 and SK-5 (R)] | | |
| (3) Postal Training Centres | | |
| (4) Second Class Head Post Offices (Form SK-4) | } | Supdts. of Post Offices |
| (5) Sub-Post Offices [Form SK-4 (S)] | | |
| (6) Record Offices [Form SK-5 (R)] | } | Supdt., R.M.S. |

The Schedule will show the description, the average rate of consumption and the total number of copies of each of the different kinds of forms and labels required for use during a period of six months. The total number of copies of each form shown in the Schedule will be the number required for actual use plus a margin, on account of wastage of 2 per cent in case of forms for departmental use only, or of 10 per cent in the case of those for use by the public. Heads of circles may, in the case of selected big offices, increase the margin on account of wastage up to 15 per cent in respect of certain forms for use by the public *e.g.* Inland and Foreign Message Forms.

NOTE 1.— Schedules supplied to the Superintendents' Offices will include the requirements of Inspectors under their control, those supplied to head and sub-offices will include the requirements to branch offices in direct account with them and those supplied to record offices will include the requirements of the sections attached to them.

288. A copy of the Master Schedule of Forms will be supplied to the Stores/Stock Depot concerned for its guidance in supplying forms or in checking the indents and another copy should be kept on record in the office of the officer who will supply the Master Schedule. The Master Schedule, subject to such alterations may be required from time to time, will be an authorisation for the offices to obtain supply of forms to the extent specified in it direct from the Postal Stores Depots/Postal Stock Depot concerned. Figures in the Master Schedule of Forms must, therefore, be compiled with the utmost care. No alteration will be made in the Master Schedule without the previous sanction of the officer by whom it was supplied. Whenever any alteration is ordered, it will be shown at once in the copy of the Master Schedule on record in the office of the officer who supplied the Master Schedule and will at the same time be communicated to the Stores Depot/Stock Depot and to the office concerned, with instructions that their copies of the Master Schedule should be corrected accordingly. The office concerned will correct its copy of the Master Schedule neatly in red ink over the initials of the officer incharge of the office. At the time of inspection of an office, the number of forms of each class in stock will be verified and after the requirements of the office are ascertained a note will be made in the inspection remarks suggesting suitable changes in the quantity of forms authorised in the Master Schedule. This will enable the controlling officer to modify the figures in the Master Schedule, if necessary.

The Master Schedule of Forms will, however, be thoroughly reviewed after every 5 years and the changes ordered during the intervening period will be incorporated, and the revised Master Schedule of Forms will be supplied to each office.

289. An indent in Form SK-85 will be placed direct on the supplying agency in all cases, where there is no variation in the demand from the authorised supply or the variation is within 10 per cent of the prescribed limit. The indent should be prepared in duplicate and signed by the incharge of the office, with a certificate to the effect that the indent has been prepared according to the authorised supply, as prescribed in the Master Schedule fixed for the office, and also taking into account the stock in hand.

For additional requirement of forms, the offices should prepare indent in the prescribed form and give justification for increase of demand in the remarks column, and submit it to the Controlling Officer, who after examining the justification for increase in demand countersign the Supplementary Indent and pass it on to the supplying agency for effecting supply.

290. The date of commencement of each of the two six monthly periods fixed for an office will be noted on the front cover of the Master Schedule of Forms supplied to it and the six monthly supply from the Stock/Stores Depot will be received by the office according to the indent submitted by it in full by the date of supply as laid down in Rule 293.

291. Six weeks before the date fixed for the supply of forms for each six monthly period, the officer incharge of the office must personally examine the stock of forms. This examination by the officer-in-charge of the office is of paramount importance.

During the last week of March every year the Superintendent of the Postal Stores Depot, including those at Kolkata, Aligarh, Nashik, Delhi and Jammu & Kashmir, should carry out detailed physical verification of every item of stock and forms alongwith his Inspection, and the verified balances of the articles of stock and forms should be brought forward in the new stock registers on the 1st of April every year. During this period of stock verification, the supplies to various offices will remain suspended.

Distribution of Forms

292. The Postal Stores Forms and Seals, Aligarh and Regional Forms Depots at Nashik, Bhubaneshwar, Thrissur and Kolkata will supply forms in bulk to other Postal Stores/Stock Depots as per the following distribution. In addition these five depots will also supply forms in retail to the post offices located in the Circles in which these Depots are located except those mentioned in the notes below this rule. Where there are more than one Postal Stores/Stock Depots in any Circle, the allotment of Post offices for the purpose of getting supplies of forms/articles of stock from these Postal Stores/Stock Depots shall be made by the Heads of Circles concerned.

Sl. No.	Name of the Postal Stores/Stock Depots	Bulk supplies to be made by
1.	Postal Stores Depot, Delhi	RFD, Aligarh
2.	Postal Stores Depot, Jammu Tawi	Do.
3.	Postal Stores Depot, Ambala	Do.
4.	Postal Stores Depot, Shimla	Do.
5.	Postal Stores Depot, Ludhiana	Do.
6.	Postal Stores Depot, Ajmer	Do.
7.	Postal Stores Depot, Jodhpur	Do.
8.	Postal Stores Depot, Jaipur	Do.
9.	Postal Stores Form and Seals, Aligarh	Do.
10.	Postal Stores Depot, Lucknow	Do.
11.	Postal Stores Depot, Saharanpur	Do.
12.	Postal Stores Depot, Varanasi	Do.
13.	Postal Stores Depot, Bareilly	Do.
14.	Postal Stores Depot, Ahmedabad	RFD, Nashik
15.	Postal Stores Depot, Rajkot	Do.
16.	Postal Stores Depot, Vadodara	Do.
17.	Postal Stores Depot, Bangalore	Do.
18.	Postal Stores Depot, Hubli	Do.
19.	Postal Stores Depot, Arsikere	Do.
20.	Postal Stores Depot, Mumbai	Do.
21.	Postal Stores Depot, Nagpur	Do.
22.	Postal Stores Depot, Nashik	Do.
23.	Postal Stores Depot, Kolhapur	Do.
24.	Postal Stores Depot, Bhopal	Do.
25.	Postal Stores Depot, Raipur	Do.
26.	Postal Stores Depot, Hyderabad	RFD, Bhubaneshwar
27.	Postal Stores Depot, Vijayawada	Do.
28.	Postal Stores Depot, Guntakal	Do.
29.	Postal Stores Depot, Rajahmundry	Do.
30.	Postal Stores Depot, Patna	Do.
31.	Postal Stores Depot, Muzaffarpur	Do.
32.	Postal Stores Depot, Ranchi	Do.
33.	Postal Stores Depot, Bhubaneshwar	Do.
34.	Postal Stores Depot, Sambalpur	Do.
35.	Postal Stores Depot, Thrissur	RFD, Thrissur
36.	Postal Stores Depot, Thiruvananthapuram	Do.
37.	Postal Stores Depot, Kozekode	Do.
38.	Postal Stores Depot, Chennai	Do.
39.	Postal Stores Depot, Trichy	Do.
40.	Postal Stores Depot, Tirunelveli	Do.
41.	Postal Stores Depot, Madurai	Do.
42.	Postal Stores Depot, Coimbatore	Do.
43.	Postal Stores Depot, Kolkata	RFD, Kolkata
44.	Postal Stores Depot, Siliguri	Do.
45.	Postal Stores Depot, Guwahati	Do.
46.	Postal Stores Depot, Silchar	Do.

NOTE 1.—Postal Stores Forms & Seals, Aligarh will make retail supply of forms to all the offices in U.P. Circle and articles of stock will be supplied by Postal Stores Depot, Lucknow.

NOTE 2.—Retail supply of forms to offices located in Vidarbha region of Maharashtra Circle will be made by Postal Stores Depot, Nagpur.

NOTE 3.—Certain offices located at Delhi/New Delhi have been specially authorised to obtain the supply of forms direct from P.S.F. & S., Aligarh instead of Postal Stock Depot, New Delhi.

293. The following table shows the latest dates by which half-yearly indents in Form SK-85 should be submitted by the Supdts. of Postal Stores Depots/Managers of Postal Stock Depots to the Supdt., P.S.F. & S., Aligarh/Supdt., Regional Forms Depot, Kolkata/Nashik Road/Thrissur and Bhubaneshwar, as the case may be, and the dates by which supplies will normally be completed.

The Supdt., Postal Store Depots/Managers, Postal Stock Depots should personally examine the stock of forms in hand and the quantity of forms for which local printing has been arranged by the Head of the Circle and keep these quantities in view while preparing the indents—

Sl. No.	Name of the Postal	Source from which	Last dates by which	Dates by which
1.	Postal Stores Depot, Delhi	PSF&S, Aligarh	Ist March Ist September	Ist May Ist November
2.	Postal Stores Depot, Jammu Tawi	Do	Ist January Ist July	Ist March Ist September
3.	Postal Stores Depot, Ambala	Do	Ist January Ist July	Ist March Ist September
4.	Postal Stores Depot, Shimla	Do	Ist February Ist August	Ist April Ist October
5.	Postal Stores Depot, Ludhiana	Do	Ist February Ist August	Ist April Ist October
6.	Postal Stores Depot, Ajmer	Do	Ist April Ist October	Ist June Ist December
7.	Postal Stores Depot, Jodhpur	Do	Ist April Ist October	Ist June Ist December
8.	Postal Stores Depot, Jaipur	Do	Ist March Ist September	Ist May Ist November
9.	Retail Depot at Aligarh	Do	Ist June Ist December	Ist August Ist February
10.	Postal Stores Depot, Lucknow	Do	Ist May Ist November	Ist July Ist January
11.	Postal Stores Depot, Saharanpur	Do	Ist May Ist November	Ist July Ist January
12.	Postal Stores Depot, Varanasi	Do	Ist June Ist December	Ist August Ist February
13.	Postal Stores Depot, Bareilly	Do	Ist June Ist December	Ist August Ist February
14.	D.G. of Audit (P&T), Audit Office	Do	Ist July Ist January	Ist September Ist March
15.	Postal Stores Depot, Ahmedabad	RFD, Nashik	Ist January Ist July	Ist March Ist September
16.	Postal Stores Depot, Rajkot	Do	Ist January Ist July	Ist March Ist September
17.	Postal Stores Depot, Vadodara	Do	Ist February Ist August	Ist April Ist October
18.	Postal Stores Depot, Bangalore	Do	Ist February Ist August	Ist April Ist October
19.	Postal Stores Depot, Hubli	Do	Ist March Ist September	Ist May Ist November
20.	Postal Stores Depot, Arsikere	Do	Ist March Ist September	Ist May Ist November
21.	Postal Stores Depot, Mumbai	Do	Ist April Ist October	Ist June Ist December
22.	Postal Stores Depot, Nagpur	Do	Ist April Ist October	Ist June Ist December
23.	Retail Depot at, Nashik	Do	Ist June Ist December	Ist August Ist February
24.	Postal Stores Depot, Kolhapur	Do	Ist May Ist November	Ist July Ist January
25.	Postal Stores Depot, Bhopal	Do	Ist May Ist November	Ist July Ist January

Sl. No.	Name of the Postal Stores/Stock Depot	Source from which forms will be supplied	Last dates by which indents should reach	Dates by which supplies should be completed
26.	Postal Stores Depot, Raipur	R F D, Bhubaneshwar	Ist January Ist July	Ist March Ist September
27.	Postal Stores Depot, Hyderabad	Do	Ist January Ist July	Ist March Ist September
28.	Postal Stores Depot, Vijayawada	Do	Ist January Ist July	Ist March Ist September
29.	Postal Stores Depot, Guntakal	Do	Ist February Ist August	Ist April Ist October
30.	Postal Stores Depot, Rajahmundry	Do	Ist February Ist August	Ist April Ist October
31.	Postal Stores Depot, Patna	Do	Ist March Ist September	Ist May Ist November
32.	Postal Stores Depot, Muzaffarpur	Do	Ist March Ist September	Ist May Ist November
33.	Postal Stores Depot, Ranchi	Do	Ist April Ist October	Ist June Ist December
34.	Retail Depot at Bhubaneshwar	Do	Ist April Ist October	Ist June Ist December
35.	Postal Stores Depot at Sambalpur	Do	Ist April Ist October	Ist June Ist December
36.	Retail Depot at, Thrissur	R F D, Thrissur	Ist January Ist July	Ist March Ist September
37.	Postal Stores Depot, Thiruvananthapuram	Do	Ist January Ist July	Ist March Ist September
38.	Postal Stores Depot, Kozekode	Do	Ist February Ist August	Ist April Ist October
39.	Postal Stores Depot, Chennai	Do	Ist February Ist August	Ist April Ist October
40.	Postal Stores Depot, Trichy	Do	Ist March Ist September	Ist May Ist November
41.	Postal Stores Depot, Tirunelveli	Do	Ist March Ist September	Ist May Ist November
42.	Postal Stores Depot, Madurai	Do	Ist April Ist October	Ist June Ist December
43.	Postal Stores Depot, Coimbatore	Do	Ist April Ist October	Ist June Ist December
44.	Retail Depot at Kolkata	R F D, Kolkata	Ist February Ist August	Ist April Ist October
45.	Postal Stores Depot, Siliguri	Do	Ist January Ist July	Ist March Ist September
46.	Postal Stores Depot, Guwahati	Do	Ist January Ist July	Ist March Ist September
47.	Postal Stores Depot, Silchar	Do	Ist February Ist August	Ist April Ist October

294. Separate indents should be prepared for the essential, non-essential, and civil standard forms. The essential and non-essential forms will be supplied to the Post Offices by the Postal Stores Depot/Postal Stock Depot of the Circle.

295. Every Postal Stores/Stock Depot will assess its requirements of forms for the next year, as accurately as possible, and furnish their forecast to the Supdt. of the Postal Stores, Forms and Seals, Aligarh or Regional Forms Depots, Kolkata, Nashik, Thrissur and Bhubaneshwar, as the case may be, so as to reach him by the end of December every year. The Superintendent, Postal Stores Forms and Seals, Aligarh and Regional Forms Depots, Nashik, Kolkata, Thrissur and Bhubaneshwar will scrutinize forecast figures received from the Store/Stock Depots in their supply jurisdiction to see that the forecast figures are not in excess and consolidate the forecast figures keeping in view the stock in hand, the supplies due from the presses and a buffer stock as 25 per cent, they will then furnish a forecast, accurately as possible, of their printing requirements, in January each year to the Managers of the Presses at Aligarh, Nashik, Kolkata, Koratty and Bhubaneshwar respectively.

This forecast will be followed by two half-yearly indents-one in March and the other in September.

NOTE.—The following forms should be indented for in separate annual indents with the samples of the forms alongwith the indents :—

(1) RP-39	Registration Number Slip with name of office of posting.
(2) RP-41	V.P. Letter Number Slip with name of office of posting.
(3) RP-16	Parcel Number Slip with name of office of posting.
(4) RP-17	V.P. Parcel Number Slip with name of office of posting.
(5) RP-51	Registered Journal Parts I to V with distinguishing letter prefixed to the serial numbers.
(6) RP-51 (a)	Registered V.P. Journal, Parts above Part X.
(7) MO-1	Book of M.O. Receipts, Parts above Part XI.

TABLE

Aligarh area circles	Kolkata area circles	Dates for indents
Uttar Pradesh	West Bengal and Assam	1st February
Maharashtra	Bihar and Orissa	15th April
North Western	...	1st July
	Chennai	15th September
Madhya Pradesh	...	1st July

Supply of Forms

296. The forms will be supplied to each office direct by the Postal Stock/Stores Depot where there is more than one Postal Stock/Stores Depot in a Circle, the Head of the Circle will allot offices to each Postal Stock/Stores Depot, for the purpose of supply of forms and stationery etc. Forms for branch post offices will be supplied to their account offices, which should in turn, supply to the branch post offices, according to requirements.

NOTE 1.—Certain units located at Delhi/New Delhi have been authorised to obtain their supplies direct from the Postal Stores Forms & Seals, Aligarh instead of Postal Stock Depot, New Delhi.

NOTE 2.—Post offices located in Vidarbha region of Maharashtra Circle will obtain their supplies from the Postal Stores Depot, Nagpur.

297. The forms will normally be sent in bags or in packets, if found convenient. If the forms are supplied by the Stores/Stock Depot in more than one bag or packet, it will enclose in each bag or packet at serially numbered slip, bearing the address of the consignee as noted on the label pasted on the bag or packet and words "Further supply will follow", except in the case of the last bag or packet completing the supply, when the words "This completes the supply" will be written. The series should commence with No. 1 for each office. The officer-in-charge of the receiving office should note the quantities of forms actually received with each slip alongwith the date of receipt of the consignment in the remarks column of the office copy of the indent, against the entry of forms concerned. If there is any break in the continuity of the serial number of the slip, a report should be made to the Postal Stores/Stock Depot from which the supply is received.

When only part supply of forms is made by the Postal Stores/Stock Depots at the time of initial supply, the pending indent will be reviewed periodically during the six-monthly period of supply and forms which are subsequently available will be supplied to the offices concerned against the pending indent. The periodical review will continue till the six-monthly supply is completed or indent for the next six-monthly supply is received in the Postal Stores/Stock Depots.

298. The supplies of forms by the Postal Stores/Stock Depots will be accompanied by two copies of the invoice. The receiving office, after checking the forms with the entries in the invoice, will retain one copy, and return the other to the supplying authority duly signed. The invoice shall be consecutively numbered for each half-yearly period of supply. In the first invoice of the Half-Yearly supply, the serial number of the last invoice of the preceding half-yearly period may be mentioned to enable the office to keep a watch that all the invoices issued during the preceding half-yearly period of supply have been accounted for.

NOTE 1.—When forms are supplied by a Postal Stores/Stock Depot to another Postal Stores/Stock Depot which is not in its supply jurisdiction, a copy of the invoice will be forwarded to the Postal Stores Depot from where supplies are normally made to that Postal Stores/Stock Depot to enable to it adjust the supplies against the pending indent.

NOTE 2.—Savings bank pass-book and books of money order receipts required for head and sub-offices and registered journals required for mail offices will be supplied separately to the head offices or sub-record offices

concerned in the same manner as articles of stock. Such other books and forms as the head of the Circle may prescribe will also be treated as articles of stock.

NOTE 3.—Account Office may supply complete set of 20 Books of Money Order Receipts to selected sub-offices. In respect of other sub-offices the Books of Money Order Receipts and books of receipts and registered journals for branch offices should be issued once at a time as required. It will be the duty of the sub-postmaster to indent for the book of money order receipts when required but the account office should see (from a scrutiny of the index) that a new book of receipts is supplied to the branch office in good time irrespective of the fact whether the branch postmaster himself asks for it or not.

NOTE 4.—When forms despatched by rail or steamer have to be forwarded by road from a railway or steamer station to the office of destination and mazdoors or carts are engaged for the purpose, the cost of conveyance should be paid by the officer-in-charge of the office of destination and charged at once in the accounts as contingent expenditure in anticipation of the sanction of the higher authority which should be applied for at once.

299. The bags, in which forms are received, should at once be returned to the Stock Depot either empty or filled with unserviceable articles, if any.

NOTE 1.—In the case of an experimental office, the account office should, before supplying it with forms of acknowledgement for a registered article of the letter or parcel mail, or money order forms, impress its name-stamp on the acknowledgements or acknowledgement portions of the forms.

Custody and storage of forms

300. Special attention must be paid to the proper custody and storage of forms. In the larger offices, the forms should be kept in a separate locked room or godown neatly arranged on racks. In the smaller offices, they should be kept in the office room neatly arranged on racks or in almirahs. Forms should on no account be kept in bags or left on the floor nor should they be stored where they are likely to be destroyed by white ants and other vermin.

Articles returned to be accompanied by invoices

301. When articles of stock are sent to the depot, they should be accompanied by an invoice, the reason for the return of each article, *i.e.*, whether it is sent for repairs or as unserviceable and the No. and Date of order of the authority directing the return of the article, being noted in the column for remarks. In returning bags, care should be taken to detail them in the invoice according to their standard sizes.

302. Invoice of articles returned to the Depot (Form S.K.-3) should be prepared in triplicate by means of carbonic paper and numbered in an annual series commencing with No.1 for each year. Two copies of the invoice should be despatched with the articles and the other should be kept on record in the office. The number of page of the stock book, on which the article is entered, should be noted in the last column of the office copy of the invoice which should then be kept in a separate bundle, arranged in the order of its serial number.

303. The duplicate copy of the invoice (Form S.K.-3) should be duly receipted by the officer-in-charge of the Depot and returned to the office, and it should be filed with the copies of invoices on record in that office.

304. When there are no articles for despatch to the Depot on the 31st March, the closing No. of the annual series of invoices should be intimated to the Depot on that date by means of a service postcard, bearing the entry “Closing No. (No.) of invoices for (year)” over the signature of the despatching officer and an impression of the name-stamp of the office. The closing No. should be noted on the reverse of the office copy of the last invoice sent to the Depot.

305. When an office is closed before the end of an official year, the closing No. of the series of invoices despatched by it during the year should be intimated to the Depot on the last working day and noted in the office copy of the last invoice in the manner prescribed in Rule 304.

Transfer of surplus articles or Forms

306. Articles of stock, or blank books, or forms found to be in excess of the requirements of an office, owing to the status of the office having been changed, or from any other cause, may be transferred, under orders of the competent authority, to any other office requiring them. This rule does not, however, apply to stamps or seals engraved with the name of an office which when no longer required, must be returned to the Depot from which they were supplied. When articles of stock are transferred from one office to another, the order authorising the transfer must be noted in the stock book.

NOTE 1.—When a head office is converted into a Sub-office all the books of Money order receipts (unused or partially used) should be sent to the head office under the jurisdiction of which the new Sub-office is placed. In this case, and also when a Sub-office is converted into a head office all unused books of money order receipts

should be entered in the head office in the register prescribed for the purpose while used or partially used books of money order receipts should be kept in the personal custody of the head postmaster. When a head office is closed, the books of money order receipts (unused or partially used) should be sent to the Postal Stores/Stock Depot.

NOTE 2.—During the last week of March every year the Supdts. of the Postal Store Depots will carry out the detailed verification of every item of stock and forms alongwith his inspection of the office. Supplies to various offices will remain suspended during this period. Only the verified balances of articles of stock and forms will be brought forward in the new registers commencing from 1st of April each year.

Disposal of absolute forms

307. When forms, with the exception of those mentioned below, become absolute, they should be torn up and sold as wastepaper, unless otherwise specified by special instructions or they can be utilised for making envelopes etc. The following forms, *viz* :—

Registered Journals,
Parcel Journals,
V.P. Letter Journals,
V.P. Parcel Journals,
Books of M.O. Receipts,
Books of B.O. Receipts,
V.P. M's. Book of Receipts,
T. M. O. Advice Books,
Receipt Books for booking to Telegrams,
Receipt Books for PCOs & Telephone Bills,

Other receipt books from which Post offices grant receipts to the members of public.

When they become absolute, should be destroyed by fire, in the presence of the officer-in-charge of the office.

In Head Offices, the latter course should also be adopted as regards Savings Bank and other varieties of Pass Books. The spoilt and absolute Pass Books should be destroyed in the presence of the Sr. Supdt./Supdt. of Post Offices at the time of verification of the Accounts of the Head Post Office and the total number of Pass Books destroyed should be entered in the Stock Register of Pass Books, under the Sr. Supdt./Supdt's. initials.

308. *In head offices*, the latter course should also be adopted as regards savings bank pass-books, the total number of pass-books burnt being entered in the stock register of pass-books, under the head post master's initials.

PART II-SPECIAL RULES FOR POST OFFICE AND RAILWAY MAIL SERVICE

List of articles of stock

309. The following articles are comprised in the term 'article of stock' —

- (a) In Post Offices—Furniture, maps, stamps, seals, scales, letter-boxes, bags and every other kind of articles used in a Post Office except books and forms.

NOTE.—The office order book and all books of reference should, however be treated as articles of stock.

- (b) In the Railway Mail Service—

Acme boards	Carpets
Badges	Clocks.
Bags.	Files, brass
Belts (leather and cloth)	Furniture.
Books—Office order book, nominal	Hand-carts and trucks
Roll of token holders, stationery	Hones*.
Register and books of reference.	Ink-pots*.
Ink-stands*	Pots (for paste)
Knives*	India-rubber.
Label cases	Rulers*
Lamps and lanterns with accessories	Safes.
Letter-boxes (portable and pillar)	Scales and Weights (letter and parcel)
Locks and keys	Scissors
Maps	Sealing stoves.
Metal tokens	Seals
Needles*	Stamp-cases
Notice and sign-boards	Stamps*
Pads (ink and stamping)	Strops*.
Paper-weights*	Tarpaulins
Pincers (for adjusting type)	Time-pieces
Portfolios	Tin-boxes for insurance seals
	Tin-boxes for security bonds
	Type-boxes
	Waste paper baskets.

Standard sizes of the bags

310. The sizes of the bags indented for should be adopted to the requirements of the office or section concerned, the following are the standard classes of bags :—

I. Jute Unproofed Canvas Mail bags

No. 1, Type C-I	Size : 122 x 43 x 43 cms.	} Jute Unproofed Canvas Mail Bags.
No. 2, Type C-III	Size : 81 x 35.50 x 35.50 cms	
No. 3, Type C-V	Size : 60 x 35.50 cms.	

II. Blue Air Mail Bags (Dosuti)

No. 1, Type AM-I	Size : 105 x 35 x 35 cms.	} Blue Air Mail Bags
No. 2, Type AM-II (Dosuti)	Size : 75 x 35 x 35 cms.	

III. Nylon Air Mail Bags Oxford Blue Water Repellent

No. 1, Type N-I	Size : 120 x 75 cms. }	} Convergence of Foreign Mail
No. 1, Type AM-I	Size : 100 x 65 cms. }	

* See rule 376.

IV. Different Types of Bags**(i) Red Account Bags.**

Size I : 75 x 35 cms. }
 Size II : 45 x 35 cms. } Dosuti.

(ii) Green Cash Bags

Size I : 45 x 35 cms. }
 Size II : 25 x 15 cms. } Dosuti.

(iii) Drill Sacks Mineral Khaki Bags

Size I : 68.6 x 45.72 cms. }
 Size II : 86 x 68 cms. } Dosuti.

(iv) Water Proof Canvas Delivery Bags.

Grade No. 4 of IS ; 1259-1977 } Dark Brown.
 No. 1. size 14" x 9" }
 No. 2. size 9" x 6" } Leather with locks
 #No. 3. size 18" x 12" }

311. Jute Canvas bags, size No. C-III and Blue Air Mail bags, size No. AM-III should be used for closing registered bags and small 'L' bags, Jute Unproofed Canvas Mail Bags must not be used for air transmission and Blue Air Mail Bags should not be used for surface transmission.

Distinctive marks on bags

312. The words "India Post" are stamped, two inside and two outside, on each face of all bags other than Dosuti, bags of the smallest size which are stamped with the letters "I.P.O." instead. The following distinctive marks are also used :—

- (i) Jute canvas bags.—Two one-inch blue stripes interwoven in material down the length of the bag.
- (ii) Dosuti bags - Sets of four thin black lines woven in the material.

313. The wilful obliteration or mutilation of any of these marks will be severely punished.

Examination of bags

314. Every postmaster or record clerk, as the case may be, should at least once in every quarter, count and examine the bags of his office and satisfy himself that they are correct and in once in serviceable condition and that bags of suitable sizes are kept in stock. Indent should be submitted in due time for new bags to replace those that are worn out and unfit for use. In Head Offices, the result of the examination should be recorded in the Postmaster's Order Book.

315. Soiled bags should, whenever necessary, be washed locally under the orders of the Superintendent.

* See Rule 376.

Leather cash bags of this size are for use in Mumbai Circles only.

List of Stamps and Seals

316. The following is a list of stamps and seals authorised to be used in Post Offices and in Railway Mail Offices and Sections :—

Name of stamp or seal	Remarks
I. In Post Offices	
<i>Stamps</i>	
Name-stamp with/without Pin code	Supplied to all offices, except those which have the next stamp.
Name-stamp with name of district	Supplied to offices which are little known, or which are likely to be confounded with other officers, owing to similarity of names.
Date-stamp with hour-type with/without Pin code	Supplied to all offices.
New round obliterator stamp with/without Pin code	Supplied to offices which have two or more deliveries daily.
Round money order stamp, Combined oblong Stamp, Postage Due Stamp—nP.	Supplied to all offices.
Cash paid stamp	Supplied to all Head Offices.
Dated insurance stamp	Supplied to Head Offices when ordered by the Head of the circles.
<i>Seals</i>	
Date-seal	Supplied to all offices.
Registration seal Parcel seal Insurance seal Sub-account seal	Supplied to all Head Offices and to Sub-offices when ordered by the Superintendent.
Sorting seal	Supplied to Head and sub-Offices when ordered by the Superintendent.
Cash seal	Supplied to all Head Offices and also to sub-offices when ordered by the Superintendent.
II.- In R.M.S. Offices and Section Stamps	
Name-stamp of <i>set</i>	Supplied to all sections and mail offices. Each set of a section is provided with a name-stamp with the words "Out" and "In" movable type.
Name-stamp of record offices	Supplied to all record offices.
Name-stamp of <i>sub-record office</i>	Supplied to all head record offices.
Name-stamp of <i>head record office</i>	Supplied to all sub-record offices, except those to which no sections are attached.
Date-stamp of <i>set</i>	supplied to all sections and mail offices. Each set of a section is provided with a date-stamp with the words "Out" and "in" in movable type. The date-stamp supplied to mail offices at which, on an average, 150 or more articles are posted daily are fitted with movable hour-type.

Date-stamp of <i>record office</i>	Supplied to all record offices, except those which have the next stamp.
Date-stamp of <i>head record office</i>	Supplied to all head record offices.
Obliterator with wavy lines	Supplied to mail offices at which on an average, 150 or more articles (registered and unregistered taken together) are posted daily. This stamp is fitted with movable hour-type.
No. slip name-stamp	Supplied to all mail offices.
Postage-due stamp with <i>blank space</i>	Supplied to all sorting sections and sorting and transit mail of offices. The stamp supplied to sections is fitted with the words "Out" and "In" in movable type.
Detained : late-fee-not-paid	Supplied to all sections and to mail offices at which late letter fee is imposed.
Lable name-stamp*	Supplied to all record offices, except those to which no sections are attached. Each such record office will be supplied with two stamps for each section under its control -- one for the out-trip and the other for the in-trip.
Seals	
Date-seal of <i>set</i>	Supplied to all sections and mail offices. Each set of a section is provided with a date-seal with the words "out" and "In" in movable type.
Registration seal of <i>set</i>	Supplied to sorting sections and sorting mail offices in which a special registration sorter is employed. Each set of such a section is provided with a registration seal with the words "Out" and "In" in movable type.
Parcel seat of <i>set</i>	Supplied to sorting sections and sorting mail offices in which a special parcel is employed. Each set of such a section is provided with a parcel seal with the words "Out" and "In" movable type.
Combined Registration and Parcel seal of <i>set</i> .	Supplied to sorting sections and sorting mail offices in which one and the same person is employed for both the registration and parcel sorting work. Each set of such a section is provided with a combined Registration and Parcel seal with the words "Out" and "In" in movable type.
Insurance seal of <i>set</i>	Supplied to all sorting sections and a section is provided with an insurance sorting mail offices. Each set of a seal with the words "Out" and "In" movable type.
Mail seal of <i>set of mail office</i>	Supplied to sorting mail offices in which a special official is employed for mail work.
Date-seal of <i>record office</i>	Supplied to all record offices, except those which have either of the next two seals.
Date-seal of <i>head record office</i>	Supplied to all head record offices.
Date-seal of <i>sub-record office</i>	Supplied to all sub-record offices, except those to which no sections are attached.

*The stamps marked with an asterisk are rubber stamps.

NOTE.—One date-stamp and one date seal with letters and words in movable type are supplied to the office of each Superintendent, Railway Mail Service, for temporary use in section on occasions when stamps and seals are lost, or sent to the Stock Depot for repairs, or when a special set is established temporarily in cases of breaches and on other occasions of similar nature. The stamps and seals when not required for actual use should be in personal custody of the head record clerk.

NOTE—2. In mail offices in which the sets of sorters on night duty work in two batches, separate stamps and seals bearing distinguishing letters may be supplied under the orders of the Head of the Circle to the two batches.

Entry of names of stamps and seals in indents

317. Indenting Officers should be careful to enter the name of each stamp and seal correctly in their indents.

Supply of stamping-ink

318. Black and magenta stamping-ink will be supplied by the Stock Depot on indents received.

Instructions for using rubber stamps

319. The following instructions should be attended to when using rubber stamps :—

1. Gently tap the pad with the stamp and press the stamp lightly on the paper, which should lie on a perfectly even surface.
2. Do not press the stamp heavily on the pad, as this overloads it with ink and causes an imperfect and blurred impression. Avoid pressing or stamping the rubber stamps on the paper with force, as this injures the type.
3. Wash the face of the stamp frequently with soap and water and scrub with a soft brush or linen rag.
4. Keep all rubber stamps in a box or drawer safe from dust and wind.

Instructions for using pads for rubber stamps

320. In using pads, the following instructions should be observed :—

1. To ink a pad, pour the ink into the rough or well provided on one side of the tin case. The ink will soak into the pad which will then be ready for use. Do not pour ink upon the surface of the pad.
2. If the pad becomes dirty, rub the surface clean with a damp rag, before again recharging the pad.
3. If the pad inks too freely, draw off the excess lightly with a piece of blotting paper.
4. Always keep the cover closed down, when the pad is not in use.

Description of various kinds of scales

321. The sizes and descriptions of the scales to be indented for by an office should be adapted to its requirements. A description of the standard sizes of scales will be found in the rate contract of the Directorate General, Supplies and Disposals, which will be supplied to every indenting officer.

322. Special scales manufactured on the principle of goldsmith's scales may be supplied, under the orders of the Head of the Circle to any post office for the purpose of weighing cash.

NOTE.—In sub-offices, letter scales of the second size (B 6) and parcel scales of the third or fourth size (B 3 or B 4) should ordinarily suffice.

Scales to be tested occasionally

323. The official in charge of a post office or mail office should take care that the scales and weights in his office are kept clean, as the necessary delicacy of movement in scales can be obtained only when they are perfectly clean. He should occasionally examine the scales and weights, test them, and satisfy himself that they are in good order and correct and that they are not subjected to rough usage.

NOTE.—This rule applies also to be record clerk of a replenishing office in respect of the scales and weights issued by him to sections.

List of furniture

324. (1) The number, size and pattern of articles of furniture required for an office will depend on the size and importance of the office and the number of officials employed in it.

(2) The following are the principal articles of furniture ordinarily required for a post office :—

A Stamping table.	}	For Head Offices.
A Delivery table.		
A distributing table.		

A table for stamping , opening and distributing mails for sub-offices.

Office tables, with drawers, for the postmaster and Assistants.

A chair for the postmaster.

A Chair for Assistants

Stools for Assistants and postmen

Almirahs for records.

One or more sorting cases.

A window delivery sorting case*.

A deposit case*.

Mail boxes.

A parcel box*.

One or two iron safes.

Office boxes for the postmaster, deputy postmaster, treasurer, registration, subaccount, parcel, money order and savings bank Assistants.

A type box.

A sealing stove*.

Lamps.

A clock or time-piece.

A bag-stand.

A letter-box.

NOTE.—In the larger offices cash chests or strong boxes may, if necessary, be supplied for the use of the treasurer and the money order and savings bank Assistants, in lieu of office boxes.

(2) In the case of the Railway Mail Service, the principal articles of furniture ordinarily required are as follows :—

(i) For record offices

An office table, with drawers, for the record clerk

A table for sorters.

A stamping table.

A chair for the record clerk.

Chairs and stools for sorters.

A practice sorting-case.

Almirahs for records and articles of stationery, stock, and books and forms.

One or more bag-stands.

A lable case.

An office box for the record clerk.

A time-piece.

An iron safe.

(ii) For mail offices.

An office table, with drawers.

A stamping table*.

Chairs and stools for sorters.

A time-piece*.

A bag-stand.

An office-box (with lock and key) for articles registered.

An almirah for records, forms, stock, etc.
Stamp-case.

Sorting-cases, with a ledge and movable hooks, for unregistered and parcel mail articles and, if necessary, one or more horizontal letter sorting-cases*.

A mail box for forward mails.

NOTE.—The articles marked with an asterisk (*) are not supplied to transit mail offices, but time pieces may be supplied to important transit mail offices under the special orders of the Head of the Circle.

Notice-boards and sign-boards

325. Every post office or mail office will be supplied with one or more notice-boards for postal notices and advertisements.

326. Every post office will also be supplied with a sign-board marked “Post Office”, sign-boards marked “Stamps sold here”, “Savings Bank”. “Money Order”, etc., will be supplied to important post offices.

327. Similarly, every mail office will be supplied with a sign-board showing the name of the office (e.g. Allahabad R.M.S. Pioneer Press Sorting Office, etc.) as well as a signboard marked “Stamps sold here” which should be hung over the window at which business is transacted with the public.

Articles kept in Stores Depots.

328. A list of the articles of stock kept in the Stores Depot will be found in the rules relating to Store Depots. If any articles other than those shown in that list are required, a special requisition should be sent to the Superintendent.

Damaged, unserviceable and surplus articles

329. Disposal of damaged and unserviceable articles.—The following instructions should be followed in disposing of damaged or unserviceable articles of stocks.

Description of articles	How to be disposed of
Acme covers Bags for postmen, etc. Bag-stands Belts Bicycles and accessories Boxes, e.g., office boxes, Mail boxes, etc.	Should not be returned to the stores Depot. If damaged they should be repaired locally. When they become unserviceable, they should be sold by auction under proper authority.
Furniture Hammers Hand-bags for sorters, etc. Hand-carts and trucks Lable cases Lamps Leather wallets, etc. Notice-boards and sign-baords Safes Sorting cases Tarpaulins Wicker baskets	Should not be returned to the Stores Depot. If damaged, they should be repaired locally. When they become unserviceable. they should be sold by auction under proper authority.
Letter boxes Knives Pads (ink and stamping) Portfolios Scissors Stoves Type-boxes Locks and padlocks	If damaged, they should be repaired locally, if practicable, otherwise they should be sent to the Stores Depot for repair. When they become unserviceable, they should be sold by auction under proper authority, care being taken in the case of letter boxes to see that they are thoroughly broken up before being sold.
Locks and padlocks	When they get out of order or damaged or become unserviceable in any way, they should not be repaired locally, but should in all cases be returned to the Stores Depot.
Badges Bags Clocks and time-pieces Metal tokens Scales and weights Stamps and seals	When out of order, they should be repaired locality, if possible; otherwise they should be returned to the Stores Deport for repair. When unserviceable, obsole, or surplus, they should be returned to the Stores Depot.
Obsolute publication and forms	Should not be returned to the stores Depot, but should be sold as waste paper or destroyed under the rules, Obsolute large forms, if printed on one side only, should, unless they have to be destroyed under the rules, be sent to the Government of India Forms Press, Aligarh, to be used for making envelopes.
Straw-board covers of used-up or obsolute books and forms and unserviceable file-boards.	If they are not of a smaller size than 8½ inches be 6¾ inches, they should not be destroyed when no longer required, but should be sent to Circle Stores Depots for transmission to the Government of India Forms Press, Aligarh, for use in book binding. When a sufficient number of such covers and boards has accumulated in a Stores Depot, they should be forwarded in bags, through the Railway Mail Service, to the Government of India forms Press, Aligarh.

330. When articles are sold as underviceable, the proceeds should be credited to Government. If the articles are valueless and cannot be sold they should be destroyed. The orders of the Superintendent in regard to the disposal of damaged and unserviceable articles must be obtained in every case, except in the case of post offices where the inspector has ordered the return of any unserviceable articles to the store Depot. while inspecting an office. No articles should be repaired, sold or destroyed without such orders which should be noted in the book in which the articles in question are entered. First class postmasters will write their orders, in respect of such articles in their own offices in the Stores book.

331 to 340 Deleted

SANCTIONED EQUIPMENT OF STATIONERY

341. No office is allowed to fix its own equipment, and the equipment for stationery or all offices must be sanctioned by Heads of Circles.

The equipment of an office should be fixed on the basis of the average consumption for six months. Demands in excess of these equipments should not be made without the sanction of the Head of the Circle, and when the sanctioned equipment of an office is found to be excessive, it is the duty of the officer concerned to obtain sanction to the modification of the items found in excess.

Note - Heads of Circles are, however, competent to fix equipment of stationery in respect of their own offices on the standards laid down by the Chief Controller of Printing and Stationery from time to time.

FIXED STATIONERY CHARGES FOR POST OFFICES

341-A. Heads of Circles may sanction fixed stationery charges for post offices (except Gazetted Head Office) at the following scale.

1.	Cost of closing and sealing one bag daily	Rs.2.10 PM
2.	Cost of burning one lamp for one hour daily through out the month.	Rs.3.73 PM
3.	Cost of fixing one hundred seals to insured envelopes closed.	Rs.1.30 PM
4.	Cost of burning one lantern for one hour daily throughout the month.	Rs.2.30 PM
5.	Cost of twine for one hundred labelled bundles prepared or V.P. parcels posted.	Rs.0.45 PM
6.	Cost of paste for one hundred registered article posted or received or insured and money order envelopes, registered bundles and official covers closed excluding those posted with special registered journal and at Branch post offices doing independent registration work.	Rs.0.45 PM
7.	Cost of stationery for each member of the supervising staff.	Rs.2.10 PM
8.	Cost of stationery for each member of the clerical staff excluding leave reserve clerks.	Rs.3.35 PM
9.	Cost of stationery for each overseer (Mail and Cash), postman and village postmen.	Rs.3.00 PM
10.	Cost of stationery for each mail peon & stamp vendor.	Rs.1.05 once in two months.

(This takes effect from 11.11.1999)

2. With respect to such items as brooms, dusters etc; special sanction to the cost of these articles should be given by the Head of the Circle or the Superintendent.

3. The fixed stationery charges sanctioned for an office may include a fraction of a rupee, higher rupee.

4. The expenditure on articles that are required to be purchased every month e.g., pencils, tags, thread, twine, sealing red and black wax, gum wicks, oil, match boxes, candles, needles, eraser, flour, copper sulphate, ball pens & ball pen refills should be met from the sanctioned fixed stationery charges. The expenditure on articles that are purchased periodically at longer intervals e.g. paper white and brown, paper cutter, staplers, pin cushions, knives pencil menders, scissors, paper weights etc. should be met from outside the contingent allowance.

NOTE 1. FSC to gazetted postmaster has been discontinued in view of the delegated financial powers independent of Divisional Superintendent for purchase of stationery items. However, the quantity and rates of stationery items for offices headed by gazetted postmasters shall continue to be governed by existing formulae/rates.

(This takes effect from 1.8.2002).

NOTE2. The concerned Postmaster should record a certificate on the bill drawing FSC amount to the effect that such items of stationery which are required to be met out of FSC are not being supplied by the concerned PSD/ have not been purchased and will not be purchased separately from the office contingency.

341.AA. Heads of Divisions may sanction FSC to staff of SBCO at the following scales,:-

1.	Cost of stationery for each member of Supervising staff	Rs.2.10 PM
2.	Cost of stationery for each member of the the clerical staff excluding leave reserve clerks	Rs.3.35 PM

These charges should not be included in the FSC for Post Offices as the expenditure on establishment for SBCO is classified separately.

(This takes effect from 11.11.1999).

341.AB. The FSC of IPOs / ASPOs are revised with effect from 1.8.2002 as under:-

The fixed stationery charges payable to Inspectors of Posts and Assistant Supt. of Posts holding independent charge of a Sub Division have been revised from existing Rs.53.50 per month to Rs.100 per month. These orders will not apply to such IPOs / ASPOs whose offices have been merged with Divisional Offices or are attached to Circle offices or other Administrative offices and IPOs /ASPOs working in the RMS wing.

341.B. The stationery allowance of GDS offices may be fixed as follows with effect from 1.8.2002:-

- | | | |
|----|-----------------------|-------------|
| 1. | GDS SPMs and GDS BPMs | Rs.10.00 PM |
| 2. | GDS MDs and GDSMCs | Rs. 5.00 PM |

Above allowance is to meet the cost of stationery except carbon paper and scaling wax which will be departmentally.

FSC will be admissible to only those GDSMCs who are also performing the work of GDMs.

NOTE 1. No specific sanction of Divisional Superintendent is necessary for the drawal of stationery allowance. While fixing the allowance of GDS employees, the stationery allowance to which he is entitled should be indicated specifically.

NOTE 2. GDSBPM / SPM doing delivery work in addition to his own duties is not entitled for stationery allowance as admissible to delivery agent in addition to stationery allowance of Rs.10.00.

342 to 365. Deleted.

Stationery registers

366. Every record clerk must keep a stationery register in form SK-8 in which he should enter the number or quantity of the articles of stationery of each description :—

- in hand at the beginning of the month;
- received (1) during the month from the Stores Depot with the number and date of the invoice with which received, and (2) at the end of the month as unconsumed from sections; and
- issue during the month to the office itself (in both its capacities if it is a subrecord office), as well as to the sections attached to it; the officials to whom articles are made over should be required to sign for them in the column provided for the purpose in the register.

367. At the end of the month the record clerk should total the receipts and issues and strike the balance, which should be carried forward to the next month.

368. The following articles are comprised in the term articles of stationery, and should be entered in the stationery register :—

Blank books*	Pins*.
Candles	Red tape*.
Cotton bales.	Sealing-wax.
Drill-cloth covers for ink-pads.	Stamp brushes.
Dusters.	Stamping-inks.
Guard-books.	Steel nibs*.
Ink-powder*.	Sweeping brushes.
Paper (including carbonic paper.)*	Tin seal-holders.
Pencils*.	Twine.
Pen-holders*.	Wicks (for sealing stoves).

Check of stationery register

369. When charge of a record office is transferred from one officer to another, the relieving officer should take over the articles of stationery after carefully checking them with the stationery register. If any article is missing, or damaged, a note should be written in the column for remarks of the stationery register, and initialled by both the relieving and relieved officer, and a report made to the Superintendent.

*See rule 376.

Regular Indents

370. Every record clerk prepare regular indents on the Store-Depot for (1) articles of stationery (Form SK-11), and (2) sorting-case lables (Form SK-12) required for the use of his own office (in both its capacities, if it is a sub-record office) and the sections attached to it. Superintendent prepare indents for the articles required for themselves and for their inspectors.

Indents for stationery

371. Indents for stationery should ordinarily be submitted half-yearly on the dates mentioned below :—

Indents of Stationery		
Indents relating to half year ending	Latest date for submission by record clerk to Superintendents	Latest date for submission by Superintendent to Stores Depot
30th September	10th February	25th February
31st March	10th August	25th August

NOTE.—Guard-books should be indented for once in three years.

*See Rule 376.

372. The indents should be prepared in duplicate and both copies submitted by the record clerk to the Superintendent for countersignature. The Superintendent will, after filling in the column showing the number passed in both copies of the indent and countersigning them forwarded one copy to the Stores Depot and return the other to the indenting office for record.

373. If from any cause—such as the opening of a new section, an increase of establishment, or the like—the supply of stationery is likely to run short before a fresh supply can be obtained for the next half-year, a supplemental indent should be prepared in accordance with the preceding rule. Whenever a supplemental indent is submitted, an explanation of the reason why an additional supply is wanted must be attached to the indent.

Stationery rate lists

374. The Superintendent will furnish every record clerk with a stationery rate list (Form Sk-9) showing the number or quantity of each article of stationery sanctioned by the Head of the Circle for consumption during the half-year by the record office itself (in both its capacities, if it is a sub-record office) and the sections attached to it. Indents for stationery prepared by the record clerk must be based on this rate list, which should be hung up in the record office for the information of Sorting Assistants. When any change is ordered by the Head of the Circle in a stationery rate list, a revised list will be furnished by the Superintendent to the record officer concerned.

Receipt of articles in compliance with indents

375. The invoice should be prepared in triplicate but two copies should be sent to the indenting office. The invoices which will be numbered in the same series as those relating to articles of stock, should be disposed of in accordance with the rules relating to the articles of stock.

376. All articles mentioned in Rules 309 and 368 will be supplied by the Stores Depot.

377. *Deleted*

Indents for sorting-case labels

378. Sorting-case labels are printed and supplied by the stores depot. The name of these labels will be printed in black on white paper. Each record clerk should prepare in duplicate a monthly indent in Form SK-12, showing details of the sorting-case labels required for the use of the sections attached to his office (and in the case of sub-record offices for the mail office) to replace labels that have become unserviceable. To one copy of the indent should be attached a sample of every label detailed in it; and on each of these samples (which may be either old bag-labels or sorting-

case labels, or pieces of paper-about the size of a label-with *manuscript* entries) should be noted the number of labels required bearing the name entered on the sample. Particular care should be taken to write the names of offices legibly in the indent, and to see that the spelling both in the indent and on the samples, is in accordance with that adopted in the *Classified List of Indian Post Offices and R.M.S. Offices and Sections (with Appendices)*.

379. Both copies of the indent should be submitted for countersignature to the Superintendent, who will dispose of them in the manner prescribed for indents for articles of stationery the copy forwarded to the Stores Depot being the one to which the samples are attached. The indent should be submitted by record clerks in time to reach the Superintendent not later than the 15th of each month and the copies forwarded by the the latter to the Stores Depot should be despatched so as to arrive at the Circle Stores Depot not later than the 1st of the following month.

380. The labels passed by the Superintendent will be supplied direct to the indenting record office in accordance with the procedure prescribed for the supply of books and forms.

381. In order that the number of labels indented for by all Divisions in any month may not be more than can be conveniently printed in the Stores Depot with its limited establishment, care should be taken by record clerks to indent for only such labels as are actually wanted to replace, damaged or unserviceable ones. Ordinarily, every record office will have occasion to indent for some labels every month; but record clerks should not consider themselves bound to indent for labels when none is really required.

Hand-Bags

382. The hand-bags supplied to sorting Assistant mail guards and van-peons are the property of Government and belong to the Division in which the holders are for the time being employed. When the holder of a bag is transferred, he should make over the bag in his possession to the record clerk of the Division from which he is transferred, and will receive from the record office of the Division to which he is transferred the bag held by the sorting Assist. mail guard or van-peon of the latter Division whom he replaces, or if he joins a new appointment, any serviceable bag that may be available. Sortings Assistants, mail guard and van-peons going on leave, dismissed, retiring from Government service, or ceasing to belong to the class of officials to whom hand-bags are supplied, should return the bags issued to them.

383. The date of issue of every hand-bag should be clearly and indelibly marked on it, and no demand for a new bag in replacement of one previously supplied is to be compiled with, unless the latter has been—

- (a) In use not less than three years, or, in the case of bags made of old canvas, eighteen months, or
- (b) lost, destroyed or damaged under circumstances beyond control, a certificate to the effect that he has personally ascertained the fact being recorded by the Superintendent.

Sorting Assistants, mail guards and van-peons are responsible for keeping their hand-bags in serviceable condition for at least three years, and if during that period a bag is damaged, lost or destroyed by a Sorting Assistants, mail guard or van-peon, either through carelessness or negligence, it must be repaired or replaced at his own expense.

NOTE.— A small reserve stock of hand-bags may be kept at every record office to which candidates are attached for issued to them whenever they are sent out with a section either to learn work or to take the place of an absent Sorting Assistants mail guard or van-peon, the bags being returned to the record clerk when a candidate's duties no longer require him to travel. In indents for hand-bags required for this purpose, this fact as well as the number of candidates attached to the record office should be stated.

Transfers of surplus Articles of stationery

384. Any articles of stationery found to be in excess of the requirements of an office, owing to the status of the office being changed, or from any other cause may be transferred, under the orders of the Superintendent, to any other office requiring them.

385. When articles of stationery are transferred from one office to another, the order authorizing the transfer must be noted in the stationery register.

CHAPTER VII

FORGED, COUNTERFEIT AND DEFACED POSTAGE STAMPS, COINS AND CURRENCY NOTES

SECTION I.—FORGED, COUNTERFEIT, FICTITIOUS OR WASHED POSTAGE STAMPS (ORDINARY AND SERVICE) AND MISUSE OF SERVICE STAMPS

Extent of application

386. Under section 17 of the *Indian Post Office Act* (VI of 1898) postage stamps and impressions of stamping machines issued under the authority of the Central Government are “deemed to be stamps issued by Government for the purpose of revenue within the meaning of the *Indian Penal Code*.” The expression “postage stamps” therefore, includes the impression of stamping machine authorised to be used in prepayment of postage or other charges on postal articles or telegrams.

Cases which are not offences

387. If a previously used postage stamp, *from which, however, no attempt has been made to remove the marks of obliteration*, is detected on an article already posted, or if a service stamp, *from which no attempt has been made to remove the letters denoting service*, is detected on a *private* article posted, the stamp should be ignored. In either case, the article should be charged with the postage to which it thus becomes liable and should then be forwarded to destination with a remark on it stating the reason for the charge, a note of the occurrence being made in the error book in the case of post offices or in the note-book in the case of Railway Mail Service mail offices. If an article, document or telegraph message, bearing such stamps which have to be ignored, is handed in at the window, it should be returned to the person who presented it, with the remark that a previously used postage stamp, or a service stamp affixed on a private article, cannot be recognised in payment of postage or any other charge.

388. The prepayment by means of service stamps of a private letter which is certified by a Government official to be “On India Government Service” or “On Service” is not a criminal offence, but steps should be taken to have the matter dealt with departmentally.

Offences

389. The offences and the sections of the Indian Penal Code under which each offence is punishable are noted below :—

Offence	Section	Section
(i) Postage stamp, forged, counterfeit or fictitious (<i>see</i> section 28).	255	Counterfeiting a Government stamp.
	260	Using as genuine a Government stamp known to be counterfeit.
	263A	Using knowingly for any postal purpose any fictitious stamps.
(ii) Stamp from which previous obliteration appears to have been washed out or otherwise removed or concealed.	262	Using a Government stamp known to have been before used.
	263	Erasure of mark denoting that stamp has been used.
(iii) Service stamp with the letters denoting, service or the word “Service” removed.	255	} <i>See</i> entry against item (i).
	&	
	260	
	378	Theft.
	409	Criminal breach of trust by public servant.
	411	Dishonestly receiving stolen property.

390. When any stamp of the kind referred to in the preceding rule is detected on a postal article passing through the post either in the office of posting or in the office of delivery or on a postal article, document or telegraph message presented at a post or telegraph office, the following action should be taken :—

- (i) If detected in a Post Office situated at the Headquarters of a district, the officer-in-charge of the office should detain the article, document and at once lay information before the any Magistrate of first class and any Magistrate of Second Class specially empowered in this behalf under sub-section (2) under section 190 (1) (c) of the Criminal Procedure Code as to the offence which has been committed and ask him to take steps to obtain possession of the article, document or telegraph message under section 92 of the Criminal Procedure Code. If the Magistrate of the District is away from the station, intimation may be given to any Magistrate or to the District Superintendent of Police or Police Commissioner with a suggestion that he should authorise the detention of the article, document or the telegraph message under section 92* pending the orders of the Magistrate of the District, and in cases where the Magistrate in whose jurisdiction the offence is detected, declines to take cognizance of it, on the ground that the offence was not committed within the local limits of his jurisdiction he should be asked to communicate the information to the Magistrate competent to deal with the case. It should be noted that the article, document or telegraph message is not to be delivered *up* to the Magistrate or to the Superintendent of Police or Police Commissioner but merely *information is to be given* regarding it with a view to the issue of necessary order by the Magistrate. There is, however, no prohibition against the production of the article, document or the telegraph message, if necessary, for the Magistrate's inspection prior to the issue of any order. Pending the receipt of the orders applied for, the article, document or the telegraph message may be provisionally detained, and full particulars of the case should be reported at once to the Head of the Circle or to the Superintendent to whom the office is immediately subordinate, who will take such steps as the circumstances may require.
- (ii) If detected in a post or telegraph office *not situated at the Headquarters of the District* or in a mail office, the officer-in-charge of the office should send the article, document or telegram concerned, together with a report of the circumstances of the case in a service registered cover, to the officer-in-charge of the post office or telegraph office, as the case may be, situated at the headquarters of the district and at the same time forward a copy of the report to the head of the Circle or to the Superintendent to whom he is immediately subordinate.
- (iii) If the article, document or telegraph message to which the suspicious stamps is affixed, was handed in at a post or telegraph office or a mail office, the name and address of the person who presented it should be ascertained and he should be informed that it will be detained for enquiry. Information of the occurrence should also be given at once to the police in order that they may, if necessary, take action under section 154 of the *Criminal Procedure Code*. If the article is one for which a receipt would ordinarily be granted *e.g.*, a registered letter or telegraph message, instead of the usual receipt, a *manuscript* receipt bearing the date-stamp of the office is to be given effect that the article is detained for enquiry as it bears a suspicious stamp.

NOTE.—Under section 190 (1)(a) of the *Criminal Procedure Code*, a Magistrate may take cognizance of an offence whether the person who committed it is known or unknown.

*Section 92—Procedure as to letters and telegrams—(1) If any document, parcel or thing in the custody of Postal or Telegraph authority is, in the opinion of the District Magistrate, Chief Judicial Magistrate, Court of Session, or High Court wanted for the purpose of any investigation, enquiry, trial or other proceedings under this Code, such Magistrate or Court may require the Postal or Telegraph authority, as the case may be, to deliver such document, parcel or thing to such person as such Magistrate or Court directs.

(2) If any such document, parcel or thing is, in the opinion of any other Magistrate whether executive or Judicial, or of any Commissioner of Police or District Superintendent of Police, wanted for any such purpose, he may require the Postal or Telegraph authority, as the case may be, to cause search to be made for and to detain such document, parcel or thing pending the orders of any such District Magistrate, Chief Judicial Magistrate, or Court under Sub Section(i).

391. If a suspicious stamp is detected on any article or document received in a post office which is not the office of posting or destination but an intermediate office, or received in section or a mail office, the article should be forwarded, enclosed in an envelope to the postmaster of the office of destination irrespective of whether either the detecting office or the office of destination is or is not situated at the headquarters of a district. When putting the article into the envelope, a note should be made drawing the attention of the office of delivery to the offence which is suspected. The outward foreign mail articles should, however, be returned to the office of posting or sent to the office of exchange (if the stamp impression of the office of posting is illegible on the cover) which will take action as prescribed in rule 390.

392. If an article, document or telegraph message bearing a suspicious stamps is received in a post office in the circumstances mentioned as in rules 390 (ii) and 391, it should be dealt with if the irregularity was detected in that office.

393. It must be borne in mind that the poster of an article bearing a forged, counterfeit or fictitious stamp or a stamp from which a previous obliteration has been removed or concealed is not necessarily the person guilty of the suspected fraud, as he may be able to show that his purchase of the stamp was a *bona fide* one; and in some cases there has been reason for suspecting that a stamp that is forged, counterfeit or fictitious or from which a previous obliteration has been removed or concealed, has been affixed to an article which has been posted with the object of causing annoyance to some innocent person whose name has been used in a fictitious letter inside; but in such cases it is equally necessary to use every endeavour to discover the real perpetrator of the fraud.

394. A Government official entrusted with service stamps for the prepayment of official correspondence, who may remove the marks upon them by erasure would, in addition to the penalty of such act, be chargeable with criminal breach of trust under section 409 of the *Indian Penal Code*.

Inward foreign mail articles bearing counterfeit, fictitious or previously used postage stamps

N. B.—The expression “postage stamps” includes impressions of franking machines.

395. An article of the foreign mail bearing a postage stamp which the post office of the country of origin has reason to believe counterfeit, fictitious or previously used, will be received from that country enclosed, alongwith a special advice in Form C-10 (appended to these rules), in a service registered cover addressed to the office of destination.

396. When such article is received in an Indian Post Office for delivery, it should be shown to the postmaster who will serve the addressee with a notice in the following form :—

“To

(Name)

(Address)

Sir,

Whereas a

(description of article)

bearing a postage stamp or (impression) which is believed counterfeit to be fictitious one, has been received to your address previously used

from (*office and country of origin*), you are hereby invited to attend either in person or by an agent duly authorised in writing to represent you, at the post office, within 48 hours, to receive delivery of the same.

Dated20

Postmaster,”

397. Should the addressee or his agent attend at the post office within the time specified in the notice, the article may be delivered to him, provided that he pays the postage due and that he consents to make known the name and address of its sender and to surrender to the postmaster the portion of the article which bears the address and the postage stamp or stamps or it is inseparable from the article, the entire article.

398. If the addressee should fail to attend, by himself or his agent, within the specified time, or if, having so attended, he should refuse to make known the name and address of the sender of the article or to make over to the postmaster the entire article or the portion of required under rule 397, the article should not be delivered.

399. In either of the cases referred to in rules 397 and 398, the postmaster should record a statement in the prescribed Form (FMS. 21) setting forth the action taken by him and the facts of the case, such as failure on the part of the addressee or his agent to attend at the post office, refusal to make known the name and address of the sender, etc. This statement, together with the portion of the article referred to in rule 397 or the entire article, as the case may be, and the advice (Form C-10) received with the article, should be submitted through the prescribed channel to the Head of the Circle in which the office of the delivery is situated.

400. The Head of a Circle, on receiving the statement and the portion of the article referred to in rule 397, should forward them to the office of the Director General for transmission to the Postal Administration of the country of origin of the article.

NOTE 1.—Form FMS. 21 will be supplied to head offices only. When a sub or branch office receives for delivery an article of the foreign mail accompanied by an advice in Form C-10, the sub or branch postmaster should place the article in deposit and obtain the instructions of the head office as to its disposal. In such case, the head office will forward a copy of Form FMS. 21 to the office of delivery with clear instructions as to the action to be taken under rules 397 to 400.

NOTE 2.—When the addressee of a foreign mail article, which has been received accompanied by an advice in Form C-10 has changed his address and has left instructions for the redirection of articles to his new address, the article, accompanied by the advice in Form C-10, should be sent in a service registered cover to the address of the postmaster of the new office of delivery, or if that office be a sub or branch office, to that of the postmaster of its Head Office. If instructions for redirection have not been left by the addressee, the article and the advice Form C-10 should be submitted, with a report to that effect, through the prescribed channel, to the Head of the Circle.

NOTE 3.—If an Indian office of foreign exchange receives an article of the foreign mail accompanied by an advice in Form C-10, and the article is intended for delivery by an office other than itself, it should forward the article and advice to that office or if the office of delivery be a sub or branch office, to its head office enclosed in a cover registered on service.

Postal administration of origin

C-10

ADVICE

Presumed fraudulent use of postage stamps or franking impressions

Office despatching the advice	Date of advice

NOTE.—Advice of despatch by registered post, of the letter-post item described hereafter which apparently bears a postage stamp or impression of the nature indicated below :—

A copy of the C-10 Form is being sent to the administrations or origin and destination, as well as the office of destination.

Nature of presumed fraud Counterfeit postage stamp Counterfeit franking machine impression Counterfeit printing press impression	Already used postage stamp Already used franking machines impression Already used printing press impression
Nature of item Office of origin Copy of address Presumed irregularity Observations, if any	Date of posting
Stamp, date and signature	

SECTION II.—SPOILT AND DEFACED POSTAGE STAMPS

401. Postage stamps, whether adhesive, embossed, impressed or printed, which have been—

- (a) defaced, obliterated, or marked (*e.g.*, impressed with a rubber or other stamp, or bearing penmarks or writing of any kind, or having anything printed on them otherwise than by the authority of Government),
- (b) separated from embossed envelopes, postcards or wrappers,
- (c) torn or cut, or
- (d) otherwise rendered imperfect,

will not be recognised in payment of postage or any postal fees. Such stamps when found affixed to a postal article, or document will not be defaced but a remark stating why they have been ignored will be written on the article, or document.

402. There is no prohibition, however, against the use, for the payment of postage or postal fees, of postage stamps perforated with initials or other identifying marks traced in minute holes.

403*. The prohibition against the making of stamps should not be too strictly enforced in the case of embossed or impressed stamps born by embossed envelopes, wrappers and postcards: that is to say, where a letter of the address encroaches on the stamp, and where the encroachment is obviously accidental, the stamp should be recognised. Similarly, when the seal affixed by the sender to a registration envelope happens to extend over a small part of the embossed stamps, the stamp should not be considered imperfect merely on that account. A postage stamp affixed to articles presented for despatch should not also be ignored merely because it is torn if the tear is slight and obviously accidental. Whenever it is proposed not to recognise an embossed or impressed stamp, the article should be shown to the postmaster, or head sorter, as the case may be, who should himself decide whether the stamp should or should not be recognised.

404. Embossed envelopes, whether cut open or not, may be used as wrappers for newspapers, etc., but registration envelopes may not be used for the transmission of unregistered articles.

SECTION III.—COUNTERFEIT OR FRAUDULENTLY DEFACED COINS OR FORGED CURRENCY NOTES

Treatment of counterfeit or fraudulently defaced coins

404/1. The following is the procedure for dealing with coins, which, after receipt, are suspected to be counterfeit or to have been fraudulently defaced:—

- (a) Such coins, whether received from the public or from another office, should be sent to the treasury office for examination. If the coins are counterfeit or fraudulently defaced, the treasury officer will, after cutting and breaking them either return the pieces or, when he desires to keep them, pay for the coins according to the value of the silver bullion contained in them, under the Indian Coinage Act, 1906. In the latter case, the treasury office should record the number of pieces retained and noting the amount paid. When suspected coins which were received from another office are being sent to the treasury, they should be enclosed in a cover bearing the name of the office which they were received, and the treasury officer should be specially asked to return this cover with the broken pieces or with the voucher, as the case may require. This will prevent any mistakes in the office in disposing of the piece or the money received from the treasury.
- (b) If the coins were received from the public, the broken pieces, or the voucher with the sum stated in it, should be made over to the official who received the coins, and this official should be required to pay the face value of the coins.
- (c) If the coins were received from another office, the broken pieces, or the voucher accompanied by the sum stated in it, should be sent to that office with instructions to recover the face value of the coins from the official who received from them the public and to remit the amount at once.

NOTE 1.—The Directors at Mumbai GPO, Kolkata GPO and Chief Postmaster Chennai GPO, Postmasters of the Head Offices at Delhi, New Delhi, Bangalore, Shillong, Cuttack, Jaipur, Hyderabad, Ambala, Nagpur, Patna and Lucknow are authorised to cut or break counterfeit coins discovered at their offices.

NOTE 2.—As a general rule, the official responsible for accepting from the public counterfeit coins should be required to make good their value except when the counterfeit is so clearly made that it cannot be detected with ordinary care and there is no negligence on the part of the official accepting the coin.

*The postmaster's personal duties prescribed in this rule may, under the orders of the Head of the circle, be performed by the deputy postmaster, assistant postmaster in the case of head offices and by the deputy sub-postmaster, assistant sub-postmaster in the case of sub-offices.

NOTE 3.—The procedure laid down in Note 2 above applied *mutatis mutandis* in the case of forged currency notes received in course of transactions.

A. In sub-office not situated at a treasury station, coins, which, after receipt, are suspected to be counterfeit or to have been fraudulently defaced, should be sent to the head-office like an ordinary remittance, except that they should be enclosed in a separate cover, on which should be written the number and description of the coin and the words “suspected to be counterfeit . This rule applied *mutatis mutandis* in the case of currency notes fraudulently defaced

suspected to be forged. Procedure to be followed on the presentation of forged notes or counterfeit coins over the counter where cash transactions take place with the public.

404/2. I. The following procedure should be observed when forged currency notes and counterfeit coins are presented over the counter where cash transactions take place with the public :—

(1) Forged currency notes :—When a currency note which is suspected to be a forgery is presented at a counter, the tenderer should be informed accordingly and handed an acknowledgement in the following form.

Mr. of (address) is informed that it is suspected that the currency note No. for Rs. presented by him is not genuine, and it is, therefore, being sent to the Currency Officer/Treasury Officer for examination. Any enquiries regarding the note should be addressed to that Officer.

(b) The suspecting office will then forward the note together with a duplicate of the acknowledgement to the nearest Currency or Treasury Office for disposal in the usual manner.

(2) Counterfeit coins :—The Director at Mumbai GPO, Kolkata GPO and Chief Postmaster, Chennai GPO, Postmasters/Chief Postmasters of the Head Offices at Delhi, New Delhi, Bangalore, Shillong, Cuttack, Jaipur, Hyderabad, Ambala, Nagpur, Patna and Lucknow should cut and return counterfeit coins to the tenderers. At all other post offices the procedure laid down for forged notes should be followed in the case of counterfeit coins, the form of acknowledgement being suitably amended. Post offices other than the three Presidency post offices should refuse to accept diminished and defaced coin.

(3) If a note or coin is presented regarding the genuineness of which the receiving clerk has well-founded suspicions, he should bring the matter at once to the notice of the postmaster who should take charge of the note or coin and if he is also satisfied that the note or coin is counterfeit, he should endeavour to ascertain the name and address of the presenter and should not return the note or coin even if pressed to do so, until the case has been investigated. If, in the meantime, the presenter should leave the post office premises, the case should be handed over to the police for enquiry.

(4) At places where there are branches of the State Bank of India, suspected notes and coins should be sent to such branches of the Bank. Where there is no branch of the State Bank, such notes and coins should be sent to treasuries as usual. Ordinarily, the Post Office employees should be capable of identifying counterfeit coins and references to the local Treasury or the State Bank should be rare. If coins which cannot be clearly identified by the post office as counterfeit are to be sent to the Treasury or the State Bank, as the case may be, it should be once a week or at such intervals as may be agreed upon between the Treasury Officer or the Agent of the Bank and the postmasters concerned. For the proper identity and safe custody of counterfeit coins when such coins have to be retained in the post office, the postmaster himself should take them over and after enclosing them in a closed cover and getting them sealed with his own seal, should keep them in his own custody until they are sent to the treasury or the State Bank, as the case may be.

(5) If currency notes which cannot be clearly identified by the post office as forged are to be sent to the treasury or State Bank, as the case may be, the post office should lose no time in sending them to the Treasury or the State Bank as soon as they come to notice.

II. The Reserve Bank will indemnify all offices against the consequences in the event of a presenter taking any action against the office for carrying out the foregoing procedure.

III. (a) The Reserve Bank has authorised the State Bank of India at all its offices to impound forged currency and bank notes.

(b) At places where there is neither a currency office nor a branch of the State Bank, Treasury Officers are authorised to accept, for disposal in the usual manner, suspected currency or bank notes tendered by the post offices.

(c) At places where there is neither a currency office nor a branch of the State Bank, Treasury Officers are authorised to accept, for disposal in the usual manner, suspected coins tendered by the post offices.

CHAPTER VIII

PRINTING

General Rules

- 405.** The general rules for printing and binding will be found in the pamphlet Rules for Printing and Binding, 1986 Edition, issued by the Government of India, Directorate of Printing, Ministry of Urban Development.
- 406.** No books, pamphlets or correction memos, or such like matter will be printed without the prior sanction of the Director-General unless such printing has been authorised by any general or special orders on the subject.
- 407.** The only printed forms authorised for general use in the Department are those given in the Book of Standard Printed Forms and the Postal Books of Initial Account Forms. No new form can be introduced and no existing form may be altered without the prior sanction of the Director-General. The Director-General will communicate with the Manager, Government of India Forms Press, Aligarh, regarding alterations to forms or the introduction of new or revised forms, and the latter officers will refer to the Director-General for orders when any standard form has to be printed.
- 408.** All alterations to forms or the introduction and issues of new forms will be notified in the Director General's circulars.
- 409.** Whenever it has been decided to alter or cancel an existing form, the Director-General will issue orders to the Government of India Forms Press, Aligarh, regarding the disposal of the existing stock. Ordinarily a new form will not be issued until the old stock has been used up.
- 410.** All publications must be printed in A-4 Size as far as practicable.

Classification

- 411.** For purposes of Profit and Loss Account all orders to print new books, pamphlets and forms must indicate one or other the following classes to which they belong :—
- (1) Postal
 - (2) General (Postal)
- 412.** The detailed rules of allocation of the cost of printing will be found in Chapter on miscellaneous subjects of the P&T Financial Hand Book, Volume I.

Printing at private presses

- 413.** The rules regarding printing at private presses will be found in Rule 32 of the Rules for Printing and Binding, 1986 Edition, a pamphlet issued by the Government of India. Translations in local Indian languages of notices announcing changes in rates, rules regarding abbreviated addresses, deposit system etc., may be printed at local presses by Heads of Circles, provided the conditions laid down in the rule referred to above are fulfilled.

Printing and publication under orders of Government

- 414.** Printing and publication under the orders of Government include the preparation of plates, maps, etc., required for illustration of works intended to be issued in India under their authority, must, as a rule, be done in India except in special cases where there is good reason to the contrary; in such cases, prior sanction of the Controller of Printing and Stationery, India, New Delhi, must be obtained and the rates to be paid must be previously approved by him.
- 415.** *Deleted.*
- 416.** *Deleted.*

Unauthorised forms prohibited

- 417.** The introduction of forms other than those authorised by the Director-General is prohibited. If the Head of a Circle considers the adoption of any special form necessary, he must obtain the sanction of the Director-General before introducing it.

Note—The Head of a Circle may add questions to the standard forms of inspection report to meet local requirements.

CHAPTER IX**CONTRACTS****General**

418. The recognised systems for carrying out work, otherwise than by the employment of daily labour, are “Piece work” and “Contract work”. Piece-work is that for which only a rate is agreed upon, without reference to the total quantity of work to be done, or the quantity to be done within a given period. The term “Contract” as used in this Manual does not include agreements for the execution of work by piece-work, nor does it include more ordinary purchases of materials or stores. All work done or supply made under agreement is termed “Contract”, and in agreements for such work, which should invariably be in writing, there should generally be a stipulation as to the quantity of work to be done or material to be supplied, and the time within which the work or the supply is to be completed.

419. It is essential that every contract entered into should be framed in such a way as to be perfectly clear and to leave no doubt as to what has to be done, specifying the dates on which the work is to be commenced and completed. All these particulars, together with the rate or sum total agreed upon, should be written in English and also, if possible, in the local Indian language of the contractor.

419/1. *General principles to be observed in entering into contracts.*—The fundamental principles to be observed in entering into contracts or agreements are the following :—

- (1) The terms of a contract must be precise and definite, and there must be no room for ambiguity or misconstruction therein.
- (2) As far as possible, legal and financial advice should be taken in the drafting of contracts and before they are finally entered into.
- (3) Standard forms of contracts should be adopted wherever possible the terms to be subject to adequate prior scrutiny.
- (4) The terms of a contract once entered into should not be materially varied without the previous consent of the Officer competent to accept the tender as so varied.
- (5) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the competent financial authority.
- (6) Whenever practicable and advantageous, contracts should be placed only after tenders have been openly invited, and in cases where the lowest tender is not accepted, reasons should be recorded.
- (7) In selecting the tender to be accepted the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.
- (8) Even in cases where a formal written contract is not made, no order for supplies, etc., should be placed without at the least a written agreement as to price.
- (9) Provision must be made in contracts for safeguarding Government property entrusted to a contractor.
- (10) The Auditor-General and under his direction other audit authorities have power to examine contracts and to bring before the Public Accounts Committee any cases where competitive tenders have not been sought, or where high tenders have been accepted, or where other irregularities in procedure have come to light.

(G.I.F.D. Resn. No. F. 22-X-II/27, dated 12th August, 1929.)

Proposed amendment**Rule**

420. The employment of a contractor does not relieve the officer in charge of a work from responsibility as to the manner or time in which the work is done. Contracts should always give the officer full power to act for himself in case the contractor delays or fails to do the work to his satisfaction.

420/1 (1) In order to keep a strict watch over contract cases a register of contracts should be maintained in the Circle Offices, Divisional Offices and 1st class head offices. The register should be examined once a month and all contracts that are due to expire in the course of the next twelve months should be taken up at once. Officers inspecting Divisional offices and 1st class head offices should see that this register is properly maintained and regularly checked and that timely action is taken to renew contracts.

NOTE.—Heads of Circles may, however, exercise their discretion in respect of contracts where the amount

payable to the existing contractor as his remuneration for the conveyance of mails is not more than **the delegated financial power to PMG/CPMG, as amended by the IF Wing of the Postal Directorate from time to time** provided they are satisfied (i) that the issue of the notice of tender six months before the expiry of the current contract will be more advantageous, and (ii) that the formalities for entering into a new contract can be safely gone through within a period of six months.

(2) In Circle offices the duty of checking the register monthly should be assigned to an officer not below the rank of an Assistant Postmaster General.

420/2 Copies of contracts of all descriptions (including piece-work contracts or agreements) executed by the officers higher in rank than Divisional Engineers and Superintendents of post offices and those for Rs. 50,000 and above irrespective of the authority executing the contracts/agreements should be furnished to the respective Audit Offices for scrutiny. These contracts will include all orders for direct purchases of stores (other than those made through the Directorate General, Supplies and Disposals). In such cases, copies of the orders placed with the firms together with copies of the terms and conditions of supply should be furnished to audit.

421. *A Manual for the guidance of officers of the Public Works Department in their relations with Contractors* has been published for the general guidance and assistance of executive officers. The instructions contained in it must, however, be followed subject to a reference to competent authority before entering upon legal proceedings.

Contract documents

422. Before a work is given out on contract, the executive officer must prepare “contract documents” to include—

1st.—A complete set of drawings showing the general dimensions of the proposed work and, so far as necessary, details of the various parts.

2nd.—A complete specification of the work to be done and of the materials to be used, unless reference can be made to some standard specification.

3rd.—A schedule of the quantities of the various descriptions of work.

4th.— *Deleted*

423. If the amount of the tender is likely to be beyond the executive officer’s power of acceptance, or to be of an annual character, he should before publicly inviting tenders, submit the contract documents to the next higher authority for his approval or remarks, together with a copy of the proposed advertisement for tenders, and the form in which tenders are to be submitted. If the amount of tender is likely to exceed the latter’s power of acceptance, or to be of a very special nature, that officer should, in like manner, submit the contract documents to the competent authority for approval.

424. In works of great magnitude the contract deeds should be specially prepared by the Government Law Officers, but for ordinary contracts, such ordinary forms, as may have been approved by the Director General, will generally suffice. In all cases presenting unusual features, a reference should be made to the Director General who will, if necessary, obtain the consent of the Joint Secretary, Ministry of Finance (Communications) and also legal advice.

425. (1) Tenders, which should always be sealed, should be called for in Form 51(a) in the case of conveyance of mails by any mode of conveyance and they should invariably be invited in the most open and public manner possible, whether by advertisement in the Government Gazette or local newspapers, or by notice in English and the local Indian language posted in public places, and tenderers should have free access to the contract documents. The notice should in all cases state—

1st.—The place where and the time when the contract documents can be seen and the blank forms of tender obtained, also the amount, if any, to be paid for such forms of tender.

2nd.—The place where, the date on which and the time when tenders are to be submitted and are to be opened (in the case of large contracts, this should be at least one month after the date of first advertisement or notice).

3rd.—The amount of earnest of deposit money to accompany the tender, and the amount and nature of the security deposit required in the case of the accepted tender.

4th.—With whom, or what authority, the acceptance of the tender will rest.

(2) Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.

(3) In calling for tenders in respect of mail motor or other services, it should be definitely mentioned that no special facilities, *e.g.*, free accommodation for a garage or telephonic connection, etc., which are generally not rated at their true commercial value by the contractor in tendering for the execution of a service, will be given to the successful tenderer. If he specifically desires such facilities where they are available, an adequate abatement to be settled by mutual agreement from the amount of the remuneration payable to contractor is invariably to be made before they are granted.

425/1 Tenders should be called for sufficiently in advance in order that Heads of Circles may have ample time to examine thoroughly all tenders received and to accept the best tender after obtaining the sanction of the Director General or the Government of India where necessary and in order that the possibility of Government being placed at a disadvantage owing to shortness of time may be obviated.

426. At the advertised time and place, all tenders received for the same contract should be opened by the Executive Officer or other officer in person, in the presence of such of the tenderers or their agents as may choose to attend. No tender should be accepted from any person directly or indirectly connected with the Government service (*see* rule 86).

NOTE.—This rule does not necessarily imply that the contents of all the tenders received should be read out or otherwise disclosed to all or any of those who may be present at the time the tenders are opened. But if any of the **tenderers** who is present so desires, the amounts tendered by the **different tenderers** may be read out to the assembled **tenderers**.

426/1 After the tenders have been opened and taken into consideration, no revision or abatement of any tender should in any circumstances be permitted. On no pretext whatever should any negotiations be entered into with a particular tenderer to modify the terms of this tender in order to reduce them to the level or below that of any other competitor.

427. As a rule, no tender for the execution of works of any description should be received unless accompanied by the deposit of cash as earnest money to the extent which has been notified as necessary by the Executive Officer or other officer to whom the duty has been entrusted.

Exception.—No earnest money is required to be deposited by—

- (a) Firms which are registered with the Directorate General of Supplies and Disposals for supply of stores.
- (b) Small Scale Industries units which are registered with National Small Scale Industries Corporation and in effect are treated as automatically registered with D.G.S.&D. under the revised scheme of single point registration.
- (c) Public Sector Undertakings, which are registered with the Department or D. G. S. & D.

428. The amount of earnest money to be deposited should be sufficiently large to be a security against loss, in case of the contractor failing to furnish the required security within the appointed time after the acceptance of his tender, or until the sums due to him form a sufficient guarantee, as the case may be.

NOTE.—In cases of leases of buildings, deposit or earnest money need not normally be required to be remitted alongwith the tender or otherwise. In exceptional cases, however, where the Head of the Circle considers necessary after examining the probable rent of the building and nature of the parties who are likely to tender, a deposit money equal to the cost of advertisement *etc.*, should be asked for which shall be remitted alongwith the tender. In such exceptional cases in respect of tenders which are not accepted, the money as deposited will be returned after a final decision in respect of the tenders has been taken. The deposit money of the person whose tender is accepted will not be returned until after the execution of the lease.

429. Usually the lowest tender should be accepted, unless, there is some objection to the capability of the contractor, the security offered by him or his execution of former work. In case where the lowest tender is not accepted, reasons should be recorded confidentially in writing and prior approval of the authority next higher than the one competent to accept the tender, should be obtained.

Security for performance of contracts

430. Security should in all cases be taken for the due fulfilment of a contract in accordance with the rules laid down in the P&T Financial Handbook, Volume I with the following exceptions :

(1) Firms which are registered with the Directorate General of Supplies and Disposals for supply of stores, subject to the following conditions :

- (a) The competent authority, before taking a decision to exempt a firm from furnishing security deposit, should satisfy himself that the firm is registered with the Directorate General of Supplies and Disposals for the supply of the particular stores proposed to be purchased.
- (b) That the value of stores to be supplied in each individual contract does not exceed the monetary limit, if any, fixed in their cases at the time of registration with the D. G. S. & D. for the particular stores.
- (c) (i) That it is not merely registered with the Directorate General of Supplies and Disposals, but continues to receive and execute contracts from the D. G. S. & D.

NOTE.—In support of the above, the competent authority should require the firm to submit to him documentary evidence to prove that it is registered and that it has handled and continues to handle contracts from the Directorate General for the stores for which it is registered. The competent authority shall also, in addition, take into account the performance of the firms against his own contracts, if any, awarded to them and may, if he considers necessary, insist on the security deposit notwithstanding the fact that they are registered with the D. G. S. & D.

(ii) Small Scale Industries units which are registered with the National Small Scale Industries Corporation and in effect are treated as automatically registered with D. G. S. & D. under the revised scheme of single point registration.

(iii) Public Sector Undertakings which are registered with the Department or D. G. S. & D.

NOTE.—In specific cases where allotment of imported raw material is arranged or any other form of assistance is provided, security deposit will be insisted upon.

(iv) Petty local purchases, costing up to Rs. 500 only, provided that the purchasing authority is satisfied that there is no likelihood of any loss occurring to the Government and that the *bona fides* of the suppliers are beyond doubt.

(2) In cases other than those relating to works where, under the terms of contract, it is necessary to obtain such security, the security deposit may be demanded and the actual amount of security deposit to be obtained may, subject to a minimum of 5% and a maximum of 10% of the amount of contract in each case, be decided by the Heads of Departments according to the circumstances of the case, subject to a maximum ceiling of Rs. 75,000 in value in any case.

Forms of Contracts

431. The following is a list of standard forms prescribed for contracts **for conveyance of mails** in the Department.

- | | |
|---------------|---|
| Form M-50 | Agreement to be executed by contractors for conveyance of mails by wheeled carriages mail carts drawn by horses, mules or camels. |
| Form M-50 (a) | Agreement to be executed by contractors for conveyance of mails by motor vehicles in rural areas. |
| Form M-50 (b) | Agreement to be executed by contractors for conveyance of mails by mazdoors, pack mules and ponies. |
| Form M-51 | The revised Agreement to be executed by contractors for conveyance of mails by motor vehicles. |
| Form M-51 (a) | The revised NIT form |
| Form M-51 (b) | The revised Tender form i.e. (Technical Bid) |
| Form M-51 (c) | The revised Tender form i.e. (Price Bid) |

Enforcement of terms of contracts

432. Executive Officers and their subordinates are responsible that the terms of contracts are strictly enforced, and that no act is done tending to nullify or vitiate a contract. All contract deeds must be executed on one or other of the standard forms, but they may be modified to suit local requirements after consultation with the legal advisers of the Government and the Director General (*see* rules 438 and 439). Contracts containing any unusual conditions should not be entered into without the previous consent of the Joint Secretary, Ministry of Finance (Communications) and material variations in contract once entered into with the concurrence of Ministry of Finance (G) should not be made without his sanction.

Exception 1.—The Head of a Circle may use discretionary powers to delete the determination clause from the standard form of lease (Gen. 8), in cases where the landlord is otherwise unwilling to enter into a lease, on the following conditions :—

- (i) Where a building is specially built for, or extensive alterations have been made, at the request of the Department.
- (ii) In other cases, where no other suitable building is available and there is no possibility of the office being closed down within the period of the lease, the term should not, if the deletion of the determination clause is desired, exceed five years without the Director General's approval.

Exception 2.—The Head of a circle may use discretionary powers to delete the renewal clause from the standard form of lease (Gen. 8) if the landlord objects to its retention.

432-A. When a dispute anyway touching or concerning the terms of a contract agreement containing an arbitration clause arises between a contractor and the Department, legal advice should at once be obtained on the points of dispute. In case, parties are unable to reach a settlement by themselves, the dispute should be submitted for arbitration in accordance with the provisions of the contract agreement. The following instructions should be followed in cases the dispute is submitted for arbitration :—

- (i) There should not be a joint submission with the contractor to the arbitrator. Each party should submit its own claim severally and may oppose the claim put forward by the other party for non-contractual items.
- (ii) Whenever considered necessary, the advice of audit may be taken before the claims are referred to arbitration.
- (iii) The onus of establishing his claims should be left to the contractor. His claims should be firmly resisted by utilising all the evidence available with the Government. Once a claim has been included in the submission by the contractor, a retraction or modification thereof should be opposed.
- (iv) The 'points of defence' should be based on actual conditions of the contract. The question whether these conditions are equitable, should receive no consideration in the preparation of 'points of defence'.
- (v) Claims in the nature of *ex-gratia* payments need not be submitted to arbitration as these are not contractual. If the contractor includes such claims in his submission, the fact that they are not contractual, should be prominently placed before the arbitrator.
- (vi) In cases the amount involved is heavy, the advice of the local legal representative should invariably be taken and the defence should preferably be conducted by the Government pleader.
- (vii) The reference to arbitration should be properly worded and the points in dispute clearly stated.

433. Contracts, deeds and other instruments, executed by contractors or other persons on their own account, to which Government are a party, should be stamped before execution. Such documents when executed by, or on behalf of, or in favour of Government need not be stamped, if Government being a party thereto have agreed to bear the stamp duty or are otherwise liable to pay the duty chargeable in respect thereof. The incidence of the charge for such stamps should, therefore, be agreed upon in each case before the document is executed. In cases where the stamp duty is payable by contractors or other persons on their own account under the provisions of the Indian Stamp Act, 1899 but it is agreed that the duty should be borne by the Government, the deed should specifically contain a provision to that effect.

NOTE.—Under proviso (i) to Section 3 of the Indian Stamp Act, the Government claim for exemption to be valid must be covered by the language of the aforesaid Proviso which has been constructed to mean that Government must be liable to pay the whole of the stamp duty and not only a part of it. Heads of Circles, while entering into contracts or signing sale and lease deed or other instruments should not as a rule, agree to bear such charges. In cases in which it becomes unavoidable, they must bear in mind that in the event of their agreeing to bear a portion of the stamp duty, etc., the exemption from payment of such charges will not be admissible under the Act.

Advances to contractors

434. (1) Advances to contractors are as a rule prohibited. Exceptions can be made only in the following cases :—

- (a) Advances may be sanctioned by a Head of a Circle on the security of materials brought to site on the following conditions : (i) The value of the materials is assessed by the officer-in-charge of the work, (2) the materials are of an imperishable nature, (3) the amount of advance should not exceed 75 per cent of the assessed value of the materials, and (4) a formal agreement should be drawn up with the contractor, securing to Government a lien on the materials and safeguarding Government against losses due to the contractors postponing the execution of the work or to the shortage or misuse of the materials and against the expense entailed for their proper watch and safe custody.

A certificate should be obtained from the office-in-charge to the effect : (1) that the quantities of materials on which the advances are to be made have actually been brought to site, (2) that the contractor has not previously received any advance on that security, and (3) that the materials are all required by the contractor for use on items of work for which rates for finished work have been agreed upon.

The officer granting the certificate will be held personally responsible for any overpayment which may occur in consequence.

Recoveries of these advances should not be postponed until the completion of the work entrusted to the contractor. Necessary deductions should be made whenever bills for the items of work in which the materials used are submitted.

- (b) Advances up to Rs. 50 in each case may be granted by the Head of the Circle in cases in which it is found absolutely necessary to make such advances in the interest of the work.
- (c) In all other cases of exceptional nature the advances can be made with the sanction of the Government of India which will authorise only such advances as may be deemed indispensable, under necessary precautions for securing Government against loss and for preventing the system from becoming general or continuing for longer than is absolutely desirable.

(2) Where no substantial person willing to bind himself to a proper agreement or a contract is available, the work should be done departmentally, the labour, skilled or unskilled necessary, being employed on piece-work rates.

434-A. Heads of Circles may give advances up to a maximum of Rs. 5,000 in each case to Municipalities, Power Supply Companies, local bodies or quasi-Government Organisations for execution of works on behalf of the Postal Department in connection with projects sanctioned by competent authorities. They should, however, ensure that such advances are fully adjusted against the cost of the sanctioned project.

Officers empowered to execute contracts

435. The Statutory Rules prescribed by the President to regulate the power of the Government of India and of State Government to enter into or sanction contracts and agreement involving liabilities on the part of the state, are contained in the Finance and Commerce Department Resolution No. 933-Ex., dated the 20th February 1894 subsequently amended by Finance Department resolution No. 5751-Ex., dated the 31st October 1910.

436. In exercise of powers conferred by clause (1) of article 299 of the Constitution and in supersession of the notification of the Government of India in the Ministry of Law No. F. 35-1/50-L, dated the 26th January-1950, the President hereby directs that the under mentioned contracts and assurances of property made in exercise of the executive powers of the Union may be executed on his behalf as follows :—

I. In the case of all Ministries of the Central Government (including their attached and subordinate offices) and the Parliament Secretariat :—

Contracts and other instruments relating to
Advances for the purchase of motor cars.

By the authorities granting the advances other than the Ministry of Defence, in respect of which the procedure prescribed in Pay and allowances Regulations for the Army in India, Part II shall be observed.

II. In case of Ministry of Communications :—

D. In case of the Department of Posts (subject to any limit fixed by the Departmental orders).

(i) Contracts and other instruments relating to the business of the Department of Posts : **by the Director General, Members, Secretary (Posts), Deputy Directors General, Director in the Directorate General Department of Posts Controller of Mail Motor Service, Principal/Chief Postmaster General, Postmaster General, Directors of Postal Services, Director Foreign Post, Superintendents of Post Offices, Superintendents of Railway Mail Service, Superintendent of Foreign Posts, Presidency Postmasters, First Class Post Masters, Grade A (Gazetted), Managers, Mail Motor Service, in so far as such contracts and other instruments relate to and fall within their respective jurisdiction.**

(ii) Policy relating to the Post Office Insurance Fund by the Director Postal Services and Deputy Dy. Divisional Manager, Assistant Divisional Manager (Postal Life Insurance)/Assistant Postmaster General/Assistant Director Postal Services of Postal Life Insurance Branch in the Circle/Regional Office.

(iii) (a) Acceptance of indemnity bond in connection with proponent relating to Postal Life Insurance Policies.

(b) Release and reassignment of Postal Life Insurance Policies to insurants, by the Dy. Divisional Manager, Assistant Divisional Manager (Postal Life Insurance)/Assistant Postmaster General, Assistant Director Postal Services of Postal Life Insurance Branch in the Circle/Regional Office.

Note: Postal Life Insurance includes Rural Postal Life Insurance also.

(iv) Security bonds of cashiers and other Government servants or their Sureties to secure the due execution of an office or due accounting for money or other property received by virtue thereof : **by the Head of the office concerned.**

(v) Instruments relating to the acceptance of the transfer from or assignment by, one party to another, of deposits relating to the Own Your Exchange Scheme and benefits thereof; **by any Post Master.**

- (vi) Agreements and other instruments for the conveyance of forms, leases for hire of buildings and lands for Postal Forms Store : by the Superintendents of Postal Forms Stores, Kolkata/Nashick Road, Superintendent of Postal Forms and Seals.

437. (*Deleted*).

438. No contract, the amount of which exceeds **the delegated financial power to PMG/CPMG, as amended by the IF Wing of the Postal Directorate from time to time**, should be entered into or renewed by a Head of a Circle on behalf of the President of India without first submitting the draft of the **Tender documents** to the Director General for approval and obtaining sanction to its execution.

439. Rule 438 applies also to the case of contracts for conveyance of mails, the amount of which exceeds **delegated financial power of PMG/CPMG. If, in any case, minor modifications are required in standard forms, prior approval of DG's Office should be taken.** A copy of every contract, for a value of more than the **delegated financial power of PMG/CPMG** entered into should be sent to the Director General's office for record after execution.

Exception.—Head of a Circle may sanction the introduction of contract system for the performance of the treasury work in post offices subject to the conditions that the subsidy payable to the contractor does not exceed Rs. 350 a month and that the amount of the subsidy is not more than the departmental cost involved. He may also abolish the treasury contracts, which he is competent to sanction.

NOTE.—The rules regarding deposit of the Government Promissory Notes by employees of the Department and contractors will be found in Chapter on Security Deposit of the *Posts and Tenegraphs Initial Account Code, Volume I*.

440. (*Deleted*).

441. When in any case it is proposed to introduce an arrangement for conveyance of mails by contract, tenders should be obtained *sufficiently* in advance of the date of commencement of the proposed arrangement. Similarly when a current mail contract is due to expire and it is desired to enter into a fresh contract, tenders should be obtained *sufficiently* in advance of the date of expiry of the current contract. Samples of the form in which such tenders may be called for as also of the form of tender in which intending contractors should submit their offers are given at the end of Rule 445.

441-A. If in any particular case it is not possible to call for competitive tenders, the prior approval of the Director General to the grant of the contract should be obtained. In emergent cases, however, where the normal procedure is likely to lead to delays or administrative inconvenience, the Head of a Circle may, without calling for tenders and without reference to the Director General, make temporary arrangements for the conveyance of mails for a period not exceeding six months provided the amount payable to the contractor as his remuneration does not exceed **the delegated financial powers of the CPMG/PMG** in each case. The Head of a Circle may also make temporary or permanent arrangements for the conveyance of mails with any nominee of the Ministry of State or of the Ministry of External Affairs or of a State Government or with a monopolist without calling for competitive tenders provided the amount payable does not exceed **the delegated financial powers of the CPMG/PMG as amended by the IF Wing from time to time** in each case.

441-B. It is open to any officer who has called for tenders and who finds that none of those received is satisfactory not to accept the offer of any tenderer but to open negotiations with any tenderer or other party after all the tenders received have been rejected. The above procedure should also be adopted in those cases where no tenders have been received in response to the call.

441-C. The Heads of Circles and the Divisional Officers are required to obtain prior approval of the next higher authority for the acceptance of a single tender. However, the local conditions being known to the competent authority accepting the tender, it should be left to his discretion to call for tenders for the second time in case of receipt of a single tender.

442. Before actually calling for tenders, a schedule of the trips required to be made and the time to be allowed for each trip should be carefully prepared, the approximate monthly mileage which the motor vehicles or any other mode of conveyance will be required to run and the number and class of vehicles or any other mode of conveyance which the contractor will have to maintain should also be determined. The remuneration to be paid should be estimated either at a monthly rate or on a mileage basis.

NOTE 1.— *Preparation and check of bills for subsidy by the mail contracts.*

The contract for motor mail service includes a clause providing for a decrease or increase in the remuneration consequent on a fall or rise in the price of **fuel**, full details as to the prices of **fuel** should be shown by the contractors in the bills submitted by them for payment of remuneration. The disbursing officer should verify the facts stated in the bills and countersign the bills in token of having done so, before the paid bills are submitted to Audit Office.

NOTE 2.—Two different rates generally prevail so far as the price of petrol is concerned. There is one rate for petrol supplied in bulk and the other for petrol supplied in tins.

NOTE 3.—When a contractor obtains his supply of petrol in tins, decrease in remuneration should be based on the price of petrol sold in tins. In other cases, decrease in subsidy should be based on the price of petrol supplied in bulk.

NOTE 4.—The question whether decrease should be in bulk rate or tin rate should be determined before a contractor is actually allowed to take up the work and the agreement arrived at between the Head of a Circle and the contractor should be kept with the copy of contract deed recorded in the Office of a Head of a Circle.

NOTE 5.—The rate agreed upon should be specifically mentioned in the monthly bills submitted to the Audit Office.

NOTE 6.—If owing to alterations in the schedule of trips or on account of additional trip being ordered for any other reason, mileage covered or run during any calendar month is more or less than the said mileage, the contracting parties shall respectively be entitled to claim proportionate increase or reduction in the monthly remuneration, as the case may be.

443. In making the final selection of a tenderer for the contract, the following points should *inter alia* be taken into consideration :—

- (i) The ability of the tenderer to provide and maintain efficient service at his own expense and the previous experience, if any, of his work,
- (ii) The remuneration demanded by the tenderer, and
- (iii) The willingness of the tenderer to execute the agreement in the standard form approved by the Director-General.

When a tender other than the lowest one is accepted, detailed reasons for the rejection of all the tenders lower than the accepted one, should be recorded.

When an authority below the rank of the Head of Circle intends to accept a tender other than the lowest one, he should do so only after obtaining prior approval of the Head of the Circle.

444. Before the contractor actually takes up the work, he should be required to deposit an amount **as agreed upon in the form 51(c)**.

445. The power to make any alternation in the Schedule of trips prepared when the contract was made, will rest with the Head of the Circle and, when such alteration necessitates the employment of more motor vehicles or any other mode of conveyance or running of increased mileage, the matter will be referred to the Director General in cases where the increase in the remuneration is not within the Head of the Circle's power of sanction.

The revised forms for Tender Documents *viz.* **Notice Inviting Tender (NIT), Technical Bid, Price Bid and Agreement** are attached for updating the present Postal Manual, Volume II by replacing the existing form of Notice and Tender appearing *after Rule 445*.

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FORM-50

AGREEMENT

**TO BE EXECUTED BY CONTRACTORS FOR CONVEYANCE OF MAILS BY WHEELED CARRIAGES
OR MAIL CARTS DRAWN BY HORSES, MULES OR CAMELS.**

Here enter the name of the company or the name of the individual or names of all the partners. Use (a) if the contractor is a company, (b) if the contractor is an individual. (c) if the contractor is a partnership firm and strike out the alternatives not required.

THIS AGREEMENT made theday of..... BETWEEN

(a) A company formed and registered under the Indian Companies Act, 1913, having its Registered Office at.....(hereinafter called the contractor which expression shall include where the context so admits their successors and permitted assigns).

(b) Son ofcarrying on business under the name and style of at.....in the town of(hereinafter called the contractor which expression shall include where the context so admits his/their heirs, executors,administrators, representatives or permitted assign).

(c) All carrying on business in partnership under the firm name and style of at..... in the town of (hereinafter called the contractor which expression shall include where the context so admits all the partners of the said firm and their respective heirs, executors, administrators or permitted assigns).

Of the one part and THE PRESIDENT OF INDIA (hereinafter referred to as "the Government " which expression shall include his successors and assigns) of the other part.

WHEREAS the Contractor has offered to contract with the Government for the transit conveyance and delivery of all postal articles and mail bags as defined in the Indian Post Office Act, 1898 between and and vice versa from the day of..... to the.....

day of as hereinafter mentioned and the said Government has accepted such offer upon the terms and conditions hereinafter appearing AND WHEREAS

it has also been agreed that the Contractor should,as security for the due fulfilment of the said contract either deposit in the Post Office Savings Bank with the Head of the..... Postal Circle the sum ofRupees

..... or deposit with the promissory notes of the Government of India of the market value of Rupees.....and

he has accordingly prior to the signing of these presents deposited with the Head of the said Postal Circle

said Promissory Notes of the Government of India for that sum.

NOW THIS INDENTURE WITNESSETH the said contractor in pursuance of the said agreement and in consideration of the premisses and of the payments hereinafter agreed to be made to him doth covenant with the Government by these presents in the manner

following that It is hereby mutually agreed and declared BY AND BETWEEN the parties hereto as follows:-

- (1). The contractor shall daily during the continuance of this contract, that is to say, for the period of years from the day of to the day of or until the said contract shall be determined by such notice as is hereinafter mentioned or otherwise in due course of law (hereinafter referred to as the said contract period) duly and safely and expeditiously convey in locked receptacles of suitable size and design between the various Post Offices, railway stations and aerodromes and places mentioned in the Schedule hereunto annexed or any amendment thereof as may be made therein pursuant to the powers in that behalf contained in clause 5 hereof, including any Schedule substituted therefor (hereinafter referred to as the Schedule of trips) by means of wheeled carriages or mail carts (of the kind usually employed in carrying mails) drawn by horses, mules or camels all postal articles and mail bags as defined in the Indian Post Office Act, 1898, all hereinafter referred to as the postal articles and mail bags which by the Director General Posts, or the Chief Postmaster General/ Postmaster General/Director of Posts /Director of Postal Services,..... (hereinafter referred to as the said Head of the Circle) or the Senior Superintendent of Post Offices or Superintendent of Post Offices, Division, (hereinafter referred to as the said Superintendent) or the Postmaster hereinafter referred to as the said Postmaster or the Postmasters of any of the places mentioned in the Schedule for the time being or any other person or persons in that behalf duly authorised, shall be required to be carried and conveyed between the said Post Office railway stations and places as aforesaid to the satisfaction and under the general direction in all respects, of the said Head of the Circle, or the said Superintendent or the said Postmaster. Provided that the Director General , Posts or the said Head of the Circle or the said Superintendent or the said Postmaster may, by giving six weeks notice in writing to the contractor before the expiration of the said contract period, extend the period of this contract by further period not exceeding six months on the same terms and conditions as are contained herein, except this condition of renewal.
- (2). The contractor shall carry Post Office forms and stores despatched by the Postal Stock Depot, or the office where such forms and stores are printed and stored to the various Post Offices, railway and steamer stations and railway Mail Service offices named in the Schedule attached to the agreement and such other places as may be required by the said Head of the

Circle or the said Superintendent or the said Postmaster or the Postmasters of any of the places mentioned in the schedule of trips. Such forms and stores shall be deemed to be Postal articles and mail bags for the purpose of this agreement.

- (3). The contractor shall during the said contract period carry the said postal articles and mail bags irrespective of weight and bulk without any extra remuneration the contractor providing in all cases such wheeled carriages or mail carts as may be deemed necessary by the said Head of the Circle or the said Superintendent or the said Postmaster or the Postmasters of any of the places mentioned in the schedule for the purpose of carrying the said postal articles and mail bags between and as hereinbefore provided. (The contractor shall also, during the said contract period, arrange to fix to each carriage or mail cart used for mail carrying purposes, a letter box to be provided by the said Head of the Circle or the said Superintendent or the said Postmaster. Such letter box to be fixed to the carriage or mail cart by and at the cost of the contractor in a position approved by the said Superintendent or the said Postmaster).

Note:
The portion in this () should be deleted in the case of mail contractors in urban areas.

- (4). That the said postal articles and mail bags shall ordinarily be forwarded time each day from toand *vice versa* and further the said postal articles mail bags shall respectively be delivered and taken up by the contractor at such Post Offices or places on the road at such time or times as shall from time to time be prescribed by any of the persons hereinbefore in the first clause hereof mentioned acting on behalf of the said Government and that the mail conveyances shall stop as long as may be reasonably necessary at each of such places and that the journey between and and *vice versa* shall between the day ofand the day of..... in each year both inclusive be performed in and the day of both inclusive shall in like manner be performed in hours. Until further orders the prescribed stopping places shall be those specified in the Schedule of trips hereunto annexed.

5 (a). The Government by notice in writing under the hand of the said Head of the Circle or the said Superintendent or the said Postmaster, shall be at liberty at any time or times or from time to time whenever deemed fit to make any alteration in the schedule of trips or to cancel or alter the schedule of Trips or to substitute therefor another schedule and again thereafter to cancel from time to time or alter the same or substitute a new schedule therefor, but any such cancellation alteration or substitution proposed shall be made only on one week's previous notice to the contractor except in emergent cases. The said Head of the Circle or the said Superintendent

or the said Postmaster or the Postmasters of any of the places mentioned in the schedule of trips may also at any time on hours notice order in writing extra Kilometrage to be run or an extra trip to be performed on any particular day and in the event of an extra trips to be performed he shall also fix the hours of arrival and departure of such additional trip.

(b). The Government by notice in writing to the contractor under the hand of the said Head of the Circle or the said Superintendent or the said Postmaster shall be at liberty at any time or times or from time to time whenever deemed fit not to send any mails on Sundays and any other postal holidays and by a like notice to utilise a restricted service on Sundays and other postal holidays.

(b). The Government by notice in writing to the contractor under the hand of the said Head of the Circle or the said Superintendent or the said Postmaster shall be at liberty at any time or times or from time to time whenever deemed fit not to send any mails on Sundays and any other postal holidays and by a like notice to utilise a restricted service on Sundays and other postal holidays.

(6). The contractor shall comply with the instructions of the said Head of the Circle or the said Superintendent or the said Postmaster or the Postmasters of various Post Offices, mentioned in the Schedule of trips hereunto annexed as to the mode in which the said Postal articles and mail bags shall be stored, packed and loaded or removed in on or from the wheeled carriages etc. of the contractor.

(7). The contractor shall be solely responsible for obtaining necessary permits, licences etc. from the local authorities or a State Government. The contractor shall bear and pay all rates taxes and fees levied by a local authority or a State Government payable in respect of the postal articles and mail bags and also in respect of the carriages and mail carts provided by the contractor for the purposes of this agreement as well as all road ferry and other tolls levied by a local authority or a State Government.

(8). The contractor hereby covenants and declares that no one connected with or in the employment of the Postal Department now has any interest in this contract nor shall any such person ever be admitted as a partner or to any interest in this contract. The contractor shall furnish the Government in writing with full particulars of his business and shall also if so required furnish the said Head of the Circle or the said Superintendent or the said Postmaster with the name, parentage, age, residence and specimen of signature or thumb mark as the case may be of all the agents and servants whom he proposes to employ for the purposes of this contract before they are so employed and the Government shall be at liberty

to forbid the employment of any person whom the said Head of the Circle or the said Superintendent or the said Postmaster may consider undersirable.

- (9). This contract shall not nor any part thereof or any interest therein be transferred by the contractor to any person or persons or to a company or attempted to be so done without the previous consent in writing of the Director General of Posts or the said Head of the Circle or the said Superintendent or the said Postmaster, being first had and obtained, but the contractor's heirs or representatives shall with the consent in writing of the Director General of Posts or the said Head of the Circle or the said Superintendent of the said Postmaster have the right to continue to perform the duties or engagements of the contractor under the contract in case of his death. In the event of the contractor transferring his business and in the event of the contractor being a company being wound up at any time during the period of this contract for the purpose and with the object of transferring its business to any person, persons, or a company, the contractor shall make it one of the terms and stipulations for the contract for transfer of his properties and business to such other person or company that such other person or company shall provide the Director General Posts, or the said Head of the Circle or the said Superintendent or the said Postmaster consents to the same, continues or perform the duties or engagements of the contractor under this contract.
- (10). Seats shall be reserved for officers of the Posts and Telegraphs Department travelling on duty on the said wheeled carriages/mail carts, provided that not less than 12 hours notice of the number of seats to be reserved and the limit of the journey to be performed has been given to the said contractor or his agent, provided always that when the Posts and Telegraph officers will travel in the said wheeled carriages/mail carts for any purpose other than the purpose of accompanying or escorting the mails (vide clause 12 below) they will be liable to pay such usual fares and other charges as are payable by other passengers.
- (11). The contractor shall indemnify the Government against all damages, costs charges and expenses for which the Government may be held liable or which the Government may incur or pay on account of the negligence or default of the contractor or his servants or any of them and of any person under his control, or otherwise, whether in respect of injury to the person or damage to the property of any member of the public or otherwise and against all claims and demands in respect thereof and against losses and damages caused to Government by fire, collision or accident arising out of the execution of this agreement and the contractor shall indemnify Government against all such losses, damages and from the payment of every fine

that may be imposed on any driver for driving negligently or at an excessive speed or without proper light or contrary to the traffic directions from time to time given by the police, or to any railway or part trust rules for the time being in force, or otherwise, including any claims under the Workmen's Compensation Act.

- (12). The contractor shall be absolutely liable and responsible for the due and safe custody and delivery in good order and condition of all letters, papers, despatches, packets, parcels, documents, writings, articles and things forming the said postal articles and mail bags or any part thereof or of which the same or any part thereof may consist entrusted or delivered to him for carriage, conveyance and delivery under or in pursuance of this contract and for all losses thereof or damage or injuries thereto respectively from the time when such letters, papers, despatches, packets, parcels, documents, writings, articles and things respectively shall be delivered to him for carriage and conveyance to the time when the same respectively shall be delivered by him to the proper officer of the Post Office or other authorised person on the termination of their carriage and conveyance from whatsoever cause such losses, damages or injuries shall arise and whether or not the same shall arise from the acts or defaults criminal or otherwise of his servants or agents and shall be liable to pay to Government the value of all or any of such letters, papers, despatches, packets, parcels, documents, writings, articles and things which may be lost and the amount of damage or injury to all or any thereto which may be damaged or injured between the times aforesaid the amount of all other losses, damages, costs, charges or expenses whatsoever if any arising from the failure so to deliver the said postal articles and mail bags or any part or portion thereof in such good order and condition and at such times as aforesaid and the certificate of the said head of the Circle of every amount payable by the contractor under this clause shall be conclusive as to the amount thereof and binding on the contractor PROVIDED ALWAYS that the responsibility and liability of the contractor under this clause shall not extend to any loss, damage or injury caused by or resulting from the act of God, violence of any army or a mob or other irresistible force or by or from robbery or decoity by any person or persons not in the employ or under the control of the contractor, And provided however and notwithstanding anything aforesaid that when under orders in writing of the said Head of the Circle or the said Superintendent or the said Postmaster a Post Office official is detailed to accompany or escort any articles to be carried under this agreement no fare for the official shall be paid and the contractor shall not be liable for any loss thereto while the said official is so accompanying the same unless in the opinion of the said Head of the Circle (which shall be final and binding on the contractor) such loss is

**Liability
of the
contractor**

due to any default, negligence or criminal action on the part of the contractor or any employee of his.

Failure to maintain efficient services.

- (13). In the event of non-completion of any journey or of delay in completion of any journey in accordance with the time table hereinbefore provided and in the event of failure to deliver or take up any postal article or mail bag at any of the places or offices prescribed in the schedule of trips the contractor shall be liable to pay the under-mentioned amounts:

For	Amount
1. Failing to complete any journey	Rs.
2. Delay in completing any journey, of not more than one hour.	Rs.
3. Delay in completing any journey, of more than one hour and not more than two hours.	Rs.
4. Delay in completing any journey, of more than 2 hours and not more than 3 hours.	Rs.
5. Delay in completing any journey, of more than three hours.	Rs.
6. Failure to deliver or take up any postal article or mail bag at any station.	Rs.
7. Delay in delivery of taking up any postal article or mail bag at any station.	Rs.
First day	Rs.
Second day	Rs.
For each subsequent day	Rs.
8. Failure to stop when required at any intermediate station	Rs.

Provided always that the contractor shall not be liable to any such amount under this clause for any such default, delay or failure as hereinbefore described if and so far as the same shall have been caused by or be due to closing of the road by the District Board, Public Works Department or the Police to wheeled carriage/mail carts violence of any army or mob or other irresistible force or robbery or dacoity or an act of God but the fact that part of the road may become impassable for vehicular traffic shall not relieve the contractor of his liabilities under the contract and in such case notwithstanding any thing hereinbefore contained he shall without extra cost to the Government arrange to convey the postal articles and mail bags by coolies or other means where the road is impassable for vehicular traffic and thence in the

manner hereinbefore provided.

PROVIDED FURTHER that the liabilities of the contractor to pay the amounts hereinbefore maintained are without prejudice to the Government's other right to be reimbursed any expenses to which the Government is put to in consequence of such default and other rights in respect thereof.

Provided also, that, if the contractor makes three such defaults withinmonths or fails to maintain an efficient service or to perform and observe any of the stipulations, agreements and conditions herein contained (as to which the decision of the said Head of the Circle will be final) or if the contractor becomes insolvent or if a company being wound up except as provided in clause 9 either voluntarily or compulsorily, the said Head of the Circle or the said Superintendent or the said Postmaster may by a written notice forthwith determine the contract in addition to or in lieu of any other remedies, and also declare forfeited the whole or any part of the security.

PROVIDED FURTHER that in the event of contract being liable to be determined as aforesaid the Government may at its discretion either determine the contract or forfeit to Government the entire security without determining the contract. But any such determination of the contract or forfeiture of security as aforesaid shall be without prejudice to the right of the Government to all other remedies in respect of every failure or default, and particularly to the Government's right to recover the full amount of loss or damages which the Government may have sustained even though the amount be in excess of the sum forfeited and the security so forfeited may or may not be taken towards satisfaction of any such loss or damages.

- (14). The said sum of DEPOSITE pronotes for Rs.deposited as aforesaid any any securities received in exchange therefore and any sums received in respect of such Pro-notes shall be retained by Government as security for the due and faithful performance by the contractor of all and singular the several covenants, conditions and agreements herein contained on his part to be observed or performed with full power to the Director General of Posts or the said Head of the Circle or the said Superintendent or the said Postmaster for and on behalf of Government in case the contractor shall fail to perform, fulfil, keep and observe all or any or the said covenants, conditions or agreements on his part herein contained to sell or otherwise realise the value of the said Pro-notes of any securities received in exchange therefor or any part thereof and to appropriate the said sum or any sum received/proceeds in respect of the said Pro-notes or any part of such sums respectively with all or any part of the interest which shall accrued and may accrue thereon

or/on the said Pro-notes or securities received in exchange therefor in or towards satisfaction of the amount of all or any damages and other sums which the said contractor may have become liable to pay hereunder but nevertheless the interest of the said sum of..... money/ Pro-notes or securities received in exchange therefor may in the meantime be paid over to the contractor as and when the same shall be realised by the said Head of the Circle or the said Superintendent or the said Postmaster if he shall think fit and if the said security depreciates or appropriations are made therefrom as aforesaid the contractor hereby undertakes to supply more security when called upon to make up such deficiency and this contract shall be deemed to be a contract in which the public are interested within the meaning of the Exception to Section 74 of the Indian Contract Act of 1872.

- (15). The contractor's monthly remuneration for the work to be done by him under this Agreement shall be the sum of Rs. (Rupees) for kilometres being run per month to be paid in respect of the services rendered during any calendar month on or before the day of the succeeding calendar month.

PROVIDED FURTHER that as the said monthly remuneration is based on a Kilometrage ofKilometres per month, being run, if owing to alterations in the schedule of trips or on account of additional trips having been ordered or for any other reason the mileage covered or run during any calendar month is more or less than the said Kilometrage of Kilometres, the monthly remuneration payable to the contractor shall be proportionately increased or decreased as the case may be but such increase or decrease shall be limited to 50% of the prorata amount.

- (16). That (without prejudice to any right or remedy that may have accrued to either party by reason of any antecedent breach of any of the provisions herein contained or without prejudice to any claim of any nature whatsoever that the either party may have against the other in pursuance of these presents) this contract may be determined at any time by either of the parties hereto giving to other six calendar month's notice in writing of his intention so to determine the same.

- (17). Any notice required to be given under these presents on the part of Government shall be deemed to be sufficiently given if signed by the Director General of Posts or the said Head of the Circle or the said Superintendent or the said Postmaster or the person for the time being entrusted with the functions, duties and powers of the said officers respectively and delivered to the contractor or sent by registered post to his usual or last known place of residence or business and any notice required to be given hereunder on the part of the

The designation of the authority who signs the contract should alone be retained.

- the (contractor shall be deemed to be sufficiently given if (delivered or sent by Registered Post to the office of the (said Director General of Posts the Head of the Circle/ the Superintendent/the Postmaster.
- (18). If the Contractor shall die before the expiration of this contract, the Director General of Posts or the said Head of the Circle or the said Superintendent or the said Postmaster may at his option either immediately determine this contract or require the heirs or personal representatives of the Contractor to carry out the same for such period not exceeding six calendar months, as may be required.
- (19). That the contractor may carry between and by provided there is accommodation available and provided that the mail service is not prejudiced in any way and in particular by interference with the speed of the or with the mails in any way the passengers if any desires of travelling by suchand their luggage. But the contractor shall not carry by anybesides the coachman and the syce any number of passengers in excess of
- (20). That the Contractor shall not carry by anyexcept as part of mails any money, bullion or jewellery nor shall the Contractor be at liberty to carry any parcels or animals the despatch such..... of which the said Head of the Circle or the said Superintendent or the said Postmaster has prohibited or may from time to time prohibit as being in his opinion objectionable or dangerous or tending to cause delay to the and he shall under these presents have full power in his discretion to prohibit the carriage thereof and to restrict and regulate the parcel traffic generally but except as is hereinbefore provided the Contractor may carry parcels by any..... provided that no interference with or delay, damage or danger to the mails is caused.
- (21). That the Contractor shall for the purpose of the performance of his duties or engagements under this contract keep not less than horses, mules or camels at and and not less than horses, mules or camels at each intermediate station hereinafter mentioned besides so many or so much spare horses, mules or camels, vehicles harness gear and all other things as may be necessary or proper for the due performance of this contract at each station whether terminal or intermediate. All such animals, vehicles harness gear and other things shall be subject to the approval as to class or quality, soundness, condition and fitness for the performance of the said duties or engagements of some person to be deputed for the purpose by the said Head of the Circle or the said

Superintendent or the said Postmaster and if at any time the same or any of them shall be certified by him to be unfit they or it shall forthwith be replaced by the Contractor the certificate of such person as to the matters to be referred to him under this clause to be final. All vehicles should be fully repainted towards the end of March or October of each year (according as the service is in the hills or in the plains respectively a service from the plains to the hills being treated as a service in the hills) and be kept otherwise in a presentable condition as required by the said Head of the Circle or the said Superintendent or the said Postmaster. And also that there shall not be less than intermediate stations besides the two final stations or stages in all.

- (22). The Contractor shall provide at all the said stations (both final and intermediate) stables containing stabling accommodation sufficient in extent and of a suitable and proper nature to the satisfaction as to such extent and nature of a person deputed as aforesaid for all the horses, mules or camels to be provided as hereinbefore mentioned and shall keep all such animals in such stables at all times when they are not being used or worked for the purpose of or taken out of their stables for some other usual or proper purpose.
- (23). That the said Head of the Circle or the said Superintendent or the said Postmaster or any person whom he may depute for this purpose shall have the right in his absolute discretion to reject or cast temporarily or permanently and require the said Contractor not to use accordingly any horse, mule or camel, vehicle, harness gear or other things provided or kept for the purposes of this contract which he may consider unfit or unsafe to be employed for the purpose of carrying the said postal article and mail bags or any such postal officers as aforesaid notwithstanding that the same may have previously been approved of under clause 21 hereof and any such rejection by him shall be final whether any certificate of unsoundness be given under clause 21 or not and should the Contractor use any horse, mule or camel, vehicle or gear rejected under this clause after notice of such rejection shall have been given to him he shall be liable to forfeit to Government for each such horse, mule, camel, vehicle or gear so employed and for each occasion of such employment the sum of Rs. 50 and such sums shall be in addition and without prejudice to any right of damages which may exist under these presents in respect of or arising out of any such employment. The said Head of the Circle or the said Superintendent or the said Postmaster may also require the Contractor to dismiss any coachman or syce whose conduct, character or want of ability appears to the said Head of the Circle or the said Superintendent or the said Postmaster such as to render the said postal articles and mail bags or postal officers liable to loss, injury or damage or to

cause a breach of the duties or engagements of the contractor under this agreement and if the said contractor shall employ any coachman or syce whom he shall have been required so to dismiss he shall be liable for each and every such coachman or syce so employed and for each occasion of such employment to forfeit the like sum of Rs.50.

- (24). If the Contractor shall at any time keep any horse, mule or camel provided or kept for the purpose of this contract in any stable or place other than a stable certified by the officer deputed as aforesaid for the purpose to be in accordance with the requirement of clause 22 here of he shall be liable to forfeit to Government for each animal so kept the sum of Rs..... for each day during which it shall be so kept and such amounts shall be in addition and without prejudice to any right of damages which may exist under these presents in respect of or arising out of such keeping or from the communication of any disease by any such animal to any other animal the property of or employed by or in the service of Government.
- (25). Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor, the Government shall be entitled to recover such sum by appropriating, in part or whole, the security deposited by the contractor and to sell any Government Promissory Notes, etc., forming the whole or part of such security. In the event of the security being insufficient, then the balance or the total sum recoverable, as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other contract with the Government in the Postal Department. Should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to the Government forthwith on demand and without demur the remaining balance due.
- (26). All disputes, differences and questions arising out of or in anywise touching or concerning this agreement or the subject matter thereof or the respective rights, duties or liabilities of the parties under or in respect of this agreement (except the decision whereof is hereinbefore otherwise expressly provided for) shall be referred to the sole arbitration of any person appointed by the Member (Operations), Postal Services Board or, in case his designation is changed or his office is abolished, to the sole arbitration of any person appointed by the officer who for the time being is entrusted, whether or not in addition to other functions, with the functions of the Member (Operations), Postal Services Board by whatever designation such officer may be called (hereinafter referred to as "the said officer"). It will be no objection to any such appointment that the person appointed is a Government servant, that he had to deal with the matters to which this agreement relates, and that in the course of his duties as such

Government servant he had expressed views on all or any of the matters in dispute or difference. The award of such arbitrator shall be final and binding on the parties to this agreement. It is a term of this agreement that in the event of such arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, the Member (Operations), Postal Services Board or the said officer shall appoint another person to act as arbitrator in accordance with the terms of this agreement. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. The arbitrator may, from time to time, with the consent of the parties; enlarge the time, for making and publishing the award.

Subject as aforesaid, the Indian Arbitration Act 1940 shall apply to the arbitration proceedings under this clause.

Upon every and any reference as aforesaid the assessment of costs incidental to the reference and award respectively shall be in the discretion of the sole arbitrator. The venue of the arbitration proceedings will be the office of the Director General of Posts at New Delhi or such other place as the sole arbitrator may decide.

THE SCHEDULE ABOVE REFERRED TO					
Particulars of trips (showing the stopping places)					
Down Trips		Places	Distance from Terminal	Up Trips	
Trip No. 1	Trip No. 2			Trip No. 1	Trip No. 2
Hs. Ms.	Hs. Ms.			Hs. Ms.	Hs. Ms.

Total Kilometreage

IN WITNESS whereof the said parties to these presents have hereunto set their respective hands the day and year first above written.

(a) (1) If the contractor is a company and the agreement is executed by the Managing Director or the constituted attorney of the company.

(a) (1) Signed by _____
Managing Director/the Constituted Attorney for and on behalf of the _____
_____ Company in the
presence of _____
(i) _____
(ii) _____

(2) In case the common seal of the company is affixed.

(2) The common seal of _____
_____ company
was hereunto affixed pursuant to a resolution of the Director passed at a meeting of the
Board of Directors held on the _____ day of _____
_____ in the presence of
(1) _____
(2) _____

*(b) Signed by the above named

(1) _____ (2) _____
(3) _____ (4) _____
in the presence of _____

(b) Here insert the name of the individual or the names of all the Partners as the case may be.

* Delete whichever alternative is not applicable

Signed by the _____

For and on behalf of the President of India.

in the presence of _____
(1). _____
(2). _____

FORMM-50 (b)

AGREEMENT

TO BE EXECUTED BY CONTRACTORS FOR CONVEYANCE OF MAILS BY MAZDOORS,
PACK MULES AND PONIES.

Here enter the name of the Company or the name of the individual or the names of all partners.

Use (a) If the Contractor is a Company (b) If the Contractor is an individual

(c) If the contractor is a partnership firm and strike out the alternatives not required.

THIS AGREEMENT made the day of BETWEEN

(a) A company formed and registered under the Indian Companies Act, 1913, having its Registered Office at (hereinafter called the Contractor which expression shall include where the context admits their successors and permitted assigns)

(b) Son ofcarrying on business under the name and style of at in the town of(hereinafter called the Contractor which expression shall where the context so admits include his/their heirs, execuors, administrators, representatives or per-mitted assigns)

(c) All carrying on business in partnership under the firm name and style of at in the town of (hereinafter called the Contractor which expression shall include where the context so admits all the partners of the said firm and their respective heirs, executors, administrators or permitted assigns);

Of the one part, AND the PRESIDENT OF INDIA (hereinafter referred to as the Government which expression shall include his successors and assings) of the other part: WHEREAS the Contractor has offered to contract with the Government for the transit, conveyance and delivery of all postal articles and mail bags as defined in the Indian Post Office Act, 1898, between and and *vice versa* from theday of to theday of..... as hereinafter mentioned and the said Government has accepted such offer upon the terms and conditions hereinafter appearing AND WHEREAS it hasalso been agreed that the Contractor should, as security for the due fulfilment of the said contact either deposit in the Post Office Savings Bank with the Head of the Postal Circle the sum of Rupees or deposit with thepromissory notes of the Government of India of the market value of Rupees and he has accordingly prior to the signing of these presents deposited with the

Head of the said Postal Circle

said Promissory Notes of the Government of India for that sum.

NOW THIS INDENTURE WITNESSETH that the said contractor in pursuance of the said agreement and in consideration of the premises and of the payment herinafter agreed to be made to him doth covenant with the Government by these presents in

the manner following that is to say:-

It is hereby mutually agreed and declared by and BETWEEN and by the parties hereto as follows:-

- (1). The contractor shall daily during the continuance of this contract, that is to say, for the period of years from the day of to the day of or until the said contract shall be determined by such notice as is hereinafter mentioned or otherwise in due course of law (hereinafter referred to as the said contract period) duly and safely and expeditiously convey between the various Post Offices, railway stations and aerodromes and places mentioned in the Schedule hereunto annexed or any amendments thereof as may be made therein pursuant to the powers in that behalf contained in clause 5 hereof including any Schedule substituted therefor (hereinafter referred to as the Schedule of trips), by means of Mazdoors/Pack Mules/Ponies all postal articles and mail bags as defined in the Indian Post Office Act, 1898 (all-hereinafter referred to as the postal articles and mail bags which by the Director General Posts, or the Chief Postmaster General/ Postmaster General,, Director Postal Services, hereinafter referred to as the said Head or the Circle of the Superintendent of Post Offices,Division, hereinafter referred to as the said Superintendent or the Postmaster hereinafter referred to as the said Postmaster or the Postmasters of any places mentioned in the Schedule for the time being, or any other person or persons in that behalf duly authorised, shall be required to be carried and conveyed between the said Post Offices, railway stations and places as aforesaid to the satisfaction and under the general direction, in all respects, of the said Head of the Circle or the said Superintendent or the said Postmaster provided that the Director General, Posts or the said Head of the Circle or the said Superintendent or the said Postmaster may, by giving six weeks notice in writing to the contractor before the expiration of the said contract period, extend the period of this contract by further period not exceeding six months on the same terms and conditions as are contained herein, except this condition of renewal.
- (2). The Contractor shall carry Post Office forms and Stores despatched by the Postal Stock Depot, or the office where such forms and stores are printed and stored to the various Post Offices, railway and steamer stations and Railway Mail Service offices named in the Schedule attached to the agreement and such other places as may be required by the said Head of the Circle or the said Superintendent or the said Postmaster or the Postmasters of any of the places mentioned in the schedule. Such forms and stores shall be deemed to be postal articles

and mail bags for the purposes of this agreement.

- (3). The Contractor shall during the said contract period carry the said postal articles and mail bags irrespective of weight and bulk without any extra remuneration, the contractor providing in all cases such additional Mazdoors/Pack Mules/Ponies as may be deemed necessary by the said Head of the Circle of the said Superintendent or the said Postmaster or the Postmasters of any of the places mentioned in the schedule for the purpose of carrying the said postal articles and mail bags between and as hereinbefore provided.

Timings

- (4). The said postal articles and mail bags shall be forwarded times each day from to and *vice versa* and further the said postal articles and mail bags shall respectively be delivered and taken up by the contractor at such Post Office or places, on the road at such time or times as shall from time to time be prescribed by any of the persons hereinbefore in the first clause hereof mentioned acting on behalf of the said Government and that the mail conveyances shall stop as long as may be reasonably necessary at each of such places and that the journey between and and *vice versa* shall between the day of and the day of in each year both inclusive be performed in hours and between the day of and the day of both inclusive shall in like manner be performed in hours. Until further orders the prescribed stopping places shall be those specified in the Schedule of trips hereto annexed.

- (5)(a). The Government by notice in writing under the hand of the said Head of the Circle or the said Superintendent or the said Postmaster shall be at liberty at any time or times or from time to time whenever deemed fit to make any alteration in the Schedule of Trips or to cancel or alter the Schedule of Trips or to substitute therefor another Schedule and again thereafter to cancel from time to time or alter the same or substitute a new Schedule therefor, but any such cancellation alteration or substitution proposed shall be made only on one week's previous notice to the Contractor except in emergent cases. The said Head of the Circle or the said Superintendent or the said Postmaster or Postmasters of any of the places mentioned in the schedule of trips may also at any time on hours notice order in writing extra mileage to be run or an extra trip to be performed on any particular day and in the event of an extra trip being ordered he shall also fix the hours of arrival and departure of such additional trip.

- (b). The Government by notice in writing to the contractor under the hand of the said Head of the Circle or the said Superintendent or the said Postmaster shall be at liberty at any time or times or from time to time whenever deemed fit not to send any mails on Sundays and any

other Postal Holidays and by a like notice to utilize a restricted service on Sundays and other Postal Holidays.

- (6). The contractor shall comply with the instructions of the said Head of the Circle or the said Superintendent or the said Postmaster or Postmasters of various post offices mentioned in the schedule hereunto annexed as to the mode in which the said postal articles and mail bags shall be stored, packed and loaded or removed, in on or from the Mazdoors/ Pack Mules/ Ponies etc., of the contractor.
- (7). The contractor hereby covenants and declares that no one connected with or in the employment of the Postal Department now has any interest in the contract nor shall any such person ever be admitted as a partner or to any interest in this contract. The contractor shall furnish the Government in writing with full particulars of his business and shall also if so required furnish the said Head of the circle or the said Superintendent or the said Postmaster with the name, parentage, age, residence and specimen of signature or thumb mark as the case may be of all the agents and servants whom he proposes to employ for the purpose of this contract before they are so employed and the Government shall be at liberty to forbid the employment of any person whom the said Head of the Circle or the said Superintendent or the said Postmaster may consider undesirable.
- (8). This contract shall not nor shall any part thereof of any interest therein be transferred by the the contractor to any person or persons or to a company or attempted to be so done without the previous consent in writing of the Director General of Posts or the said Head of the Circle or the said Superintendent or the said Postmaster being first had and obtained, but the contractor's heirs or representatives shall with the consent in writing of the Director General of Posts or the said head of the circle or the said Superintendent or the said Postmaster have the right to continue to perform the duties or engagements of the contractor under the contract in case of his death. In the event of the contractor transferring his business and in the event of the contractor being a company being wound up at any time during the period of this contract for the purpose and with the object of transferring its business to any person, persons, or a company, the contractor shall make it one of the terms and stipulations for the contract for transfer of his properties and business to such other person or company that such other person or company shall provided the Director General of Posts, or the said Head of the Circle or the said Superintendent or the said Postmaster consents to the same, continue to perform the duties or engagements of the contractor under this contract.
- (9). The contractor shall indemnify the Government agsinst all damages, costs, charges and ex-

penses for which the Government may be held liable or which the Government may incur or pay on account of the negligence or default of the contractor or his servants or any of them and of any person under his control, or otherwise, whether in respect of injury to the person or damage to the property or person or animal of any member of the public or otherwise and against all claims and demands in respect thereof and against losses and damages caused to Government by fire, collision or accident arising out of the execution of this agreement, and the contractor shall indemnify Government against all such losses damages and (from the payment of every fine that may be imposed on any driver for driving negligently or at an excessive speed or without proper light or contrary to the traffic directions from time to time given by the police, or to any railway or port trust rules for the time being in force, or otherwise) including any claims under the Workmen's Compensation Act.

portion in brackets to be deleted in the case of contracts for conveyance of mails by mazdoor exclusively. Liability of contractor.

- (10). The contractor shall be absolutely liable and responsible for the due and safe custody and delivery in good order and condition of all letters, papers, despatches packets, parcels, documents, writings, articles and things forming the said postal articles and mail bags or any part thereof or of which the same or any part thereof may consist entrusted or delivered to him for carriage, conveyance and delivery under or in pursuance of this contract and for all losses thereof or damage or injuries thereto respectively from the time when such letters, papers, despatches, packets, parcels, documents, writings, articles and things respectively shall be delivered to him for carriage and conveyance to the time when the same respectively shall be delivered by him to the proper officer of the post office or other authorised person on the termination of their carriage and conveyances from whatsoever cause such losses damage or injuries shall arise and whether or not the same shall arise from the acts or defaults criminal or otherwise of his servants or agents and shall be liable to pay to Government the value of all or any of such letters, papers, despatches, packets, parcels, documents, writings, articles and things which may be lost and the amount of damage or injury to all or any thereto which may be damaged or injured between the times aforesaid and the amount of all other losses, damages, costs, charges or expenses whatsoever if any arising from the failure so to deliver the said postal articles and mail bags or any part or portion thereof in such a good order and condition and at such times as aforesaid and the certificate of the said Head of the circle of every amount payable by the contractor under this clause shall be conclusive as to the amount thereof and binding on the contractor PROVIDED ALWAYS that the responsibility and liability of the contractor under this clause shall not extend to any loss, damage or injury caused by or resulting from the acts of God, violence of an army or a mob or other

irresistible force or by or from robbery or dacoity by any person or persons not in the employ or under the control of the contractor.

- (11). In the event of non-completion of any journey or of delay in completion of any journey in accordance with the time table hereinbefore provided and in the event of failure to delivery or take up any postal article or mail bag at any of the places or offices prescribed in the schedule of trips the contractor shall be liable to pay the undermentioned amounts.

**Failure to
maintain
efficient
service**

For	Amount
(1). Failure to complete any journey	Rs.
(2). Delay in completing any journey, of not more than one hour.	Rs.
(3). Delay in completing any journey, of more than one hour and not more than two hours.	Rs.
(4). Delay in completing any journey, of more than two hours and not more than three hours.	Rs.
(5). Delay in completing any journey, of more than three hours.	Rs.
(6). Failure to deliver or take up any postal article or mail bag at any station.	Rs.
(7). Delay in delivery or taking up any postal article or mail bag at any station.	Rs.
First day	Rs.
Second day	Rs.
For each subsequent day	Rs.
(8). Failure to stop when required at any intermediate station	Rs.

Provided always that the contractor shall not be liable to any such amount under this clause for any such default, delay or failure as hereinbefore described if and so far as the same shall have been caused by or be due to any act of God, violence of an army or mob or other irresistible force or robbery or dacoity or attempted robbery or dacoity by any person or persons not in the employ or under the control of the contractor nor shall the contractor be liable to pay any damages under this clause for any such delay as hereinbefore described if and so far as the same shall have been caused by or be due to the closing of the road by the District Board or Public Works Department or the Police.

Provided further that the liability of the contractor to pay the amount hereinbefore mentioned

are without prejudice to the Governments' other right to be reimbursed any expenses to which the Government is put to in consequence of such default and other rights in respect thereof. Provided also that if the contractor make three such defaults within months or fails to maintain an efficient service or to perform and observe any of the stipulations, agreements and conditions herein contained (as to which the decision of the said Head of the circle will be final) or if the contractor becomes insolvent or if a Company being wound up except as provided in clause 8 either voluntarily or Compulsorily the said Head of the circle or the said Superintendent or the said Postmaster may by a written notice forthwith determine the contract in addition to or in lieu of any other remedies, and also declare forfeited the whole or any part of the security.

PROVIDED FURTHER that in the event of the contract being liable to be determined as aforesaid the Government may at its discretion either determine the contract or forfeit to Government the entire security without determining the contract. But any such determination of the contract or forfeiture of security as aforesaid shall be without prejudice to the right of the Government to all other remedies in respect of every failure or default, and particularly to the Government's right to recover the full amount of loss or damages which the Government may have sustained even though the amount be in excess of the sum forfeited and the security so forfeited may or may not be taken towards satisfaction of any such loss or damages.

DEPOSITS: (12) The said sum of / Pro-notes for Rs. deposited as aforesaid and any securities received in exchange therefor and any sums received in respect of such Pro-notes shall be retained by Government as security for the due and faithful performance by the contractor of all and singular the several covenants conditions and agreements herein contained on his part to be observed or performed with full power to the Director General of Posts , or the said Head of the circle or the said Superintendent or the said Postmaster for and on behalf of Government in case the contractor shall fail to perform fulfil keep and observe all or any of the said covenants conditions or agreements on his part herein contained to sell or otherwise realise the value of the said Pro-notes or any securities received in exchange therefor or any part thereof and to appropriate the said sum or any sum received/proceeds in respect of the said Pro-notes or any part of such sum respectively with all or any part of the interest which shall have accrued and may accrue there-on or on the said Pro-notes or securities received in exchange therefor in or towards satisfaction of the amount of all or any damages and other sums which the said contractor may have become liable to pay hereunder but nevertheless

the interest of the said sum of /..... money/
 Pro-notes or securities received in exchange therefor may in the meantime be paid over to the contractor as and when the same shall be realised by the said Head of the Circle or the said Superintendent or the said Postmaster if he shall think fit and if the said security depreciates or appropriations are made therefrom as aforesaid the contractor hereby undertakes to supply more security when called upon to make up such deficiency and this contract shall be deemed to be a contract in which the public are interested within the meaning of the exception to Section 74 of the Indian contract Act of 1872.

- (13) The contractor's monthly remuneration for the work to be done by him under this agreement shall be the sum of Rs. (Rs.....) for kilometres being run per month to be paid in respect of the services rendered during any calendar month on or before the day of the succeeding calendar month. PROVIDED FURTHER that as the said monthly remuneration is based on a kilometreage of kilometres per month being run if owing to alterations in the schedule of trips or on account of additional trips having been ordered or for any other reason the mileage covered or run during any calendar month is more or less than the said kilometreage of kilometres, the monthly remuneration payable to the contractor shall be proportionately increased or decreased as the case may be but such increase or decrease shall be limited to 50% of the prorata basis.
- (14) That (without prejudice to any right or remedy that may have accrued to either party by reason of any antecedent breach of any of the provisions herein contained or without prejudice to any claim of any nature whatsoever that the either party may have against the other in pursuance of these presents) this contract may be determined at any time by either of the parties hereto giving to the other six calendar month's notice in writing of his intention so to determine the same.
- (15) Any notice required to be given under these presents on the part of Government shall be deemed to be sufficiently given if signed by the Director General of Posts or the said Head of the circle or the said Superintendent or the said Postmaster or the person for the time being entrusted with the functions, duties and powers of the said officer respectively and delivered to the contractor or sent by registered post to his usual or last known place or residence or business and any notice required to be given hereunder on the part of the Contractor shall be deemed to be sufficiently given if delivered or sent by Registered Post to the office of the said Director General of Posts / the Head of the circle / the Superintendent / the Postmaster.

The designation of the authority who signs the contract should alone be retained.

- (16). If the Contractor shall die before the expiration of this contract, The Director General of Posts or the said Head of the circle or the said Superintendent or the said Postmaster may at his option either immediately determine this contract or require the heirs or personal representatives of the Contractor to carry out the same for such period not exceeding six months as may be required.

Payment of Taxes etc.

- (17). The contractor shall be solely responsible for obtaining any necessary permits, licenses etc. from the local authorities or a State Government. The contractor shall bear and pay all rates, taxes and fees levied by a local authority or a State Government payable in respect of the postal articles and mail bags and also the Mazdoors / Pack Mules / Ponies provided by the contractor for the purposes of this agreement as well as all road ferry and other tolls levied by a local authority or a State Government.
- (18). Whenever any claim for the payment of a sum of money arises out of or under this contract against the Contractor, the Government shall be entitled to recover such sum by appropriating, in part or whole, the security deposited by the Contractor and to sell any Government Promissory Notes, etc., forming the whole or part of such security. In the event of the security being insufficient, then the balance or the total sum recoverable, as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other contract with the Government in the Postal Department. Should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to the Government forthwith on demand and without demur the remaining balance due.
- (19). All disputes, differences and questions arising out of or in any wise touching or concerning this agreement or the subject matter thereof or the respective rights, duties or liabilities of the parties under or in respect of this agreement (except the decision whereof is hereinbefore otherwise expressly provided for) shall be referred to the sole arbitration of any person appointed by the Member (Operations) Postal Services Board or, in case his designation is changed or his office is abolished, to the sole arbitration of any person appointed by the officer who for the time being is entrusted, whether or not in addition to other functions, with the functions of the Member (Operations) Postal Services Board by whatever designation such officer may be called (hereinafter referred to as "the said officer"). It will be no objection to any such appointment that that person appointed is a Government servant, that he had to deal with the matters to which this agreement relates, and that in the course of his duties as such Government servant he has expressed views on all or any of the matters in dispute of difference. The award of such arbitrator shall be final and binding on the parties

to this agreement. It is a term of this agreement that in the event of such arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, the Member (Operations) Postal Services Board or the said officer shall appoint another person to act as arbitrator in accordance with the terms of this agreement. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. The arbitrator may, from time to time, with the consent of the parties, enlarge the time, for making and publishing the award.

Subject as aforesaid, the Indian Arbitration Act, 1940 shall apply to the arbitration proceedings under this clause.

Upon every and any reference as aforesaid the assessment of costs incidental to the reference and award respectively shall be in the discretion of the sole arbitrator. The venue of the arbitration proceedings will be the premises of the Directorate of Posts at New Delhi or such other place as the sole arbitrator may decide.

THE SCHEDULE ABOVE REFERRED TO							
Particulars of trips (showing the stopping places)							
Down Trips		Places	Distance from Terminal	Up Trips			
Trip No. 1		Trip No. 2		Trip No. 1		Trip No. 2	
Hs	Ms.			Hs.	Ms.	Hs.	Ms.

Total Kilometrage

FORM M-51

AGREEMENT

TO BE EXECUTED BY CONTRACTORS FOR CONVEYANCE OF MAELS BY MOTOR VEHICLES TO BE USED EXCLUSIVELY FOR THE PURPOSE

THIS AGREEMENT made the day of BETWEEN
.....

Here enter the name of the company or the name of the individual or the names of the partners—
(a) if the contractor is a company,
(b) if the contractor is an individual,
(c) if the contractor is a partnership firm and strike out the alternative not required.

- (a) A company formed and registered under the Indian Companies Act, 1913, having its Registered Office at (hereinafter called the Contractor which expression shall include where the context admits their successors and permitted assigns);
- (b) Son of carrying on business under the name and style of at in the town of (hereinafter called the Contractor which expression shall where the context so admits include his/her heirs, executors, administrators, representatives or permitted assigns);
- (c) All carrying on business in partnership under the firm name and style of at in the town of (hereinafter called the Contractor which expression shall include where the context so admits all the partners of the said firm and their respective heirs, executors, administrators or permitted assigns); of the one part,

AND the PRESIDENT OF INDIA acting by and through, the authorised officer of Ministry of Communications and Information Technology, Department of Posts (hereinafter referred to as the Government which expression shall unless excluded by or repugnant to the subject or context shall mean and include its successors and permitted assigns) of the other part.

WHEREAS the Contractor has offered to contract with the Government for the transit, conveyance and delivery of all postal articles and mail bags as defined in the Indian Post Office Act, 1898 between and and *vice versa* from the day of to the day of as hereinafter mentioned and the said Government has accepted such offer upon the terms and conditions hereinafter appearing;

AND WHEREAS it has also been agreed that the contractor should furnish security deposit @ 5% of the total value of the contract as security for the due fulfilment of the said contract in any one of the following forms—

- (i) Post Office Certificates at issue price and pledged to the Principal/Chief Postmaster General/Director Postal Services,
- (ii) Deposits made in the Post Office Savings Bank pledged to the Principal/Chief Postmaster General/Postmaster General/Director Postal services Circle,
- (iii) Bank Guarantee for the said amount (for contract of high value).

And he/she has accordingly prior to the signing of these presents deposited with the Head of the said Postal Circle, an amount of Rs. by way of

NOW THIS INDENTURE WITNESSETH that the said contractor in pursuance of the said agreement and in consideration of the premises and of the payments hereinafter agreed to be made to him doth covenant with the Government by these presents in the manner following that is to say :—

IT IS HEREBY MUTUALLY AGREED AND DECLARED BY and BETWEEN the parties hereto as follows :—

- (1) The Contractor shall, during the continuance of this contract, that is to say, for the period of years from the day of to the day of or until the said contract shall be determined by such notice as is hereinafter mentioned or otherwise in due course of law (hereinafter referred to as the said contract period, duly and safely and expeditiously convey daily

between the various post offices, Railway stations and aerodromes and places mentioned in the schedule hereunto annexed or any amendment thereof as may be made herein pursuant to the powers in that behalf contained in clause 5 hereof including any Schedule substituted therefor (hereinafter referred to as the Schedule of trips), by means of suitable motor vehicles as hereinafter provided in clauses 3, 8, 20 and 22, all postal articles and mail bags as defined in the Indian Post Office Act, 1898, all hereinafter referred to as the postal articles and mail bags which by the Director General, Posts or the Postmaster General/Director of Postal Services (hereinafter referred to as the said Head of the Circle)/the Superintendent of Post Offices/Superintendent of RMS Division, hereinafter referred to as the said Superintendent/the Postmaster hereinafter referred to as the said Postmaster/the Postmasters of any places mentioned in the Schedule for the time being or any other person/persons in that behalf duly authorised, shall be required to be carried and conveyed between the said Post Offices, Railway stations and places as aforesaid to the satisfaction and under the general direction, in all respects, of the said Head of the Circle/the said Superintendent/the said Postmaster, provided that the Director General of Posts/the said Head of the Circle/the said Superintendent/the said Postmaster may, by giving **six weeks** notice in writing to the contractor before the expiration of the said contract period, extend the period of this contract by further period not exceeding **twelve** months on the same terms and conditions as are contained herein except this condition of renewal.

- (2) The Contractor shall carry Post Office forms and stores despatched by the Postal Stock Depot/the Office where such forms and stores are printed and stored to the various post offices, railway and steamer stations and Railway Mail Service offices named in the Schedule attached to the agreement and such other places as may be required by the said Head of the Circle/the said Superintendent/the said Postmaster/the Postmasters of any of the places mentioned in the Schedule of trips. Such forms and stores shall be deemed to be postal articles and mail bags for the purposes of this agreement.
- (3) The Contractor shall, for the due performance of this agreement, at his own expense maintain, keep and provide and maintain in good order and repair to the satisfaction and approval of the said Head of the Circle/the said Superintendent/the said Postmaster, a sufficient number (to be settled by the said Head of the Circle in case of disagreement and his decision shall be final) of motor vehicles of good reliable manufacture of the following types or the type/types that may be specifically indicated by the competent authority—

The number of different types of vehicles required should be specified here.

(i) Three wheeler delivery vans *i.e.* those that have not run more than 60,000 kilometres and which are not more than three years old and have a load carrying capacity of not less than 450 kgs. and two postal officials whenever required. The fully covered metallic body of the three wheeler (excluding the driver cabin) should have a floor area of not less than 1.3 sq. metres. And the internal height above the floor should not be less than 1.25 metres and should have doors with locking arrangements.

(ii) Four wheeler motor vehicles *i.e.* those that have run not more than 75,000 kilometres and are not more than four years old and have a load carrying capacity of not less than 500 kilograms and two postal officials and (number to be specified) armed escorts whenever required. The four sides and the roof of the four wheeler vehicle should be panelled with completely water tight metallic sheets and should have doors with locking arrangements. The body of each motor vehicle (excluding the driver's cabin) shall have a floor area of not less than 1.5 square metres and the internal height above the floor not less than 1.25 metres.

(iii) Four wheeler motor vehicles *i.e.* those that have run not more than 1,00,000 kilometres and are not more than five years old and are capable of carrying loads of not less than 1,500 kilograms and two postal officials and (number to be specified) armed escorts whenever required. The four sides and the roof of the four wheeler vehicle should be panelled with completely water tight metallic sheets and should have doors with locking arrangements. The body of each motor vehicle (excluding the driver's cabin) shall have a floor area of not less than 5 square metres and the internal height above the floor not less than 1.5 metres.

(iv) Four wheeler motor vehicles i.e. those that have run not more than 1,00,000 kilometres and are not more than five years old and have load carrying capacity of not less than 3000 kilograms and two postal officials and (number to be specified) armed escorts whenever required. The four sides and the roof of the four wheeler vehicle should be panelled with completely water tight metallic sheets and should have doors with locking arrangements. The body of each motor vehicle (excluding the driver's cabin) shall have a floor area of not less than 8 square metres and the internal height above the floor not less than 1.75 metres.

(v) No motor vehicles shall be used by the contractor for the purpose of this agreement until it has been submitted to the said Head of the Circle/the said Divisional Superintendent/the said Postmaster and its style, power, design, manufacture and body and other prescribed specifications have been approved by that officer for use under this agreement and the said Head of the Circle/the said Divisional Superintendent/the said Postmaster may require it to be painted or otherwise marked as he directs, and the contractor shall forthwith carry out the work at his expense to the satisfaction of the said Head of the Circle/the said Divisional Superintendent/the said Postmaster. All such motor vehicles shall be reserved by the contractor for use and shall be used solely and exclusively for the conveyance of the said postal articles and mail bags and postal officials and armed escorts within (place) and for the performance of this agreement and shall be used for no other purpose.

(4) The contractor shall during the continuance of the said contract punctually observe the timings mentioned in the Schedule of trips for the departure and arrival from and to the various post offices, railway stations and places mentioned therein for the various trips stated therein and shall follow the routes respectively prescribed in such schedule for particular trips between the various post offices, railway stations and places mentioned in that schedule.

(5) (a) Government by notice in writing by the said Head of the Circle/the said Superintendent/the said Postmaster/a Gazetted Officer on behalf of the head of the Circle/Regional PMG shall be at liberty at any time or times or from time to time whenever deemed fit to make any alterations in the schedule of trips or to cancel or alter the schedule of trips or to substitute therefor another schedule and again thereafter to cancel from time to time or alter the said or substitute a new schedule, therefor, but any such cancellation, alteration, or substitution proposed, shall be made only on one week's previous notice to the contractor, except in emergent cases. The said Head of the Circle/the said Superintendent/the said Postmasters/the Postmaster of any of the places mentioned in the schedule of trips may also at any time on 3 (three) hours' notice order in writing extra kilometreage to be run or an extra trip to be performed on any particular day and in the event of an extra trip being ordered he shall also fix the hours of arrival and departure of such additional trip, and also specify the type of motor vehicle to be used for the purpose.

(b) Government by notice in writing to the contractor by the said Head of the Circle/the said Superintendent/the said Postmaster/a Gazetted Officer on behalf of the head of the Circle/Regional PMG shall be at liberty at any time or times or from time to time whenever deemed fit not to send any mails on Sundays and any other postal holidays and by a like notice to utilise a restricted service on Sundays and other postal holidays.

(6) The Contractor shall for each trip specified in the schedule of trips during the said contract period provide for the carriage of the said postal articles, mail bags, and postmen and in the event of necessity armed escorts in every case such type of motor vehicles as may be deemed necessary and be prescribed for the time being by the said Head of the Circle/the said Superintendent/the said Postmaster having regard to the estimated amount of the said postal articles and mail bags and postmen requiring conveyance and shall carry the said postal articles and mail bags irrespective of weight and bulk to the full capacity of the type of the motor vehicles so prescribed to be used for such trip.

(7) The Contractor shall comply with the instructions of the said Head of the Circle/the said Superintendent/the said Postmaster/the Postmasters of various Post Offices

mentioned in the schedule of trips hereunto annexed as to the mode in which the said postal articles and mail bags shall be stored, packed and loaded in, or removed, from the motor vehicles of the contractor.

- (8) The contractor shall be solely responsible for obtaining necessary permits, licences, etc. from the local authorities or State Governments. The contractor shall bear and pay all rates, taxes and fee levied by a local authority or a State Government payable in respect of postal articles and mail bags and also in respect of the motor vehicles provided by the contractor for the purposes of this agreement and shall at the contractor's own expense maintain all such motor vehicles and the machinery and all parts thereof clean and in good and proper working order and condition and fit for use and supply all fuel, lubricants, carriage lights, spare parts and other things necessary for the proper running thereof and for the due performance of the purposes of this agreement. All such motor vehicles shall as to their continual condition and fitness for the efficient performance of this agreement be subject, at all times, to the inspection and approval of the said Head of the Circle/the said Superintendent/the said Postmaster. All vehicles shall be fully repainted towards the end of March or October of each year (according as the service is in the hills or in the plains respectively) and be kept otherwise in a presentable condition as required by the said Head of the Circle/the said Superintendent/the said Postmaster and at least one spare tyre and a tube be made ready and available for use shall be carried thereon.
- (9) The Contractor hereby covenants and declares that no one connected with or in the employment of the Postal Department now has any interest in this contract nor shall any such person ever be admitted as a partner to any interest in this contract. The contractor shall furnish the Government in writing with full particulars of his business and shall also, if so required, furnish the said Head of the Circle/the said Superintendent/the said Postmaster with the name, parentage, age residence and specimen of signature or thumb mark as the case may be of all the agents and servants whom he proposes to employ for the purposes of this contract before they are so employed and the Government shall be at liberty to forbid the employment of any person whom the said Head of the Circle/the said Superintendent/the said Postmaster may consider undesirable.
- (10) This contract shall not nor any part thereof or any interest therein be transferred by the contractor to any person or persons or to a company or attempted to be so done without the previous consent in writing of the Director-General of Posts/the said Head of the Circle/the said Superintendent/the said Postmaster being first had and obtained, but the contractor's heirs and representatives shall with the consent in writing of the Director-General of Posts/the said Head of the Circle/said Superintendent/the said Postmaster have the right to continue to perform the duties or engagements of the contractor under the contract in case of his death. In the event of the contractor transferring his business and in the event of the contractor being a company being wound up and at any time during the period of this contract for the purpose and with the object of transferring its business to any person, persons or a company, the contractor shall make it one of the terms and stipulations for the contract for transfer of his properties and business to such other person or company that such other person or company shall, provided the Director-General of Posts/the said Head of the Circle/the said Superintendent/the said Postmaster consents to the same, continue to perform the duties or engagements of the contractor under the contract.
- (10)(a) If during the subsistence of the contract, the contractor being a partnership firm, is dissolved or reconstituted due to the death, retirement, insolvency, admission of new partners or otherwise howsoever, the contractors shall forthwith give notice of such dissolution or reconstitution to the _____ (*the designation of the appropriate officer to be inserted in the blank spaces*) who shall be entitled in his absolute discretion either to terminate the contract without any liability on the part of the Government to compensate the contractor for any loss or damage in consequence thereof or to continue the same. In the event of the _____ (*the designation of the appropriate officer to be inserted in the blank spaces*) deciding to continue the contract, the partners of the reconstituted firm shall be bound by the terms and conditions of the contract in all

respects and to the same intent and effect, as if they were parties to the contract and such partners shall execute a fresh contract to that effect when called upon by the _____ *(the designation of the appropriate officer to be inserted in the blank spaces)* to do so.

- (11) Two postal officials detailed for duty shall be entitled to travel free on every motor vehicle employed in carrying the said postal articles and mail bags under this agreement and all reasonable directions given by such postal officials to the driver of such motor vehicles shall be complied with by him and no other passenger shall be carried thereon without the permission of the said Head of the Circle/the said Superintendent/the said Postmaster.
- (12) The Contractor shall be responsible for all losses and damages caused to Government by fire, collision or accident arising out of the execution of this agreement and for all damages to property or persons or animals caused by any motor vehicle used for the purposes of this agreement whether by reason of negligence or default of the driver or any other person or otherwise and the contractor shall indemnify the Government against all such losses, damages and from the payment of every fine which may be imposed on any driver for driving negligently or at an excessive speed or without proper light or contrary to the traffic directions from time to time given by the Police or to any Railway or Port Trust Rules for the time being in force or otherwise, however, including any claims under the Workmen's Compensation Act.
- (13) The Contractor shall be solely and absolutely liable and responsible for the due, and safe custody and delivery in good order and condition of all letters, papers, despatches, packets, parcels, documents, writings, articles and things forming the said postal articles and mail bags or any part thereof or of which the same or any part thereof may consist entrusted or delivered to him for carriage, conveyance and delivery under or in pursuance of this contract and for all losses thereof or damages or injuries thereto respectively from the time when such letters, papers, despatches, packets, parcels, documents, writings, articles and things respectively shall be delivered to him for carriage and conveyance to the time when the same respectively shall be delivered by him to the proper officer of the post office or other authorised person on the termination of their carriage and conveyance from whatsoever cause such losses, damages or injuries shall arise and whether or not the same shall arise from the acts or defaults, criminal or otherwise, of his servants or agents and shall be liable to pay to Government the value of all or any of such letters, papers, despatches, packets, parcels, documents, writings, articles and things which may be lost and the amount of damage or injury to all or any thereto which may be damaged or injured between the times aforesaid and the amount of all other losses, damages, costs, charges or expenses whatsoever if any arising from the failure so to deliver the said postal articles and mail bags or any part or portion thereof in such good order and condition and at such times as aforesaid and the certificate of the said Head of the Circle of every amount payable by the contractor under this clause shall be conclusive as to the amount thereof and binding on the contractor.

PROVIDED ALWAYS that the responsibility and liability of the contractor under this clause shall not extend to any loss, damage or injury caused by or resulting from the acts of God, violence of any army, or a mob or other irresistible force or by or from robbery or dacoity by any person or persons not in the employ or under the control of the contractor, AND PROVIDED, however, and notwithstanding anything aforesaid that when under orders in writing of the Head of the Circle/the said Superintendent/the said Postmaster, a Post Office official is detailed to accompany any articles to be carried under this agreement, the contractor shall not be liable for any loss thereto while the said official is accompanying the same unless in the opinion of the said Head of the Circle (which shall be final and binding on the contractor) such loss is due to any fault, negligence or criminal action on the part of the contractor or any employee of his.

- (14) In the event of non-completion of any journey or of delay in completion of any journey in accordance with the time table hereinbefore provided and in the event of failure to deliver or take up any postal article or mail bags at any of the places or offices

**Failure to
maintain
efficient
service**

prescribed in the schedule of trips, the contractor shall be liable to pay the undermentioned amounts :

For	Amount
1. Failure to complete any journey.	Rs. 15 per km
2. Delay in completing any journey, of not more than one hour.	Rs. 8 per km
3. Delay in completing any journey, of more than one hour and not more than two hours.	Rs. 10 per km
4. Delay in completing any journey, of more than two hours and not more than three hours.	Rs. 11 per km
5. Delay in completing any journey, of more than three hours	Rs. 11.50 per bag
6. Failure to deliver or take up any postal article or mail bags at any station.	Rs. 5 per bag
7. Delay in delivery or taking up any postal article or mail bag at any station	
First day	
Second day	Rs. 5 per bag
For each subsequent day	Rs. 6 per bag
	Rs. 7 per bag
8. Failure to stop when required at any intermediate station	Rs. 50 per station

PROVIDED ALWAYS that the contractor shall not be liable to pay any such amount under this clause for any such default, delay or failure as hereinbefore described if and so far as the same shall have been caused by or be due to closing of the road by the District Board, Public Works Department, or the Police to motor vehicles carrying mails, violence of an army or mob or other irresistible force or robbery or dacoity or an act of God, but the fact that part of the road may become impassable for vehicular traffic shall not relieve the contractor of his liabilities under the contract and in such case notwithstanding anything hereinbefore contained he shall, without extra cost to the Government, arrange to convey the postal articles and mail bags by Mazdoors or other means where the road is impassable for vehicular traffic and thence in the manner hereinbefore provided.

PROVIDED FURTHER that the liabilities of the contractor to pay the amounts hereinbefore mentioned are without prejudice to the Government's other right to be reimbursed any expenses to which the Government is put to as a consequence of such default and other rights in respect thereof.

PROVIDED ALSO THAT if the contractor makes three such defaults within Months or fails to maintain an efficient motor vehicle service or to preform and observe any of the stipulations, agreements and conditions herein contained (as to which the decision of the said Head of the Circle will be final) or if the contractor becomes insolvent or if a company being wound up except as provided in clause 10 either voluntarily or compulsorily, the authority who has signed this agreement may, by a written notice, forthwith determine the contract after a decision to determine the contract is taken by the President of India in addition to or in lieu of any other remedies, and also declare forfeited the whole or any part of the security.

PROVIDED FURTHER that in the event of the contract being terminated under the third proviso of this clause, the said Head of the Circle, may in addition, at his option, take over and use all or any vehicles used by the contractor on such date for any period not exceeding four English calendar months, paying to the contractor for such use any reasonable amount to be determined by the Director General of Posts such amount to cover all damages and losses to the vehicles or otherwise during such period.

PROVIDED FURTHER that in the event of the contract being liable to be determined as aforesaid, the Government may, at its discretion, either determine the contract or forfeit to the Government the entire security money without determining the contract. But any such determination of the contract or forfeiture of security as aforesaid shall be without prejudice to the right of the Government to all other remedies in respect of every failure or default and particularly to the Government's right to recover the full amount of loss or damages which the Government may have sustained even though the amount be in excess of the sum forfeited and the security so forfeited may or may not be taken towards satisfaction of any such loss or damages.

(15) The said sum of Rs. deposited as Security deposit in any one of the prescribed forms shall be retained by Government as security for the due and faithful performance by the contractor of all and singular the several covenants, conditions and agreements herein contained on his part to be observed or performed with full power to the Director General of Posts/the said Head of the Circle/the said Superintendent/the said Postmaster for and on behalf of Government. In case the contractor shall fail to perform, fulfil, keep and observe all or any of the said covenants, conditions or agreements on his part herein contained, the Department will forfeit the amount so deposited or otherwise realise the value of the said security deposit in full or any part thereof and to appropriate the said sum of any part thereof with all or any part of the interest which shall have accrued and may accrue thereon towards satisfaction of the amount of all or any damages, and other sums which the said contractor may have become liable to pay hereunder but nevertheless, the interest of the said sum of money or securities received in exchange therefor may in the meantime be paid over to the contractor as and when the sum shall be realised by the said Head of the Circle/the said Superintendent/the said Postmaster if he shall think fit and if the said security depreciates or appropriations are made therefrom as aforesaid the contractor hereby undertakes to furnish more security when called upon to make up such deficiency and this contract shall be deemed to be a contract in which the public are interested within the meaning of the exception to Section 74 of the Indian Contract Act, 1872.

Deposit

(16) The Contractor's monthly remuneration for the work to be done by him under this agreement shall be the sum of Rs. (rupees) for kilometres being run per month to be paid in respect of the services rendered during any calendar month calculated @ Rs. per km of run. The contractor shall submit on or before the 15th day of the succeeding calendar month a bill in respect of such services showing the details of calculation with full particulars and documents in support thereof. The monthly remuneration shall be paid to the contractor(s) within 30 days of the presentation of the bill as aforesaid.

PROVIDED ALWAYS that if at any time during the subsistence of this contract, the price of (including local Government tax) prevailing at on the first day of each calendar month in which this contract will be in force, be more or less than the price of (*type of fuel*) including the local Government tax prevailing at (*place*) on the first day of the month in which the invitation to tender was issued namely Rs. paise per litre in bulk (hereinafter referred to as the basic price) the remuneration payable for such month shall be increased or decreased as the case may be in the following proportion namely by $\frac{1}{4}$ th paisa per kilometre on the actual kilometreage done in that month for every complete one paisa per litre by which the price differs from the basic price. In the case of vehicle upto 5 quintals the remuneration payable on this account would be at the rate of $\frac{1}{8}$ th paisa per kilometre. Differences of less than one paisa per litre shall not be taken into account for the purpose of this clause.

The additional amount which may be paid to or claimed against the contractor on this account may be claimed within 90 days by the Government or the contractor as the case may be.

PROVIDED FURTHER that as the said monthly remuneration is based on a kilometreage of kilometres per month being run, if owing to alterations in the schedule of trips or on account of additional trips having been ordered or for any other reason, kilometreage covered or run during any calendar month is more or less than the said kilometreage of kilometres, the monthly remuneration payable to the contractor shall be proportionately increased or decreased as the case may be.

AND PROVIDED FURTHER that in reckoning such kilometreage only distances shall be measured between postal terminals affected by the shortest route unless that route is closed for vehicular traffic, notwithstanding that vehicles may have to travel further

and if a vehicle of a lower capacity than that specified in the schedule of trips or order is used for any reason and as a consequence it has taken more than one trip to move the said postal articles and mail bags only one trip shall be counted for trips which move what a vehicle of the contracted capacity or order could have moved.

PROVIDED ALWAYS that no claim for any increase in the remuneration for any calendar month shall be considered by the Government if the bill for any calendar month is not submitted by the contractor(s) on or before the date hereinbefore mentioned.

PROVIDED ALSO that if during the period of this agreement the costs incurred by the contractor in fulfilling this agreement are increased or decreased as a direct result of the passing of any Act of Legislature, the contracting parties hereto shall respectively be entitled to claim corresponding revision of payment to be made to the contractor under this agreement.

- (17) The Contractor(s) undertake(s) to run the motor vehicles for the purpose of this contract on (type of fuel) and also agrees that in case he uses any motor fuel other than (type of fuel) whether under the orders of the Central Government or any State Government or for any reason whatsoever to notify in advance to the said Head of the Circle/the said Superintendent/the said Postmaster in writing the date from which such other motor fuel would be used, the Government may in its option either immediately terminate this contract or require the contractor(s) to carry out the contract for such period not exceeding a period of six months from the date from which such other fuel is used without claiming any extra remuneration either on account of the increased price of the motor fuel actually used or for any reason whatsoever.
- (18) (That without prejudice to any right or remedy that may have accrued to either party by reason of any antecedent breach of any of the provisions herein contained or without prejudice to any claim of any nature whatsoever that the either party may have against the other in pursuance of these presents) this contract may be determined at any time by either of the parties hereto giving to the other, **three** calendar months' notice in writing of his intention so to determine the same.
- (19) Any notice required to be given under these presents on the part of the Government shall be deemed to be duly given if signed by the Director-General of Posts/the said Head of the Circle/the said Superintendent/the said Postmaster/the person for the time being entrusted with the functions, duties and powers of the said officers respectively and delivered to the contractor or sent by registered post at his usual or last known place of residence or business and any notice required to be given hereunder on the part of the contractor shall be deemed to be sufficiently given if delivered or sent by registered post to the office of the Director General, Posts/the Head of the Circle/the Superintendent/the Postmaster.
- (20) The Contractor shall provide duly licensed drivers of the motor vehicles when used for the purpose of this agreement. The contractor shall pay the wages of every such driver. All such drivers shall be deemed to be the servants of the contractor but they shall obey all orders and directions given to them by duly AUTHORISED postal officials for the purpose of carrying out the services to be performed by the contractor under this agreement. If the said Head of the Circle/the said Superintendent/the said Postmaster shall give notice in writing to the contractor that he has reason to be dissatisfied with the conduct of any driver, the contractor shall forthwith on receiving the complaint supply and substitute in the place of the driver complained of, another driver for the purpose of the contract.
- (21) If the Contractor shall die before the expiration of this contract, the Government may at its option either immediately determine this contract or require the heirs or personal representatives of the contractor to carry out the same for such period not exceeding six calendar months as the Government may require.
- (22) The said Head of the Circle/the said Superintendent/the said Postmaster shall have the right in his absolute discretion to reject temporarily or permanently and require the contractor not to use accordingly any motor vehicle provided or kept by the contractor

The designation of the authority who signs the contract should alone be retained

for the purposes of this agreement which he may consider unfit or unsafe to be employed for the purpose of carrying the said postal articles and mail bags or any such postal official as aforesaid notwithstanding that the same may have previously been approved under any clause hereof and any such rejection by him shall be conclusive and binding upon the contractor and in such events the contractor shall forthwith substitute for such motor vehicles so pronounced unfit and unsafe other fit and safe motor vehicles of the same type, though not necessarily of the same make, but such substituted motor vehicles shall be subject to the submission and approval mentioned in clause 3 hereof.

(23) During the said contract period, the contractor shall have the right to use on payment of rent at Rs. paise per month (*which includes water and electricity charges) as fixed by the Government the plot of land with any building thereon belonging to Government situated in as a garage for the motor vehicles employed by the contractor in the performance of the contract and also as a workshop for keeping the said motor vehicles in good order and shall at the expense of the contractor obtain and keep in force all licences necessary for storing petrol on the said premises but nothing in these presents contained shall be construed to give the contractor any legal interest, in over or to the said premises or any part thereof but the contractor shall only have the right to enter upon and utilise the said premises for the purpose of performing this contract and the contractor shall leave and give vacant possession of the said premises in good order on expiration or earlier termination of the contract.

**Indemnity
regarding use
of garage**

(24) The Contractor shall keep Government indemnified against all actions, losses, costs, charges, expenses, suits, proceedings, claims and demands arising out of the use by the contractor of the said premises referred to in clause 23 for the purposes therein mentioned and shall fully indemnify Government against and compensate Government for all losses or damages to the said or any adjoining premises which shall have been suffered or sustained by Government by any cause whatsoever including fire in any way due to or arising from the exercise by the contractor of his rights and privileges hereby granted or the use of the premises as aforesaid, the amount of the compensation payable to be determined in writing by the Executive Engineer (Central Public Works Department) Government shall (subject as aforesaid) keep the said premises in tenantable repair and the contractor at expiration of the said contract period shall yield up the said premises in as good state and condition as they were in at the date of contractor's entry thereon together with all fixtures and additions thereto. The contractor shall not do or suffer to be done on the said premises or any part thereof any act or thing which may be or grow to be an annoyance or nuisance or disturbance to the owners and occupiers of any property in the neighbourhood. The Contractor shall permit Government or its agents or workmen (including the Executive Engineer, Central Public Works Department or his subordinate officers) at all times to enter the said premises or any portion thereof in order to view the condition thereof.

(25) Whenever any claim for the payment of a sum of money arises out of, or under this contract against the Contractor, the Government shall be entitled to recover such sum by appropriating, in part or whole, the security deposited by the contractor and to sell any Government Promissory Notes, etc., forming the whole or part of such security. In the event of the security being insufficient, then the balance or the total sum recoverable, as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the contractor under this or any other contract with the Government in the Postal Department. Should this sum be not sufficient to cover the full amount recoverable, the contractor shall pay to the Government forthwith on demand and without demur the remaining balance due.

(26) All disputes, differences and questions arising out of or in any wise touching or concerning this agreement or the subject matter thereof or the respective rights duties or liabilities of the parties under or in respect of this agreement (except the decision whereof is hereinbefore otherwise expressly provided for) shall be referred to the sole arbitration of any person appointed by the Member (Operations), Postal Services Board, or in case his designation is changed or his office is abolished, to the sole

arbitration of any person appointed by the officer who for the time being is entrusted, whether or not in addition to other functions, with the functions of the Member (Operations), Postal Services Board, by whatever designation such officer may be called (hereinafter referred to as the "said officer"). There will be no objection to any such appointment that the person appointed is a Government servant, that he had to deal with the matters to which this agreement relates and that in the course of his duties as such Government servant he had expressed views on all or any of the matters in dispute or difference. The award of such arbitrator shall be final and binding on the parties to this agreement. It is a term of this agreement that in the event of such arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, the Member (Operations), Postal Services Board, or the said officer shall appoint another person to act as arbitrator in accordance with the terms of this agreement. Such persons shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

The arbitrator may, from time to time, with the consent of the parties, enlarge the time for making and publishing the award.

Subject as aforesaid the Indian Arbitration and Reconciliation Act, 1996 shall apply to the arbitration proceedings under this Clause.

Upon every and any reference as aforesaid the assessment of costs incidental to the reference and award respectively shall be in the sole discretion of the sole arbitrator. The venue of the arbitration proceedings will be the office of the Director-General of Posts at New Delhi or such other place which the sole arbitrator may decide.

IN WITNESS whereof the said parties to these presents have hereunto set their respective hands the day and year first above written.

(a) (1) If the contractor is a company and the agreement is executed by the Managing Director or the constituted attorney of the Company.

***(a)** (1) Signed by
Managing Director/the Constituted Attorney for and on behalf of the
..... Company in the presence of

(i)

(ii)

(2) In case the common seal of the company is affixed.

(2) The common seal of Company was hereunto affixed pursuant to a resolution of the Directors passed at a meeting of the Board of Directors held on the day of

In the presence of —

(i)

(ii)

Signed, sealed and delivered by the above named

(b) Here insert the name of the individual or the names of all the partners as the case may be.

***(b)** (1)

(2)

(3)

(4)

In the presence of

Signed by the

For and on behalf of the President of India.

In the presence of —

(1)

(2)

* Delete whichever alternative is not applicable.

Form M-51 (a)

NOTICE INVITING TENDERS FOR MAIL MOTOR CONTRACT

Sealed tenders are invited for the conveyance of mail on regular basis and postmen and armed escorts as and when required by

(a)* Three wheeler delivery vans that have run not more than 60000 (sixty thousand) kilometres and which are not more than three years old and have a load carrying capacity of not less than 450 (four hundred and fifty) kilograms and two postal officials whenever required. The fully covered metallic body of the three wheeler (excluding the driver's cabin) should have a floor area of not less than 1.3 sq. metres and the internal height above the floor should not be less than 1.25 mtrs. and should have doors with locking arrangements.

(b)* Four wheeler motor vehicles that have run not more than 75000 (seventy five thousand) kilometres and which are not more than four years old and have a load carrying capacity of not less than 500 (five hundred) kilograms and two postal officials and armed escorts whenever required. The four sides and roof of the four wheeler vehicle should be panelled with completely watertight metallic sheets and should have doors with locking arrangements. The body of each motor vehicle (excluding the driver's cabin) should have a floor area of not less than 1.5 sq. metres and the internal height above the floor should not be less than 1.25 metres.

(c)* Four wheeler motor vehicles that have run not more than 1,00,000 (one lakh) kilometres and are not more than five years old and have a load carrying capacity of not less than 1500 (one thousand five hundred) kilograms and two postal officials and armed escorts whenever required. The four sides and roof of the four wheeler vehicle should be panelled with completely watertight metallic sheets and should have doors with locking arrangements. The body of each motor vehicle (excluding the driver's cabin) should have a floor area of not less than 5 square metres and the internal height above the floor should not be less than 1.5 metres.

(d)* Four wheeler motor vehicles, those that have run not more than 1,00,000 (one lakh) kilometres and which are not more than five years old and have a load carrying capacity of not less than 3000 (three thousand) kilograms and two postal officials and armed escorts whenever required. The four sides and roof of the four wheeler vehicle should be panelled with completely watertight metallic sheets and should have doors with locking arrangements. The body of each motor vehicle (excluding the driver's cabin) should have a floor area of not less than 8 square metres and the internal height above the floor should not be less than 1.75 metres

in/between for a period of years, from the date of signing the Agreement with the application of the provisions of clause 16 of the Agreement. The tender must be submitted in two separate sealed covers, one containing the Technical Bid and the EMD receipt and the other containing the Price Bid. The forms of tender and a copy of the schedule(s) showing the number, timings and other details of the service required together with particulars regarding other terms and conditions of the contract and the form in which the contractor will be required to execute an agreement, may be obtained on application from the undersigned or from the office of the Sr. Superintendent of Post Offices/R.M.S. Division or the Postmaster from to during office hours on production of ACG 67 receipt for Rs. 50 (rupees fifty only) obtainable after depositing the said amount in any post Office towards cost of Tender Form(s) for Mail motor contract for which will not be refunded in any case. Tenders must reach the undersigned on or before By hours and the tenders will be opened in the office of the undersigned on the same day at hours in the presence of such of the tenderers who wish to be present at the time of opening of the tenders. The Competent Authority reserves the right to reject any or all tender(s) without assigning any reasons therefor.

.....
.....
.....

Dated

* *The authority inviting the tender should clearly indicate the type and capacity of vehicle required and delete the entry which is not required.*

Form M-51 (b)

TENDER FORM FOR MAIL MOTOR CONTRACT TECHNICAL BID

To

The President of India,

Through

.....

.....

WITH reference to the advertisement by dated in the, I hereby offer subject to the conditions hereinafter appearing the following Technical Bid for the work of carrying the mail and postmen by motor vehicles and armed escorts as and when required *in/between and for up and down journey specified in the Schedule attached hereto or as may be specially ordered from time to time for a term of years.

2. I offer

*(a) Three wheeler delivery vans that have run not more than 60,000 (sixty thousand) kilometres and which are not more than three years old and have a load carrying capacity of not less than 450 (four hundred and fifty) kilograms and two postal officials whenever required. The fully covered metallic body of the three wheeler (excluding the driver's cabin) should have a floor area of not less than 1.3 sq. metres and the internal height above the floor should not be less than 1.25 mtrs. and should have doors with locking arrangements.

*(b) Four wheeler motor vehicles that have run not more than 75,000 (seventy five thousand) kilometres and which are not more than four years old and have a load carrying capacity of not less than 500 (five hundred) kilograms and two postal officials and armed escorts whenever required. The four sides and roof of the four wheeler vehicle should be panelled with completely water-tight metallic sheets and should have doors with locking arrangements. The body of each motor vehicle (excluding the driver's cabin) should have a floor area of not less than 1.5 sq. metres and the internal height above the floor should not be less than 1.25 metres.

*(c) Four wheeler motor vehicles that have run not more than 1,00,000 (one lakh) kilometres and are not more than five years old and have a load carrying capacity of not less than 1,500 (one thousand five hundred) kilograms and two postal officials and armed escorts whenever required. The four sides and roof of the four wheeler vehicle should be panelled with completely water-tight metallic sheets and should have doors with locking arrangements. The body of each motor vehicle (excluding the driver's cabin) should have a floor area of not less than 5 square metres and the internal height above the floor should not be less than 1.5 metres.

*(d) Four wheeler motor vehicles, those that have run not more than 1,00,000 (one lakh) kilometres and which are not more than five years old and have a load carrying capacity of not less than 3,000 (three thousand) kilograms and two postal officials and armed escorts whenever required. The four sides and roof of the four wheeler vehicle should be panelled with completely water-tight metallic sheets and should have doors with locking arrangements. The body of each motor vehicle (excluding the driver's cabin) should have a floor area of not less than 8 square metres and the internal height above the floor should not be less than 1.75 metres.

2.1. The details of the vehicles offered by me are as follows :—

(i)	Type of vehicle (Three wheeler/four wheeler/Lorries)	
(ii)	Make of Vehicle (Brand name)	
(iii)	Year of manufacture	
(iv)	Kilometres run by each vehicle till the date of NIT	
(v)	Type of body (i) open (ii) covered with metallic sheet with doors and lock (iii) covered with cloth/tarpaulin	
(vi)	Registration Nos./Date	
(vii)	Type of fuel used	
(viii)	Fitness/Road worthiness of the vehicle	

No indication of any sort should be given in the Technical Bid about the rate/remuneration. Any mention of rate/remuneration in the Technical Bid will render the tender liable for rejection.

Place : (Signature)

Date : Name of tenderer :

Address of tenderer :

* Delete whichever is not applicable.

Form M-51 (c)

TENDER FORM FOR MAIL MOTOR CONTRACT PRICE BID

To

The President of India,

Through

.....

.....

WITH reference to the advertisement by dated in the, I hereby offer, subject to the conditions hereinafter appearing, the following Price Bid for the work of carrying mail and postmen by motor vehicles of the specifications quoted in the Technical Bid, and armed escorts as and when required *in/between and for up and down journey specified in the Schedule attached hereto or as may be specially ordered from time to time for a term of years :—

- (i) for a monthly remuneration of Rs. (rupees only) based on a kilometrage of kilometres per calendar month being the run.
- (ii) The rate per kilometre will be Rs. (rupees only).
- (iii) The above remuneration and the rate per kilometre are quoted taking into account the provisions of clause 16 of the Agreement which provides for increase/decrease in the monthly remuneration subject to increase/decrease in fuel price.

2. I agree that in the event of my Price Bid being the lowest and under consideration, I shall produce, on demand, for inspection vehicles of prescribed specification and a permit from the District/Town authorities to run the service on the line within a week of receipt of communication to this effect.

3. In addition to the above, I agree to maintain spare vehicles to be used in emergencies. I agree to provide vehicle(s) in good working condition.

4. I agree to run the motor vehicle(s) according to the time fixed in the said Schedule.

5. If it is found at any time during the currency of the contract that owing to alternations in the Schedule of trips (or additional trips being ordered) the average monthly mileage is more or less than the monthly mileage mentioned in clause 1, I agree to accept or allow a proportional increase or reduction in the monthly remuneration as the case may require, worked out on the basis of the rate/km. agreed to in the agreement.

6. I undertake the liability and responsibility for the safe custody and delivery of mails, etc. entrusted to me for conveyance between one office and another and to pay for the loss suffered by the Department of Posts due to missing of any bag/article in course of their carriage by me.

7. I shall not claim any special facilities, such as, free accommodation for a garage or telephone connections, etc. other than those provided for in the agreement.

8. I agree to carry free of charge Post Office/RMS officials in charge of mails when required to travel in my contracted vehicles.

9. I agree to carry as part of mails, P.O. forms and stores despatched by Postal Stock Depot or the offices where such forms and stores are printed or stored, to the Post Offices, Railway and Steamer Stations and Railway Mail Service Offices named in the Schedule attached to the agreement and such other places as may be required by the Principal Chief Postmaster General/Chief Postmaster General/Postmaster General/Director Postal Services/Superintendent of Post Offices/Superintendent Railway Mail Service/the Postmaster, and shall not claim any extra remuneration on that account.

10. I am submitting an ACG 67 receipt for Rs. (rupees only) (the amount equivalent to 2% of the estimated total value of the contract) as earnest money, obtained after depositing the said amount in post office and that the said sum shall be forfeited to Government if I withdraw my tender or in the event of its acceptance fail to execute the agreement and make the deposit as mentioned in clause 13 and 15 whereof respectively. I will not claim interest on this sum while it is in your custody. The aforesaid sum shall be returned to me within 30 days if my tender is not accepted. I further agree that in case my tender is accepted and I fail to start the service contracted for by (date to be specified by tender inviting authority) my earnest money shall be forfeited and my tender and contract shall be regarded as void and I will have no claim of any sort upon the Government of India.

11. I agree to have this agreement registered and bear all the expenses in connection therewith covering the charge for stamps, etc.

12. I agree if this tender is accepted, to furnish security deposit equivalent to 5% (five per cent) of the total value of the contract in one of the following forms :—

- (a) Post Office Certificates at issue price upto the permissible limit transferred to the Principal Chief Postmaster General/Chief Postmaster General/Postmaster General/Director Postal Services Circle/Region/Superintendent of Post Offices/Superintendent Railway Mail Service Division/Postmaster
- (b) Deposit made in the post office savings banks upto to the permissible limit and pledged to the Principal Chief Postmaster General/Chief Postmaster General/Postmaster General/Director Postal Services Circle/Region/Superintendent of Post Offices/Superintendent Railway Mail Service Division/Postmaster and the balance, if any, in the Form (a) above.
- (c) Bank Guarantee (for contract of high value)

within seven days from this tender being accepted.

13. I agree not to make any attempt at negotiation direct or indirect with the authority to whom I have submitted the tender or the authority who is competent finally to accept it after I have submitted my tender or to make any endeavour to secure any interest for an actual prospective tender or to influence by any means the acceptance of a particular tender. I agree that if I make any such attempt, it will render my tender liable to exclusion from consideration.

14. If my above tender be accepted, I agree to enter into formal agreement in the standard Form M-51/M50(a) within weeks of the acceptance of the tender and deposit with security money equal to 5% of the total value of the contract.

Place : (Signature)

Date : Name of the tenderer :

Address of the tenderer :

CHAPTER X
LANDS AND BUILDINGS
PART I — GENERAL RULES

Buildings

446. The term “Buildings” means and includes all buildings occupied by the Department of Posts.

Departmental buildings are those which have been constructed or purchased by the Department or those the ownership of which has been transferred to this Department by the State Governments or by other parties.

The rented buildings are those for which the Department pays rent.

Policy

447. The policy of construction or purchase of buildings for offices is ordinarily preferable to that of hiring rented buildings, especially in cities and important towns where rents are likely to increase.

448. For residences it is ordinarily preferable to hire accommodation because administrative changes may necessitate a transfer of headquarters, but where no such change is probable, construction or purchase is the better course.

449. (1) In cases in which it is necessary to hire a building, a tender in Form Genl.-22 should be called for. The principles laid down in Rules 425 to 429 will apply in the case of tenders for lease of buildings. Before accepting the tender, the sanction or approval to the payment of rent for the building must be obtained from the competent authority. The lease for the building rented should be drawn up in Form Genl.-8 or some other suitable form approved of by the legal advisers of Government and the rent payable should be drawn in the establishment pay bill.

(2) Heads of Circles may at their discretion depart from the procedure of calling for tenders for leased buildings in cases in which there are positive objections to doing so or the demands are emergent. In all such cases the reasons for departing from the standard procedure must invariably be placed on record.

NOTE.—Copies of leases should not be sent to the Director-General’s office after execution unless they were specially called for when the rent was sanctioned.

449-A. In regard to the execution of leases by the Department of Posts for lands and buildings in foreign territories, negotiations should be conducted through the representatives of the Government of India in such territory who will execute leases or arrange for the execution of such leases for those lands or buildings for and on behalf of the President in conformity with the local legal requirements.

Ownership

450. The ownership of all Government buildings occupied by the Indian Posts and Telegraphs Department on 1st April, 1921 vests in the Department, even, though the buildings may have been constructed or acquired out of State Revenues.

451. Payment of rent to a State Government for buildings used by the Indian Posts and Telegraphs Department should normally be confined to—

- (a) buildings, belonging to a State Government and occupied by the Indian Posts and Telegraphs Department only after 1st April, 1921 and Department of Posts from 1-4-1985; and
- (b) special cases e.g., temporary or partial occupation by the Indian Posts and Telegraphs Department of buildings, belonging to a State Government prior to 1st April, 1921, each such case to be decided on its own merits.

EXCEPTION—The ownership of buildings owned by the Military Department does not vest in this Department even if they were in occupation by the latter on 1st April, 1921.

Joint buildings

452. A building in the joint use of more than one branch of the erstwhile P&T Department may be termed a “Joint” building. The branch occupying the greater portion of the floor area is the “owning” branch which is entitled to a fair rent for the accommodation occupied by other branches. In the case of buildings in joint occupation of “Posts” and “Telegraphs” branches, in which the floor area used by the respective branches is equal, the buildings should be treated

as owned by the “Posts Office” branch. In the rare event of the telegraph portion of a combined office occupying larger area than the postal portion, the building should be regarded as belonging to the “Telegraph” branch.

Definition

453. Building projects are divided into three classes—“Original works,” “Reconstruction work” and “Repairs or Maintenance.”

- (1) The term “*Original works*” includes all new purchases or construction of new buildings or additions to existing buildings costing above Rs. 30,000 excluding overhead charges and also cost of acquisition of land.
- (2) The term “*Reconstruction works*” includes reconstruction of a complete building or when the cost of renewals and replacements of a structure exceeds Rs. 30,000 excluding overhead charges.
- (3) *Repairs*.—Repairs include all work required to maintain in proper condition buildings in ordinary use. Repairs are of four kinds :—
 - (i) ordinary,
 - (ii) occasional or petty,
 - (iii) petty original works, and
 - (iv) petty renewals and replacements.
 - (a) *Ordinary repairs* are those which are, as a matter of regulation, carried out periodically and which are usually of the same quantity from time to time, such as painting and whitewashing of building and metalling a compound or approach road.
 - (b) *Occasional or petty repairs* are those which become necessary from time to time and which may have to be carried out between the time of periodical repairs.
 - (c) *Petty original works* are those which are of an original nature but of which the cost does not exceed Rs. 30,000 excluding overhead charges.
 - (d) *Petty renewals and replacements* come under the category of repairs when the cost does not exceed Rs. 30,000 excluding overhead charges.
- (4) *Deleted.*

Sale and purchase or acquisition of land and buildings

I. Sale of departmental land and immovable property

454. All land, the property of Department, should ordinarily be sold through the Revenue Department.

455. When any immovable departmental property is made over to a local authority for public, religious, educational or any other purposes, the grant should be made expressly on the conditions, in addition to any others that may be settled, that the property shall be liable to be resumed by Department if used for other than the specific purposes for which it is granted and that, should the property be, at any time, resumed by Department, the compensation payable therefore shall in no case exceed the amount (if any) paid to Department for the grant, together with the cost or their present value, whichever may be less, or any buildings erected or other works executed on the land by the local authority.

II. Sale of departmental buildings

456. No permanent departmental buildings may be sold without the sanction previously obtained of the competent authority.

457. Permanent departmental buildings and land, the book value of which does not exceed Rs. 1 Lakh, may be sold under the sanction of the head of a Circle subject to the conditions laid down in Rules 469 and 470. If the book value of the buildings and land exceeds Rs. 1 Lakh, the case should be referred to the Director-General who will obtain the sanction of the President. If a project for the construction of a Postal Building which requires a reference to the Expenditure Finance Committee is found to be justified with reference to receipts from a transaction of sale, the sale should not be effected before the project has been approved by that Committee.

III. Purchase or acquisition of land and buildings

458. The question of the suitability of a particular site should be decided by the Head of the Circle on a consideration of departmental needs; but the adaptability of the site for a certain construction or conversion of a particular building to suit departmental requirements is a technical matter and the services of the Public Works Department or Military Engineer Services may be engaged, if necessary, for consultation and advice. If the land or property is suitable, the Head of the Circle should, in the first instance, consult the Chief Revenue Officer of the district, and obtain from him the fullest possible information as to the probable cost of the land together with the value of the buildings etc., situated on the property for which compensation will have to be paid. Upon the information thus obtained, an estimate should be framed and submitted to the competent authority for sanction together with site plans and maps.

When sanction to such an estimate has been obtained, the Head of the Circle should commit the matter to the Revenue Officer who will take the necessary preliminary action for the appropriation of the land under the *Land Acquisition Act*, or for its acquisition by private negotiation. Should it subsequently be found impossible to obtain the land required without materially exceeding the estimate, or to obtain some other suitable plot of land in lieu of that originally proposed, a revised estimate should be prepared for sanction. In cases where the amount claimed by the owner is largely in excess of the amount awarded by the Revenue Officer, possession should not be taken except under the specific order of the authority sanctioning the work, until after the lapse of the period within which an appeal against the award can be preferred.

All proposals for the occupation of land within cantonment limits, forming part of an encamping ground or otherwise held for military purposes, should be submitted in the case of land within cantonment limits, to the cantonment authority and, in other cases, to the General Officer Commanding the Division or Independent Brigade. These officers will take the necessary steps to obtain the sanction of the Government of India in the Defence Department to the proposals.

459. For the services rendered in this connection by the Public Works Department or Military Engineer Services suitable payment will be made by the Department of Posts.

460. Land acquisition proceedings are generally necessary in the case of purchase from private persons, firms or local bodies in order to secure a clear title. Authentic information regarding boundaries, titles etc., should be obtained by a reference to the Revenue authorities but this reference should be carefully distinguished from land acquisition proceedings proper. The boundaries should be carefully verified by a responsible officer of the Department not below the rank of a Divisional officer and two clear copies of the plan of the site should in all cases be procured. One copy of the site plan will be sent to the Collector for Land Acquisition proceedings.

In order to safeguard the Department against any infructuous expenditure on this account, no commitment of any kind should be made, until all question relating to the title of the property, its price, demarcation of the boundaries and acceptability of the price by the vendor, have been very carefully examined and settled.

In case it is felt that acquisition through local authorities will take a considerable time and land is required urgently or under any other special circumstances, land may be purchased by direct negotiations from private persons or firms subject to the following conditions :—

- (i) that the title of land is verified by the Government Pleader and it is certified by him that it is free from all legal encumbrances.
- (ii) that the valuation of land and any structures standing on it is done through the service of Revenue authorities, Civil Wing of Department of Posts, C.P.W.D. or State P.W.D.
- (iii) that the price to be paid through private negotiation is not higher than that through land acquisition proceedings. In case the owner is not agreeable to these terms higher prices can only be paid with the prior approval of Government.
- (iv) while issuing the financial sanction for purchase of lands from private parties through direct negotiation, the following additional certificate is to be furnished.

‘Certified that conditions laid down in sub-para (iii) to para 460 of Postal Manual Vol. II have been fulfilled’.

The procedure for purchase and acquisition of land from private parties through direct negotiations in case where the lands are urgently required is as follows :—

- (i) The Heads of Circles will examine the requirements of land in different stations for various purposes in accordance with the various policy decisions taken in this regard from time to time. Suitable plots will be searched in the localities considered most suitable for the specific purpose for which land is required, and a tentative selection made.

- (ii) The Heads of Circles will arrange a preliminary inspection of the sites and determine their suitability for different purposes in accordance with the instructions issued in this regard.
- (iii) Depending on the urgency and the estimate of time likely to be taken for acquisition of land under the Land Acquisition Act and by direct negotiation a decision will be taken whether to request for the acquisition of the land under the Land Acquisition Act or to proceed with direct negotiations.
- (iv) If the probable cost of the land is within the financial powers of the Heads of Circles, the Heads of Circles will either sanction the acquisition of the plot under L.A. Act or refer the case to the Standing Negotiating Committee for negotiating the purchase. In case the probable cost of the land exceeds their powers, they will refer the case to the appropriate Section in the Directorate with their recommendations in regard to acquisition under L.A. Act, or purchase through direct negotiations.
- (v) Two levels of Standing Negotiating Committees shall be appointed in each Circle as follows :—
 - (a) For cases within the financial competence of Heads of Circles :—
 1. Director Postal Chairman.
 2. Superintendent of Post Offices of the Division concerned.
 3. Executive Engineer (Civil)
 4. Regional Architect
 5. Internal Financial Adviser
 - (b) For cases beyond the financial powers of the Heads of Circles :—
 1. Head of Circle Chairman.
 2. Director Postal
 3. Superintending Engineer (Civil)
 4. Senior Architect
 5. Internal Financial Adviser
- (vi) On receipt of approval of the Head of Circle/Directorate for entering into negotiations, the appropriate Standing Negotiating Committee will call for offers for the sale of land to the Department from the concerned parties.
- (vii) The Standing Negotiating Committee shall ensure verification of title of land and freedom from any legal encumbrances by reference to the Govt. Pleader.
- (viii) The Standing Committee will also obtain valuation of the Land concerned from the Local Revenue Authorities with reference to recent sales of similar lands in the area. The Standing Committee will also obtain valuation of any structures standing on the land by the Postal Civil Wing.
- (ix) After satisfying itself on the above points, the Negotiating Committee will enter into negotiations with the private party concerned and after taking into consideration all the relevant aspects, e.g., the location of the land, any structures standing on the land with their condition, facility for construction, prices of land in adjoining areas, etc., made a recommendation to the Head of Circle or the Directorate, as the case may be, who will then approve the purchase in accordance with the financial powers vested in them.
- (x) If the prices of the land recommended by the Negotiation Committee exceeds the valuation done by the revenue authorities by more than 5% the case shall invariably be referred to the Directorate for consideration.

Whenever land is purchased under this procedure, care shall be taken to ensure that such purchase does not contravene the provisions of urban land ceiling act, wherever applicable.

461. All sites thus purchased or acquired should be carefully watched by the local departmental officer to prevent encroachment, and the Divisional Officer in whose jurisdiction the site lies should report to the Head of the Circle concerned in cases of any encroachment.

462. The purchase of building presents almost the same features as the purchase of land and the conditions set forth above apply *mutates mutandis* in the case of building also. No building should, however, be purchased by private negotiation until it has been valued and reported on by Postal Civil Wing or by an officer of the Public Works Department or Military Engineer Services for which a charge will be levied by them.

463. No houses should be built or purchased by the Department as residences for public servants, except in the following cases :—

- (i) When it is the recognized duty or accepted policy of the Department to provide quarters at Government expense.

- (ii) When it is necessary on public grounds for the officer to reside on, or close to, the premises in which his duties have to be performed, such as a post office or a telegraph office, etc.
- (iii) When it is necessary to provide residences in parts of the country where no civil station or cantonment exists, and where a lengthened term of residence would render camp accommodation unsuitable, e.g., buildings along lines of roads or canals, for the housing of officials employed on their construction or maintenance.
- (iv) When it is shown to the satisfaction of the Department that suitable house accommodation for officers whose appointment are permanent in respect of locality is not available in a civil station or cantonment already in existence, or is available only under circumstances which will be likely to place such officers in an undesirable position in relation to landlords.

463-A. All future construction of residential quarters by the Department should, as a rule, conform to the austerity and other standards laid down by Government from time to time. The Heads of Circles should have record of the standards approved and the standard designs for residences evolved by the Central Government. Slight deviation from the standard designs may be permitted to suit local conditions, care being taken to see that the standard of accommodation prescribed is not thereby exceeded.

These approved standards shall also be adhered to, as to closely as possible, in obtaining residential accommodation on lease.

464. Proposals to construct or purchase residences for officials in all cases which are not provided for in Rule 463, or in which the Department has doubts as to the operation of that rule, should be submitted to the Government of India for orders.

Transfer of land and buildings between the various departments of the Central Government

465. (1) In the case of transfer of land and buildings to or from a Commercial Department, (other than the Railway Department) the following charges should be made :—

- (a) no charge where the land and/or building is borne in the books at no value; and
- (b) book value or market value, whichever is less, where the land and/or building is valued in the books.

(2) In the case of transfers to or from the Ministry of Defence, the following charges should be made :—

- (a) half market value where the land and/or building, is borne on the books at no value; and
- (b) book value, or market value, whichever is less, subject to a minimum of half market value, where the land and/or building is valued in the books.

If any dispute arises in the application of these rules, the matter should be referred to the Government of India in the Ministry of Finance.

(3) In the case of transfers to and from the Railway Department, the full market value will be charged in each case.

NOTE.—The term ‘book value’ referred to sub-para. (1) (b) and (2) (b) would include expenditure on development in addition to the original cost of acquisition. If the figures relating to the actual cost of construction be not available from accounts, the estimated figures should be taken into account in consultation with the Ministry of Finance.

466. *Cancelled.*

Departmental lands and buildings in a Governor’s State

467. From the 1st April, 1937, the date of commencement of part III of the *Government of India Act, 1935*, all lands and buildings situate in a Governor’s State which immediately before that date were vested in His Majesty for purposes of the Government of India and were used, otherwise than under a tenancy agreement between the President and the Government of that State, for post and telegraph purposes, or being lands or buildings formerly so used, or intended or formerly intended to be used, were certified by the President under Section 172 (1) (a) of that Act, now vest in the Central Government. The State Government has no power to interfere in any way in regard to such land and buildings, and they are under the exclusive control of this Department.

468. If it is necessary to acquire any land or building situate in a Governor's State for post and telegraph purposes, the State Government will be asked under Section 127 of the *Government of India Act, 1935*, to acquire the land on behalf, and at the expense, of this Department, or, if the land vests in the State Government, to transfer it to this Department on such terms as may be agreed, or in default of agreement as may be determined by an arbitrator appointed by the Chief Justice of India.

469. When this Department no longer requires a departmental building or land, it should be ascertained whether any other Department of the Central Government requires it and if the building or land is not required by the Central Government, the State Government of the State in which it is situated will be given the first option of purchasing it from the Central Government, subject to the following conditions :—

- (a) The option should be exercised by the State Government within six months of the date on which the option is given to it by the Central Government;
- (b) The amount payable for the land or building will in all cases be its market value at the date of transfer; and
- (c) If the State Government desire to purchase only a portion of the land or building to be sold, they shall be entitled to do so only if the value of the land or building is not materially reduced by the division.

If the State Government does not desire to purchase the whole or any part of the departmental land or building on the foregoing terms, it may, subject to the orders, if any, of the Central Government, be disposed of by sale to any person.

470. All negotiations for the sale or acquisition of departmental lands and building will be conducted by the Head of the Circle.

471 to 475. *Cancelled.*

Dismantling of buildings

476. When a building is found to be not repairable or for any reason be no longer required for the use of this Department or the State Government it can be dismantled under the orders of the competent authority. In such cases the Head of a Circle is competent to sanction the dismantlement of a departmental building, the sale of unserviceable materials thereof or the write-off of their value, provided that the book value of the building or of the materials does not exceed the limit prescribed in the Schedule of Financial Powers.

477. Temporary buildings erected during the construction of a work may, under the sanction previously obtained of the competent authority, be sold or dismantled on the completion of the work or when the purpose for which they were erected has been served. It is the duty of the Head of the Circle to report when, in his opinion, any building or other property of Government in his charge ought to be sold or dismantled.

Provision of funds

478. Heads of Circles will submit schedules in the prescribed form showing the probable requirements of the Circle for buildings for original reconstruction and repair works, as well as works in progress during the ensuing year, so as to reach the Directorate on or before the 15th September at the latest. Projects should not, however be accumulated for submission by any particular date, but should be submitted as soon as ready.

The estimates for works in progress should be prepared in consultation with the Engineering Wing of the Department of Posts or Public Works Department concerned or the Military Engineering Service, as the case may be. Brief reasons for the carry forward of the works should also be given.

479. The schedule should embrace only such works as are really necessary, and the total estimated requirements under the respective heads should not exceed the average of the allotment of previous three years.

480. *Cancelled.*

481. With respect to major works in progress, and repairs to buildings to be executed through the agency of the Military Engineering Services, the requirements should be ascertained from the Military Engineering Services and furnished to the Director-General by the Head of the Circle.

482. The Presidency Postmasters and Superintendents of Divisions (Postal and Railway Mail Service) will submit to the Heads of the Circle, with their annual budget, an annual forecast of repairs to be carried out within their financial powers in each case. The Head of Circles will forward consolidated schedules to the Director-General alongwith the schedule for building projects.

483. *Cancelled.*

483-A. In case of works which fall within the powers of a Superintendent of Post Offices or Railway Mail Service but which involve structural alterations or entail special difficulty, the advice of the Executive Engineer should first be obtained by the Superintendent of Post Offices or Railway Mail Service before sanction is accorded by the latter.

NOTE.—The financial power of the Superintendent of Post Offices or Railway Mail Service in respect of execution or repairs to Postal buildings is confined to works in those buildings only which are specifically placed in their charge by the Head of the Circle for the purpose of carrying out repairs.

484. Another schedule of electric installation, original, reconstruction and repair, to be carried out by the Engineering Branch of the Department during the ensuing year, should be prepared in the prescribed form and submitted by Heads of Circles so as to reach the Directorate on or before the 15th October at the latest.

485. With respect to electric installation which cannot be undertaken by the Engineering Branch of the Department, a separate schedule should be submitted by Heads of Circles so as to reach the Directorate on or before the 15th October at the latest.

Agencies

486. The following agencies are employed for the construction, reconstruction, repair and other matters relating to buildings owned by the Department :—

- (1) Engineering Branch of the Department.
- (2) Central Public Works Department.
- (3) State Public Works Departments.
- (4) Military Engineering Service.
- (5) Municipalities or District Boards.
- (6) Superintendents of Post Offices and Railway Mail Service.

NOTE.—In selecting the agency for the execution of building works, the Engineering Branch of the Department of Posts followed by Central Public Works Department should be given the preference.

487. Original works, reconstruction or special repair, will be entrusted to the Engineering Wing of the Department of Posts or the Central Public Works Department or State Public Works Department or Military Engineering Services, as the case may be. The Executive Engineer of the Civil Division should be addressed for necessary plans and estimates.

NOTE 1.—In exceptional cases when the above authorities cannot take up the work, original works, reconstruction or special repairs, such works may be entrusted by the heads of Circles to Municipalities, District Boards, Architects, or Contractors. In such cases audit should always be consulted before entering into an agreement or contract so that necessary audit checks and financial control, etc., may be prescribed.

NOTE 2.—*Deleted.*

NOTE 3.—Prior concurrence of Ministry of Works, Housing and Rehabilitation shall be necessary for entrusting works to an agency other than Central Public Works Department except for repair, maintenance or other works, costing less than the amount that may be fixed from time to time, entrusted to any State Public Works Department with consent of the Central Public Works Department.

488. *First para deleted.*

The Postal buildings whose annual and special repairs are covered under the powers of Superintendents of Post Offices and R.M.S. will be placed in charge of the Superintendents for the purpose of annual and special repairs only if the Head of the Circle concerned is convinced that it would be administratively inconvenient to entrust them to the Executive Engineers (*See* also Para. 483-A and note thereunder).

The works relating to buildings in charge of the Executive Engineers, should be supervised by the J.Es attached to the Divisions; in exceptional cases where works are to be carried out in out-of-the way places and the nature of the work does not justify the expenditure on the travelling allowance of the J.E., the Executive Engineer may authorise the local officer of the Department of Posts to supervise the work and a copy of the sanctioned estimate may be forwarded to him for the purpose. The local officer will then be responsible for proper supervision of the work and to see that the money sanctioned for the work is spent to the best advantage. The date of commencement of the work should be reported by the local officer to the Executive Engineer a completion certificate together with the bill presented by the contractor certifying that the work has been carried out by the contractor according to the estimate and to his entire satisfaction. The Executive Engineer will then make payment of the bill direct to the contractor.

All these building works ordinarily be carried out through selected contractors whose tenders have been called for and accepted as laid down in Rule 494; in exceptional cases such as repairs to leaky roofs during rainy season, petty repairs to shelves, doors and windows, etc., the local departmental officer may be authorised by the Executive Engineer, or the Superintendent of Post Offices or Railway Mail Service, or 1st Class Postmasters, as the case may be, to engage a local mistry and get the work done, if possible, a limit upto which expenditure may be incurred should also be specified. On completion of the petty repairs the local officer should send the bill of the mistry together with a certificate regarding satisfactory completion of the work to the Executive Engineer, or Superintendent of Post Offices or Railway Mail Service, or 1st Class Postmasters, as the case may be, for direct payment to the mistry.

Payments to contractors carrying out these building works should be made according to the provisions or Rules 178 to 190 of Postal Financial Handbook, Volume III.

489. In all cases of original and reconstruction works, the subordinate officer who is entrusted with the supervision of the work or the J.E. should maintain a measurement book as laid down in Article 485-A of the *Posts and Telegraphs India Account Code*, Volume I. The subordinate officer or the J.E. should submit monthly to the Supdt. of Post Offices concerned, a progress report showing the measurement and the calculation of the quantity of the work together with a return of materials at site and bring to notice any dilatoriness, bad work, deviation from plan and estimate or any other action of the contractor militating against the financial interest of the Department. The Supdt. of Post Offices should also inspect the work occasionally and exercise a percentage check of the recorded measurements. All measurements should be taken in the presence of the contractor or his agent who should then sign the measurement book in token of his having accepted the measurements.

NOTE.—No standard Form for measurement books has been prescribed. For this purpose the Form (CPWA 23-A) may be obtained from the Central Public Works Department for use in the Department of Posts.

490. *Cancelled.*

491. *Cancelled.*

492. The electric installation work of a project will be carried out, normally by the Engineering Branch of the Department.

NOTE 1.—Small works for fitting up of electric lights and fans at outstations in a Circle should be carried out or supervised by a Junior Engineer, under the control of a Sub-Divisional Officer. A Civil Engineer, may however, make any other arrangement for it to be done by better qualified technical staff or for it to be inspected by such staff, should he deem this necessary.

NOTE 2.—As regards the provision of Electric Installations in rented buildings, and the maintenance of an inventory thereof, the procedure laid down in Rule 486-A of Postal Financial Handbook, Vol. I (Second Edition) should be followed.

Selection of agencies, original works and reconstruction

493. The selection of agencies for original works, reconstruction and repairs should be made in accordance with the provisions of Rules 486—488.

494. Tenders should invariably be invited in all cases as laid down in Rule 425. For this purpose it is necessary that each Division should be divided into a number of suitable zones, and tenders should be called for separately for each such zone. To minimize delay in starting work tenders for work due to be undertaken during any financial year should be called for in the month of January, immediately preceding the financial year. Tenders should be separate for (i) annual and special repairs; and (ii) petty and other works of original or reconstructural nature costing upto a limit that may be fixed from time to time in each case. In calling the tenders the approximate amount of expenditure involved in each zone and the Public Works Department Schedule of rate should be specified, the contractors being asked simply to specify at what percentage above or below as the case may be, the particular schedule of rates may be adopted. In cases where C.P.W.D., or local P.W.D. rates have not been prescribed the local officer may invite tenders, get competitive rates and certify the reasonableness of the lowest tendered rates by working out an analysis of the cost of material and labour, etc., per unit, before it is sanctioned by the competent authority subject to the limitations of the administrative approval, expenditure sanction and allotment of funds.

NOTE 1.—Where the works for which the Executive Engineer, has called for tenders exceeds his sanctioning limit, the sanction of the Head of the Circle or any higher authority, as the case may be, should be obtained before the tenders are accepted.

NOTE 2.—While accepting the tenders at the beginning of the year on the basis of the local P.W.D. schedule of rates, the analysis of rates furnished should carefully be scrutinized with a view to ensuring that cost of materials shown therein has been calculated at the ruling market rates. The Department should not normally undertake to supply materials to the contractors. In exceptional cases, however, where this is done, it should be stipulated in the contract entered into at the beginning of the year that in cases where building materials are supplied by the Department of Posts at a rate lower than the rate shown in the schedule of rates, recovery of the cost of materials from the contractors would be made at the rates shown in the schedule of rates. Cases may also arise, where the supplies may have to be made by the Department at a rate higher than the rate shown in the schedule of rates. Recovery of cost of materials in such cases will be made at the departmental rates. This should also be stipulated in the contract.

495. The Heads of Circles are empowered to award each petty work or individual work for maintenance/repairs by negotiations, when the interest of the work so demands without further calling for tenders, when no tenders have been received in response to two previous effective calls for tender :—

(i) For works, each item of which is covered by the C.P.W.D. schedule of rates	Rs. 30,000 for each individual work.
(ii) for other works	Rs. 10,000 for each individual work.

In such cases the Executive Engineers should negotiate with two or three contractors and submit their recommendations to the Heads of the Circle indicating the rates tendered by each contractors, their past performance and reasons for preferring any particular contractor. The Director concerned will examine the tenders and submit the case with his recommendations for the approval of the Head of the Circle.

496. The best tender should be selected and formally accepted and the corresponding estimate should be sanctioned, one copy of the sanctioned estimate being retained in office for record and the other returned to the contractor with order to undertake the work.

A register should be maintained in which should be recorded a comparative statement of tenders received in the following form :—

- (a) No. and name of estimate
- (b) Estimated amount
- (c) Name of contractors tendering
- (d) Amount of each tender
- (e) Name of contractor whose tender is accepted
- (f) Reasons for the acceptance of any tender other than the lowest.

Powers

497. The financial powers of the Director-General, Heads of Circles, Executive Engineers etc. to sanction building works are given in the Schedule of *Financial Powers of Postal Services Board and Department of Posts*.

NOTE.—The Director-General, Heads of Circles, Executive Engineers etc. are competent to issue administrative approval for building works upto the limit of their financial powers as given in the Schedule of Financial Powers.

497-A. Works involving construction of quarters at any station for the Postal staff should be grouped into *one scheme*, provided their necessity is recognized at the very outset. In that case the estimated cost of the complete scheme inclusive of all connected works should determine the authority competent to sanction expenditure. This procedure will also apply in the case in which owing to want of funds the scheme for quarters is required to be carried out in instalments.

If, however, at the outset there is necessity for quarters for only one or two men (classifying the work as minor work) and subsequent additions have to be made to meet new developments or circumstances from time to time, these additions of minor works in themselves will not have the effect of making the scheme a major one.

498. The Head of a Circle may also sanction the execution of all ordinary repairs to buildings belonging to the Department of Posts, provided that the expenditure involved can be met from his budget allotment for such work.

NOTE 1.—The powers of a Head of Circle as defined in this rule 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 buildings the cost of which is chargeable to “Repairs to Electric Installations” provided this charge is a Government liability.

NOTE 2.—Nothing in these rules is to be construed as a permission to officers to carry out in instalments any system of works or alterations of which the cost in the aggregate would exceed what they are empowered to sanction.

Procedure

499. When the Head of a Circle intends to have an original work included in the building schedule, he will submit his proposal in the project estimate Form (Eng. 110), showing all the information required therein to reach the Directorate by the 15th October at the latest.

He will, however, submit projects as soon as ready and will not accumulate them for submission by any particular date.

500. The Directorate will inform Heads of Circles which projects have been included in the budget and what provision has been voted by the Legislature.

501. *Deleted.*

502. The project estimates should be based on the preliminary estimates prepared by the Engineering Wing of the Department of Posts or C.P.W.D. concerned or the M.E.S., as the case may be, in accordance with the approved plans. For this purpose, on receipt of the preliminary estimate from the Postal Civil Wing etc., it should be forwarded to the Head of the Circle concerned for the preparation of the project estimate. The project estimate alongwith the preliminary estimate should then be forwarded for according administrative approval and expenditure sanction simultaneously of the competent authority if they be beyond the power of the Head of the Circle to sanction. No expenditure sanction to the project will however be issued unless it is based on preliminary estimate of the Engineering Wing of the Department of Posts or C.P.W.D. A/A and expenditure sanction to the project and also to the preliminary estimate will be conveyed to the Engineering Wing of the Department of Posts or C.P.W.D. or P.W.D. concerned or the M.E.S. as the case may be, direct by the authority competent to sanction the projects and not by the subordinate authority. Before according administrative approval and expenditure sanction, the competent authority will forward the preliminary plans and estimates if prepared by the State P.W.D. or M.E.S. to the C.P.W.D. for technical scrutiny. Care should be taken to see that the estimate includes all works considered necessary and provision should be made for anticipated expansion so that subsequent revision of the estimate which may result in the necessity for a revised sanction of the competent authority, could be avoided. If any electric installation of fittings are required, provision therefore should be made in the scheme.

There may be a few cases wherein the expenditure sanction may vary with the estimate cost as per detailed estimate prepared by the Postal Civil Wing etc., after the issue of expenditure sanction and also with the actual expenditure incurred on the work. In such cases, if the excess does not exceed more than 10 per cent of the sanctioned amount, no revised sanction will be necessary. In case, the excess is more than 10 per cent of the sanctioned cost, a revised project estimate alongwith revised preliminary estimate and a comparative statement showing the original and the revised costs of the items in respect of which there have been excesses, should be prepared, for issue of revised administrative approval and expenditure sanction of the competent authority. No expenditure beyond the sanctioned estimate should be incurred in anticipation of revised sanction until revised sanction of the competent authority is obtained.

503. As soon as funds for the projects are provided in the budget, a statement in the prescribed form showing the grants placed by the Director-General at the disposal of the Circles concerned will be forwarded to them and an intimation will at the same time be sent to the Head of the Circle and the Audit Office.

504. Steps will then be taken to have the work started with the least possible delay so that the grant for the year may be utilized to the fullest extent.

505. *Deleted.*

506. *Deleted.*

507. *Deleted.*

508. *Deleted.*

509. *Deleted.*

510. *Deleted.*

511. *Deleted.*

512. *Deleted.*

Repairs

- 513.** The Head of a Circle has full powers of sanction and allotment of funds in respect of repairs to buildings.
- 514.** For repairs to Postal buildings whether carried out departmentally or by the Public Works Department or by the Military Engineering Services, lump sum allotment are placed by the Director-General at the disposal of the Heads of Circles, who in their turn distribute the funds to the authorities entrusted with the execution of repairs.
- 515.** In the case of repairs to buildings, the procedure as may be prescribed from time to time about preparation of estimates, checking of estimates, approval of estimates by the competent authority, issuance of Administrative Approval & Expenditure Sanction, satisfactory execution of work etc. should be followed.
- 516.** Deleted.
- 517.** Deleted.

Rates and taxes

- 518.** Deleted.
- 519.** The officers-in-charge of the buildings as noted below should certify the fairness of assessment of taxes :—
Divisional Superintendent and First Class Postmasters : In the case of Post Office and Railway Mail Service buildings
- 520.** The fairness of assessments can be tested by comparison with standard rent, if that exists, or by comparison with the assessments of buildings in the neighbourhood of the Postal building which are leased out at an ordinary economic rent. Any assessment which goes beyond the market rates should be challenged.

Stages

- 521.** Every work to be executed through Civil Wing or the agency of the Public Works Department or Military Engineer Services will pass through the following main stages :—
1. Administrative approval
 2. Technical sanction
 3. Expenditure sanction
 4. Audit of estimates
 5. Appropriation or re-appropriation.
- 522.** *Administrative approval.*—The formal acceptance of a proposal for work by the Department is termed *Administrative approval* of the work, and is in effect an order to the Civil Wing or Public Works Department or Military Engineer Services to execute certain specified works at a stated sum to meet the administrative needs of the Department requiring the work. Such approval should not, however, be accorded until the professional authorities have intimated that the preliminary estimate is sufficiently correct for the purpose.
- 523.** *Technical sanction.*—After the proposal has received the administrative approval, a properly detailed estimate will be prepared for the sanction of the competent authority of the Postal Civil Wing or Public Works Department or Military Engineer Services; this sanction is known as the *Technical sanction* to the estimate and amounts to nothing more than a guarantee that the plans are structurally sound and meet the requirements of the indenting authority and that the estimates are accurately calculated and based on adequate and sufficient data. Technical sanction can only be accorded by the Postal Civil Wing or Public Works Department or Military Engineer Services and is necessary before the construction of the work is commenced.
- 524.** (1) *Expenditure sanction* means the concurrence of the Government of India in the Ministry of Finance to the proposed expenditure in cases where this is necessary. Otherwise it is the sanction of the Head of the Department or the Head of a Circle, as the case may be. In all other cases, the act of appropriation or re-appropriation will operate as sanction to the expenditure concerned.

(2) All building projects beyond the Director-General's powers of sanction will be submitted to the Ministry of Finance for approval before expenditure sanction is accorded.

(3) It is not essential that expenditure sanction should invariably be obtained after technical sanction has been given, as there will naturally be cases in which doubts may arise as to whether the Government of India are likely to concur. In such cases it would be advisable to apply for expenditure sanction before going to the labour and expense of preparing detailed plans and estimates.

525. *Appropriation* means the allotment of a sum of money from within a unit of appropriation of a particular sum of money to meet expenditure on a specified object. It is in effect a financial sanction and is operative only for the official year during which it is given.

526. *Re-appropriation* means the transfer of funds from one unit of appropriation to another such unit in cases where expenditure cannot be met within the unit of appropriation concerned.

527. *Audit of Estimates* means scrutiny by the Director of Postal Accounts of allocation in all estimates for new construction, renewals and replacements and in all estimates of electric installation sanctioned by Director-General and higher authorities.

NOTE.—Detailed rules on the subject will be found in Chapter XV of the *Postal Financial Handbook*, Volume I.

Classification of works

528. The works are classified administratively as follows :—

- (1) Construction of new and addition to existing buildings.
- (2) Purchase or acquisition of land or buildings.
- (3) Reconstruction and renewals
- (4) Electrical installations
- (5) Repairs.

Post Office or Railway Mail Service buildings at Railway stations or on Railway land

529. When accommodation is required by the Department at a Railway station or on Railway land, the building will be constructed by the Railway authorities and rented to the Department at a certain percentage on the capital cost of the building, including the estimated value of the land occupied. The Head of the Circle should ask the Railway authorities for an estimate of the cost of the work and if the rent payable does not exceed the amount which he is competent to sanction, he should authorize the commencement of the work and, when the date of occupation of the building is known, issue a formal sanction specifying in it the date of effect. If the head of the Circle is not competent to sanction the rent payable, he should, before authorizing commencement of the work, obtain the Director-General's approval. After this has been secured, the Railway authorities should be authorized to commence the work and as soon as the date of occupation is known, it should be reported to the Director-General and his formal sanction to the payment of the rent should be obtained. It will generally be advisable to leave the plan of the building and the selection of the site to the Railway authorities; but this does not bind the Head of the Circle to accept an unsuitable plan or site or estimate which is out of proportion to the accommodation required. The Head of a Circle must be careful to specify the accommodation required and see that it is provided as far as possible; when the accommodation is on the station platform, he should also see that the plan allows access to the office without requiring the public to go on to the platform.

NOTE 1.—A copy of the order sanctioning the rent payable to the Railway Administration should also be forwarded to the Account Office by the sanctioning authority.

NOTE 2.—See also Note 4 below Article 467 of the *Postal Initial Account Code*, Volume I.

529-A. *Not printed.*

529-B. *Not printed.*

The question of revision of basis of levy of rent for RMS buildings has been under consideration of the Railway Board in consultation with the Postal Department and it has since been decided that the rent for these buildings shall be calculated on the following basis :

(a) **Interest charges :**

- (i) On capital invested after 1-4-64, at the prevalent dividend rate, i.e. 6%
- (ii) On capital invested prior to 1-4-64 @ 4 ½%

NOTE.—For the above purpose, the original cost of building would include book value of the building and the land, usual departmental charges for supervision and storage and freight and incidental charges as laid down in para. 1946-E.

(b) Depreciation & Maintenance charges for Civil Works :

- (i) Depreciation charges @ 2% of the original cost of building mentioned in the note above but excluding cost of land.
- (ii) Maintenance charges (i) for service building @ 2.4% of original cost including as mentioned in the note above but excluding the cost of land.
(ii) for residential building @ 3.9% of the original cost of the building as mentioned in the note above but excluding cost of land.
- (c) Depreciation and Maintenance charges of electrical installation @ 8% of the original cost.

2. The above basis for working out the rental from the P&T Department shall remain in for a period of five years beginning from 1-4-1968 after which it would be reviewed and if necessary revised.

3. The above orders are applicable only to the building constructed for the P&T Department. In respect of other Department, the procedure laid down in extant rules would continue to apply.

[Ministry of Railways letter No. 63/W 11/CNB/54. Pt. Dated 19-3-1969]

DIRECTORS-GENERAL'S INSTRUCTIONS

1. A copy of Ministry of Railways (Railway Board) letter No. 63/W11/CNB/54. Pt. Dated 19-3-1969 on revision of basis of levy of rent for RMS buildings is forwarded for information and guidance. It should be noted that the percentage of maintenance charges of 2.4% and 3.9% mentioned in items (i) and (ii) respectively of (b)(ii) of para. 1 of the Railway Board's aforesaid letter are inclusive of supervision charges @ 12½% of actual civil maintenance cost. Further these maintenance charges @ 2.4% for service buildings would be payable for permanent buildings only.

[D.G.P&T, N.D. No. 37-2/66-PRP/D dated 25-6-1969.]

2. It has been decided that the instructions issued in D.G.'s letter No. 37/2/66-PRP/D dated 25-6-69 are also applicable to the residential quarters rented from Railways for linemen, etc.

[D.G.P&T, N.D. No. 9-16/68-NB dated 12-8-1969.]

529-C. (1) When buildings specially constructed by Railways for the Department of Posts, are no longer required, three months' notice of vacation should be given to the Railway concerned.

(2) Any loss devolving on Railways consequent on the surrender of such buildings will be borne by the Department of Posts, provided that the abandonment is not effected in the interest of, or necessitated by, changes introduced by the Railways and that the buildings after surrender cannot be conveniently used by the Railway concerned.

(3) The basis on which the loss will be calculated by the Railways is as follows :—

I.—Debit to the Department of Posts :—**(a) Depreciated value of the building—**

- (i) Depreciation will be calculated from the 1st April, 1936, the Directorate on which the rates of rent (including depreciation) for all Government Departments have been introduced.
- (ii) Depreciated value is to be arrived at in accordance with the Railway Depreciation Fund Rules, i.e., the normal life of masonry buildings should be taken as 200 years and of other buildings as 50 years.

(c) Cost of dismantlement of the building.**II.—Credit to the Department of Posts—****Sale-proceeds of recovered materials—**

The sale-proceeds will be the net proceeds after taking into account the cost of carriage, if any, of dismantled materials.

III.—The Department of Posts is liable to pay rent at the usual rate, up to three months from the date of actual surrender or up to the date on which dismantlement of the building is commenced, whichever is less, in cases where three month's notice of vacation has not been given to the Railway concerned.

IV.—No allowance will be made for the land.

NOTE.—This also applies to cases of electric fittings provided in Railway buildings specially built for the use of the Department of Posts but no longer required by that Department, except that instead of the depreciated value of such fittings, the original value should be taken into account for the purpose of determining the liability of the Department of Posts.

529-D. When any Railway buildings specially built for Postal purposes are damaged or destroyed by earthquake, fire, erosion of the sea or other unforeseen circumstances, the Railways concerned will meet the cost of the special repairs or renewals necessitated thereby.

530 to 532. Deleted.

Fixtures and Fittings

533. Every new building, whether constructed by the Department of Posts through Civil Wing or the agency of the Public Works Department or the Military Engineer Services, is (if estimated for) provided by the Department of Posts with fixtures including, when necessary, record-racks, shelves, *fans*, etc. (see also Rule 562).

Repairs to fixtures and petty repairs to doors etc., of a building

534. The repair of fixtures (record-racks, shelves, *fans*, etc.) and all petty repairs to doors and windows, including the replacement of broken glass, will be provided for by the officer-in-charge or other officer occupying the building, except when required as part of a general repair, and he will be answerable for the general condition of the building, including the glass in each room and fixtures, and also for taking precautions against the attacks of white ants, giving strict attention to the cleanliness of the interior and neatness of the exterior and surroundings, etc. Charges for such items may be made by the officer concerned in his contingent bill.

Collection of dues in respect of Postal buildings

535. The Department of Posts is responsible for the proper assessment and recovery of rents from individual persons occupying residential buildings belonging to the Department, and for this purpose the following procedure will be followed :—

- (a) The rent referred to is the rent assessable according to the method of calculation given in Fundamental Rules 45 (A) III and 45 (B) III.

NOTE.—Executive Engineers are authorized to assess the rent of residential accommodation in buildings owned by the Department. In any case in which the Head of the Circle requires the Executive Engineer to assess rent, he will forward the plans and an extract from the register of rents of lands and buildings to the Executive Engineer for assessment and return.

- (b) The officer-in-charge of the building will be held entirely responsible for seeing that all residential buildings are occupied by the persons for whom they are intended. So far as the Post Office (including Railway Mail Service) is concerned, Divisional Superintendents and First Class Postmasters should be considered as officers in-charge of the buildings concerned.

535-A. When non-residential accommodation belonging to the Posts and Department is let out to other Government Departments or local bodies or private persons, full standard rent will be charged for in each case at the rate applicable for calculation of standard rent on the total capital cost of land and building including the cost of sanitary, water supply and electric installations as well as establishment, tools and plans. The above rate does not include municipal and other taxes payable by the owner. Municipal and other taxes will be paid in full by the tenants, if entire buildings are occupied or if they occupy a portion of the building only, at a flat rate of 10 per cent on the actual rent payable by them for the portion of the building occupied. Occupier's taxes will only be payable by the tenants direct to the local authorities concerned. In cases in which only portions of non-residential buildings are leased, the standard rent of the entire building should be calculated on the above basis and apportioned according to the floor area to be let out, in each case. In the case of buildings which are not of uniform structure, rent may be based on the estimated capital cost of the portion of the building.

Without the special orders of Government non-residential building should not be let out for any purposes other than non-residential.

NOTE 1.—Any change in the rate of calculation of standard rent will not apply to cases in which rent is already being recovered until the leases in such cases terminate and are renewed.

NOTE 2.—In all cases in which non-residential accommodation belonging to the Department of Posts is let out to private persons a lease deed in Form Genl.-8A should be executed immediately. Arrangements should be made to collect the rent monthly in advance and the tenant should be asked to deposit six months rent as security for prompt payment of Government dues.

NOTE 3.—In case a building is let out to a private person if the rate of rent prevailing in the locality for similar purpose is higher than the standard rent calculated under F.R. 45-B, the higher local rent should be charged *vide* para 588.

535-B. When accommodation rented by the Department of Posts is let out to the members of the Postal staff for residential purposes, the recovery of rent may be effected in accordance with the provisions of Fundamental Rules 45-A or 45-B. In the event of such accommodation being rented out to any other Central Government or State Government office or offices for non-residential purposes, it should be let out on the basis of proportionate rent and proportionate share of municipal and other taxes, payable by the occupier, as assessed by the Executive Engineer concerned.

Without the special orders of Government, buildings leased for non-residential purposes should not be let out, either wholly or in part, for any purpose other than non-residential. The buildings leased for office-*cum*-residential purposes will not come within the purview of this rule. The Heads of Circles, while allotting a portion of leased building for non-residential purposes, should furnish a certificate to the effect that the building was leased for office-*cum*-residential purposes. In all cases in which such a certificate cannot be given sanction of Government should be obtained.

NOTE 1.—The Heads of Circles will exercise full powers in respect of the execution of leases of portions of rented buildings let out to other Central or State Governments. The terms of occupation as in Form Genl. 8(a) should be communicated to the department concerned before possession of the building is handed over.

NOTE 2.—In obtaining leased accommodation for residential purposes, care should be taken to see that the rent and other charges payable by the Department do not exceed the amount recoverable from the class of officials to whom the accommodation is to be made available, the leasing of accommodation should be done on a 'No loss' basis.

535-C. *Deleted.*

Rent for accommodation of office in private residence or of private residence in office

536. In every case in which an office is accommodated in an officer's private residence, the Executive Engineer will be asked by the Head of the Circle to assess the rent to be paid for the portion of the building occupied by the office, and thereafter it will be the duty of the officer to report to the Head of the Circle whenever he changes his residence from a building, the proportionate rent for which has been assessed, to another building, in order that arrangements may be made for the rent to be re-assessed.

EXCEPTION 1.—All Heads of Circles may sanction, without reference to the provisions in this para, fixed consolidated establishment charges of Rs. 130/- per month in r/o A&B-1 cities and of Rs. 110/- per month in respect of B-II, C and Unclassified towns to the incumbents of Sub-Divisional Offices when an accommodation for their offices cannot be provided by the Department.

[Directorate letter No. 28-6/88-Bldg. dated 7-6-1989]

EXCEPTION 2.—Heads of Circles may at their discretion sanction, without reference to the provisions in para 536 of the Postal Manual, Vol. II fixed office rent subject to the limits fixed by the Directorate, if any, from time to time for the Junior Engineers when accommodation of their offices and their imprest stock cannot be provided by the Department and they are obliged to keep their offices in their residences.

These orders do not apply when the Junior Engineers reside in Departmental quarters.

NOTE.—Heads of Circles should periodically at least once a year review all sanctions accorded by them under Exceptions 1 and 2 above to see that the conditions in consideration of which the office rent was sanctioned are unaltered.

537. In every case in which an officer occupies portion of the building rented for the office as his private quarters, the instructions laid down in Rule 538 below must strictly be complied with.

538. When a portion of a building belonging to, or hired by the Department for official purposes, is provided as a private residence for an officer not entitled to free quarters, the actual incumbent of the office, whether permanent or temporary, must, in the absence of any special orders to the contrary, pay the rent and taxes assessed on the accommodation if it is available to him, whether he uses it or not. The rent and taxes to be paid by him should be proportionate to the accommodation provided, but the rent chargeable is governed by Fundamental Rule 45. In every such case, the rent should be got assessed from Executive Engineer and letter of assessment should be sent (in original) to the Head of Circle.

NOTE.—When expenditure of capital nature is incurred on additions and alterations after a portion of a building has been provided as a private residence, the apportionment of the new cost between residential and non-residential portions for the purpose of assessment of rent should be made on the best possible approximation. If expenditure is incurred only on one portion of a building, the entire cost for the purpose of assessment of rent will be taken on such

portion. Where the additions and alterations result in increasing the floor area or the non-residential portion only and there is no alteration or increase in the floor area in the residential portion, the rent charged for the residential portion need not be revised.

538-A. Heads of Circles are authorized to sanction condonation of accommodation allotted in excess of the prescribed scales in residences provided for officials in buildings owned or leased by the Department of Posts, subject to the condition :—

- (i) that the excess accommodation cannot be utilized in any other way, and
- (ii) that in the case of leased buildings, no building of the prescribed standard dimensions is available in the locality.

538-B. Deleted.

538-C. The Superintendents of Post Office and R.M.S. and First Class Postmasters, may sanction the condonation of residential accommodation up to 100 sq. ft. in each case in excess of the standard scale prescribed for the staff of the Department of Posts, subject to the condition that a certificate to the effect that the excess accommodation cannot conveniently be utilized in any other way is furnished to the Audit Office concerned.

NOTE.—Half yearly statements of all such condonations for periods ending 31st March and 30th September should be submitted to the Heads of Circles concerned in the following form :—

Locality	Designation of the occupants	Area to which entitled	Excess Area occupied	Proportionate rent of excess accommodation	Reasons for condonation

Exemption from payment of rent for canteens, grainshops and co-operative societies

539. In all cases where departmentally owned accommodation is provided for canteens or grainshops or co-operative societies run departmentally or by the employees themselves, a nominal rent of Re. 1 per mensem should be charged. No charge on account of occupier's share of municipal and other taxes and rent for electric and water fitting should be levied in respect of this accommodation.

Water and electricity charges be recovered according to the rules. Separate meters should be provided wherever necessary to avoid misuse of the services.

So far as Co-operative Societies and Grain Shops, run departmentally or by employees associations are concerned the recovery will be on the lines applicable to these canteens for the period from 1-1-1955 to 31-8-1958.

NOTE 1.—The term 'Canteen' is inclusive of messes, tea shops and coffee shops run departmentally or by the employees themselves.

NOTE 2.—The orders about the payment of water and electricity charges come into force with effect from 1-9-1968.

Exemption from payment of rent for the use of land

539-A. Recreation clubs of Postal officials and their relations and friends may be permitted by the Heads of Circles to use, on payment of nominal rent of rupee one per annum of vacant plots attached to Postal offices for tennis courts or other games whether constructed with the aid of grants from Government or at the cost of the members of the Postal Recreation Clubs themselves, provided that and as long as such plots are not needed by the Department for other purposes.

NOTE.—The lease will be subject to the conditions laid down in the note against item 22(b) of revised Schedule II of the Schedule of Financial Powers of Postal Services Board and Department of Posts.

[Letter No. 6-14/87-Fin. Coord. (Vol. V) dated 26-3-2001]

Electric, water-supply and sanitary installations

540. The question of the provision of electric lights and fans should be dealt with separately from that of house-rent, and irrespective of the capital expenditure incurred on a house.

541. The provision of electric lights and fans should not, however, be accepted as a liability. All applications for installations will be closely scrutinized by the authority competent to sanction the proposal.

542. The cost of electric, water supply and sanitary installations in Government buildings (including club rooms attached to such buildings) shall be included under one head, and rent on the capital cost of such services shall be charged as follows :—

- (i) interest at a rate to be fixed from time to time by the President in this behalf;
- (ii) maintenance and depreciation at the following rates :—
 - (a) Electric Installation—
 - (1) Depreciation at 4½ per cent of the Capital Cost;
 - (2) Maintenance at 3½ per cent of the Capital Cost;
 - (b) Water supply and Sanitary Installation—
 - (1) Depreciation at 3½ per cent of the Capital Cost;
 - (2) Maintenance at 3½ per cent of the Capital Cost.

NOTE.—These rates will take effect from 1st January, 1936. The percentage maintenance charges have been raised from 2 to 3½ with effect from 1st April, 1947.

542-A. The above charges are payable by occupants other than those coming under Fundamental Rule 45-A in addition to the rents for the residences leviable under Fundamental Rule 45-B.

EXCEPTION.—Officers entitled to free quarters coming under Fundamental Rule 45-A should not, however, be charged rent for these fittings.

543. The standard rent of furniture supplied in residential quarters and bungalows of the Department of Posts should be calculated at the following rates on the capital cost of such furniture :—

	Percentage at which standard rent is to be charged on the capital cost of furniture supplied	
	Durable Per cent	Non-durable Per cent
I. New Delhi :—		
(1) Furniture in residences of Gazetted Officers	11.25	14.25
(2) Furniture in quarters of Non-gazetted Officials :—		
(i) Unorthodox	14.25	21.25
(ii) Orthodox	15.25	21.25
II. Places other than New Delhi :—		
(1) Furniture in residences of Gazetted Officers	11.25	14.25
(2) Furniture in quarters of Non-gazetted Officials (both orthodox and unorthodox)	14.25	21.25

544. The Central Government have the same powers of sanctioning entire or partial remission of rent for their extra services as they possess in respect of ordinary rent for the quarters themselves. But in the case of electrical installations, occupants are required to pay the charges on account of meter hire and of supply of current unless specially exempted by the Central Government.

NOTE.—When an officer is absolved by an order of the Central Government from responsibility for the rent or from the responsibility of occupying rent-free quarters, the order of the Central Government also absolves that officer from any responsibility for the rent of the special services in the building.

545. In order to check the correct recovery of the charges on account of electric installations in the Postal buildings, the following procedure is prescribed :—

(i) As regards working charges, wherever energy is supplied by an outside agency, arrangements should, as far as possible, be made for the energy consumed in the quarters to be measured separately and payment made by the occupant direct to the Company. But in cases where separate meters cannot be fixed without some re-arrangement of wiring necessitating additional expenditure, the share of charges for electric energy should be recovered from the occupants of quarters in cash (and not through the pay bill) and credited in the cash book.

(ii) Where the same building is used partly as quarters and partly as an office and energy is supplied departmentally, subsidiary meters should invariably be fitted up and separate readings quoted to prove the correctness of recovery which, of course, should be for actual energy consumed.

(iii) The Government of India have ruled that the monthly hire of a meter required for measuring the current consumed in residential quarters should be paid by the occupant in addition to the cost of the current consumed; accordingly, where a meter is rented by an Electric Supply Company to an occupant, the monthly hire will be included in the bill for cost of current recoverable from the occupant direct but, in cases where the meter is the property of the Department, its value will be added to the capital cost of the electric installation. The repair and interest charges will then be recoverable on the total amount.

(iv) *In case electricity is supplied from a departmental generating installation, the rate or charge for the electricity consumed will be the same as charged by the outside agency supplying electricity in the area.*

Gardens

545-A. A Head of a Circle may sanction expenditure on the maintenance of gardens attached to the office buildings provided that the expenditure involved can be met from the budget allotment placed at his disposal. Expenditure on maintenance of gardens is covered under recurring contingent expenditure [Indicated below item 22(c) of O.M. No. 6-14/87-Fin. Co-ord. (Vol. V), dated 26-3-2001].

545-B. In the case of offices erected or remodelled, where it may be decided to lay out gardens, the initial cost of reducing the grounds to a fit state for the gardener to being work as well as all the recurring expenditure on gardens should be provided for under Working Expenses-Contingencies-maintenance of gardens. Strict economy should be observed in the administration of the grant by all officers concerned.

Maintenance of records relating to lands and buildings belonging to the Department

546. The nature of the records to be maintained, the manner in which they should be maintained, and the persons responsible for their maintenance are detailed in the *Postal Initial Account Code*, Volume I. Heads of Circles will be responsible for the custody of *boundary and building plans* and their proper maintenance. The folios of the loose leaf ledgers will give reference to these plans, etc., and appropriate entries will be made in the Circle Office on the folios which will provide space for the purpose.

PART II

SPECIAL RULES (POST OFFICE)

Heads of Circles to determine the class of office required

547. It will rest with the Head of a Circle to determine the particular class of office required in each case, and in deciding this point, due regard should be paid to the local requirements, the importance of the work of the office, and the establishment for which provision has to be made. The situation of the office should ordinarily be central, but when a central position entails undue expenditure, a less central position should be selected. The accommodation should be provided with due regard to the expansion of work.

548. The following instructions should be observed in preparing plans for new Post Office buildings or for the extension of existing buildings. These instructions apply to the larger post offices.

549. The amount of space necessary in a Post Office must necessarily depend on the number of staff working in that office. The following standards are laid down as a guide :—

(a) Standards laid down for provision of accommodation in respect of staff

Sl. No.	Post	Accommodation allowed per head (in sq. meters)
1.	Postmasters and Deputy Postmasters in Gazetted status	14.9
2.	H.S.G./L.S.G., S.P.M. Incharge of an Office	9.3
3.	Deputy/Asstt. Postmaster, Supervisor and Accountants etc.	7.4
4.	Public Relations Inspectors	9.3
5.	Treasurer in Delivery Office	13.95
6.	Treasurer in Non-delivery Office	11.3
7.	Time-scale Postal Assistant employed as S.P.M.	7.4
8.	Clerks (other than counter clerks) and Sorting Postmen	6.01
9.	Counter clerks (including 2.4 sq.m. for counter space)	5.6
10.	Head Postmen	3.3
11.	Postmen, Stamp Vendors, Cash Overseer, Overseers, Postmen and Group 'D'	1.9

(b) Standards laid down for provision of accommodation in respect of General purposes

1. *Space for opening of mails*

At the rate of 0.37 sq.m. per postman subject to a minimum of 4.7 sq.m. and a maximum of 37.1 sq.m. This may be calculated on the basis of maximum number of postmen on duty at a time.

2. *Space for closing of mails*

At the rate of 28 sq.m. per bag subject to a minimum of 1.9 sq.m. and maximum of 27.8 sq.m. This may be calculated on the maximum number of bags (Mail bags, Parcel bags, Packet bags, Transit bags, Accounts bags and Registered bags) closed at a time in a day.

In the delivery offices separate provision of space for closing of mails will be subject to the following conditions :—

(i) that the delivery department and the sorting department are not in the place

or

(ii) the mails are closed at the same time when mails are received.

3. *Post Box Cabinet*

1.7 sq.m. for each Post Box Cabinet of 32 pigeon holes.

4. *Store Room*

11.3 sq.m. subject to a maximum of 23.2 sq.m. depending upon the importance of the offices.

NOTE 1.—The above standards include all space required for records, etc., but they do not include accommodation required for strong room, tiffin rooms and rest rooms nor do they include the space required for a public hall, the size of which will be calculated according to note below Rule 560.

NOTE 2.—Reserve clerks should be excluded from the calculation.

NOTE 3.—Season clerks should be included in the calculation if their period of employment in the office is for more than 3 months in a year.

NOTE 4.—The provision of some additional counter is always necessary to meet extra seasonal demand like sale of commemorative stamps, etc. It would be necessary to have at least 2 counters spare in small offices, and $\frac{3}{4}$ counters spare in big offices.

NOTE 5.—The provision for strong room may be made only in the case of big offices according to actual requirements, each case being decided on its merits.

549-A. The accommodation to be provided for Inspectors of Post Offices in-charge of Sub-Divisions should be calculated at the rate of 13 sq.m. each. This accommodation should be provided in a separate room. The accommodation to be provided for Inspectors of Post Offices who are attached to Circle and Divisional Offices and are not in-charge of Sub-Divisions will be calculated at the rate of 7.4 sq.m. per Inspector.

550. The forms and record room in Post Office buildings be provided keeping in view the accommodation justified of it on the basis of number of clerks and sorting postmen working in the office subject to a maximum of 1.3 sq.m. multiplied by the number of such clerks and sorting postmen. In case a separate record and forms room is provided, accommodation provided for clerks (other than counter clerks) and sorting postmen would be 4.7 sq.m. per head instead of 6.01 sq.m. and 4.1 sq.m. for each counter clerk (including 2.4 sq.m. for counter space) instead of 5.6 sq.m.

551. If a separate treasury cage of proper dimensions is provided and the treasurer and assistant treasurer have to work within this cage, these officials should be excluded from the number of clerks in calculating the accommodation justified.

552. *Deleted.*

553. The calculation of accommodation required on the scale prescribed should be made with reference to the *largest number of staff required to be on duty* in the office for considerable period during the day.

NOTE.—For example, where the postmen of an office work in two sets, the accommodation should be based on the number of the largest set and not on the total number of postmen of the office.

554. If a verandah is provided, it should be made clear whether this verandah is intended for the use of the public as a public hall or whether it is merely intended for the protection of the building or for the protection of the main hall from glare, dust or rain.

555. The accommodation required should be calculated on the *existing* sanctioned staff. Allowance for expansion should then be made as specific addition. This addition should be justified on its merits on a review of the past growth of business in the office and on local conditions and any anticipations of the development of business or commerce in the locality.

556. Only a reasonable amount of expansion should be provided in the first instance in order to avoid incurring heavy capital expenditure and providing accommodation which may not be required for many years to come. The buildings should be so planned that they will provide reasonable accommodation for expansion in the next 20 years and be capable of being extended later on when necessary. Normally 25 per cent of additional accommodation should be provided on the justified accommodation for working space except the working space required for supervisory staff. However, in special cases provision of more space than 25 per cent may be made but that should not be adopted as a general rule. The rate of additional accommodation for future expansion in respect of Forms and Records rooms and amenity block should be 12½ per cent of the justified accommodation. When possible, the quarter for the Postmaster if not built on the upper storey, should be included in the front elevation so as to allow for wings to be extended at the rear of the building when an extension is required without spoiling the look of the building. Possible extensions should be indicated on the plan. It is preferable to construct a building which is capable of expansion as required than to construct a building greatly in excess of the requirements and so tie up capital on which interest charges have to be paid and in which the accommodation provided will not be utilized for many years to come.

Standards laid down for Administrative Offices staff

557. (a) The standards mentioned in Rule-549 apply only to Post Offices and not to Administrative Offices like those of the Heads of Circles and Superintendents.

(b) However, in the case of an administrative office (Other than RMS/CSD/PSD), provision of accommodation is as follows :—

Sl. No.	Items	Accommodation (in sq. ft.)
1.	Gazetted Officers of the rank of PMG & above	260
2.	Gazetted Officers of the rank of Director & equivalent	160
3.	Gazetted Officers of rank of STS, JTS & equivalent	120
4.	Group 'B' Gazetted Officers	60
5.	Other office staff (LDC, UDC, Head Clerk, S.O., Asstt. Supdt., HSG, LSG, Telex Operators etc.)	40
6.	Technical staff (Draughtsmen, Tracers & estimators etc.)	60
7.	Daftry	20
8.	Other Group 'D' staff	No provision

(c) Other Office provisions in the case of administrative Offices (Other than (RMS/CSD/PSD) are as follows :—

Sl. No.	Items	Accommodation in sq. ft.	Remarks
1.	Current Records	10% of Sl. Nos. 5 & 6 of table at Rule 557(b) above.	
2.	Old Records	1 sq. ft. for 20 files (additional accommodation for sorting, drawing in Civil Division allowed)	
3.	Library	1 sq. ft. for 15 books (up to 150 sq. ft.)	In Circle/Regional Offices only up to a maximum of 150 sq. ft.
4.	Reception room	150 in Circle Office and 120 in Regional Office	In other offices, subject to requirement.

Sl. No.	Items	Accommodation in sq. ft.	Remarks
5.	Conference Room	(1) 150 in Regional Office with 8 and less Divisions (2) 200 in Regional Office with more than 8 Divisions (3) 200 in Circle Office upto 3 Regions (4) 400 in Circle Office with more than 3 Regions	
6.	Duplicating Machine Room	60	In C.O. and R.O. only. In other offices, subject to requirement.
7.	PABX	60	To be provided if PABX exists in the office.
8.	Forms and Stationery	(1) D.O. — 100 (2) R.O./D.D.A.(P) office — 200 (3) C.O. with 3 and less regions — 300 (4) C.O. with more than 3 regions/DAP Office — 400	
9.	Stores Godown	(1) D.O. — 100 (2) R.O./DAP office — 200 (3) C.O. with 3 and less regions — 300 (4) C.O. with more than 3 regions — 400	
10.	Canteen (Including Tiffin Room)	1 sq. ft. per person in an office including space for dining hall and kitchen.	No provision upto staff strength of 15. Provision of only Tiffin Room upto staff of 150.
11.	Recreation Room Including reading room (Only when staff strength exceeds 100)	Maximum number of users × 10 (Minimum 200 sq. ft.)	No provision upto staff strength of 100.
12.	Water Room	6—12	Enough space to accommodate one water cooler and actual number proposed to be installed.
13.	(a) W.C. (b) Urinals (c) Wash basin	(a) 27 (b) 10 (c) 8	One for every 20 staff upto 160 staff and one for every 40 staff thereafter.
14.	Co-operative society	100	Subject to requirement
15.	Ladies retiring room	70 sq. ft. upto 2 staff, 150 sq. ft. upto 5 staff, addl. 10 sq. ft. for every additional staff.	No. of lady staff to be indicated
16.	Cycle/Scooter shed	12 × No. of Cycles/Scooters	To be construed outside the main building in light structure only.

558. Similarly, no standard is laid down for such items as Stock Depot store rooms, tiffin rooms, rest rooms, etc., but Heads of Circles should, when submitting their proposals, keep in mind the necessity for economy and the avoidance of expenditure, which at the time is unnecessary.

Standard of accommodation for R.M.S. Offices

558-A. (1) The following instructions should be observed in preparing plans for new R.M.S. building or for the extension of existing buildings :—

- (i) The amount of space necessary in an office must depend on the number of staff working in that office and the following standards are laid down as a guide :—

Sl. No.	Post	Accommodation allowed per head (in sq. meters)
I—Head and Sub-Record Offices		
1.	Head and Sub-Record office clerks and bag clerks	9.3
2.	Supervisors	7.4
3.	Checkers	4.7
4.	Correspondence Clerks	4.7
5.	Sorting Assistants (with work papers)	2.4
6.	Group 'D' staff	1.9
II—Mail Offices		
1.	Head Sorting Assistants	9.3
2.	Parcel Sorting Assistants	9.3
3.	Registration Sorting Assistants	5.6
4.	Newspaper Sorting Assistants	5.6
5.	Asstt. Sorting Assistants	3.7
6.	Mail Agents	9.3
7.	Group 'D'	1.9

In addition, provision should be made for separate room for keeping empty bags at the rate 6.9 sq.mt. for 500 canvas bags. A separate provision should also be made for Forms and Record and Strong Room as considered necessary. The size of record and forms room will be calculated at the rate of 1.3 sq.mt. for each sorter and clerk attached to the office. The size of strong room must depend on the importance and volume of business in each office. It is not possible to lay down standards for these rooms.

- (ii) Mail offices should have suitable verandahs. In providing this verandah, it should be made clear whether it is intended for the public or as an addition to the building on account of climatic conditions.
- (iii) A room measuring 150 sq. ft. with a bath room 10' × 8' should also be provided at the headquarters of each R.M.S. Inspector to serve as an office as well for the use of the Superintendent. R.M.S., when he visits the record or mail office.
- (iv) A refreshment room for sorting assistants should be provided in all offices where there are four or more sorting assistants at work simultaneously.
- (v) A shed should be provided for stabling trucks where that can conveniently be done.
- (2) The calculation of accommodation required should be made with reference to the *largest number of staff required to be on duty* in the office for a considerable period during the day.
- (3) The accommodation required should be calculated on the existing sanctioned staff. Allowance for expansion should then be made as specific addition. This addition should be justified on its merits on a review of the past growth of business in the office and on the local condition and any anticipation of development of business or commerce in the locality or changes in route.

(4) Only a reasonable amount of expansion should be provided for in the first instance in order to avoid providing accommodation which may not be required for many years to come. It is preferable to construct a building which is capable of expansion as required, than to construct one greatly in excess of the requirements.

Normally 25 per cent of additional accommodation should be provided on the justified accommodation for working space, except working space required for supervisory staff. However, in special cases provision of more space than 25 per cent may be made but that should not be adopted as a general rule. The rate of additional accommodation for future expansion in respect of forms and record rooms and amenity block should be 12½ per cent of the justified accommodation.

R.M.S. Rest Houses

558-B. A rest house will be provided either by engaging suitable premises on rent or by departmental construction, for officials taking rest at an outstation where halt exceeds 3 hours. The amount of space necessary in a R.M.S. Rest House must necessarily depend on the number of staff taking rest at an outstation at a time. The following standards are laid down as a guide for different types of rest houses :—

Items	For 4 beds (in sq.mt.)	For 8 beds (in sq.mt.)	For 12 beds (in sq.mt.)	For 16 beds (in sq.mt.)	For 20/24 beds (in sq.mt.)	Proportionate increase (in sq.mt.) when the total number of staff taking rest at a time exceeds 24 persons
1	2	3	4	5	6	7
Dormitory	27.9 (no separate com- mon room)	44.6	6.7	9.3	111.6/134	5.9 sq.mt. for every additional staff.
Dining room	—	20.5 (no separate common room)	14.1	18.6	23.3	0.9 sq.mt. for every additional staff.
Kitchen	9.3	11.2	14.9 (2 kitchens)	14.9 (2 kitchens)	18.8 (2 kitchens)	0.9 sq.mt. for every additional staff.
Store	2.8	3.7	5.9 (2 store rooms)	5.9 (2 store rooms)	5.9 (2 store rooms)	1 store room measur- ing 2.7 sq.mt. for each additional kitchen.
General Store room for keeping unserviceable articles of stock pending dis- posal	—	—	—	5.9	5.9	0.28 sq.mt. for every additional staff.
Common room	—	—	14.14	16.7	20.5	0.5 sq.mt. for every additional staff.
W.C., Bath & Wash basin	4.9 (1 set)	9.7 (2 sets)	9.7 (2 sets)	14.5 (3 sets)	19.32 (4 sets)	1 set for every 6 additional staff (measurement for each set)-W.C.(5 × 4)- (1.52 × 1.21).....1.9 Wash basin 0.7 Bath room (6 × 4)- (1.82 × 1.21).....2.2 Total 4.8
Urinals	0.9 (1 set)	0.9 (1 set)	0.9 (1 set)	1.9 (2 urinals)	1.9 (2 urinals)	One urinal for every additional 12 persons. The area required for each urinal is 10 sq.mt.
Inspection Quarters attached W.C.	22.3 (where necessary)	22.3 (where necessary)	22.3 (where necessary)	22.3 (where necessary)	22.3 (where necessary)	In very big Rest Houses the size of Inspection room may be increased to meet actual requirements. Each case to be ap- proved by the com- petent authority.
Type I Qrs.	Nil	One Qtr.	One Qtr.	Two Qtrs.	Two Qtrs.	One more type I Qtrs. for every additional 10 resting staff or part thereof.

NOTE.—These do not include the space required for verandah, passage, lobby, moving space in Lavatory blocks, etc. The width of the verandah will however be kept at 2.42 mt.

Guide plans of post offices

559. (1) For head offices and of the larger sub-post offices there can be no type plan, as the plan depends on the available site, and on the locality.

(2) Tiffin rooms will be provided for offices with a staff of four or more clerks.

(3) Rest rooms will be provided for the delivery staff in the larger delivery head and sub-offices with a minimum strength per shift of delivery staff of 10. A minimum area of 120 square ft. is fixed or such a rest room to which 12 square feet will be added for every additional person. The buildings locating such rest rooms will normally be *pucca* structure, with hard, smooth and impervious floor and walls and with arrangements to keep the premises well-ventilated and cool or warm according to the weather. The rest rooms will be equipped with the following furniture and fittings, the scale for which will be determined by the Head of Circle according to actual requirements.

(i) Benches, (ii) Tables, (iii) Chairs with back rest, (iv) Running water taps with wash basins, (v) Wall Mirror, (vi) Cupboards, (vii) Drinking water stored in clean cleaners, (viii) Hangers, (ix) Beds (preferably niwar beds which would eliminate provision of mattresses), (x) Suitable floor covering.

(4) Residential accommodation for the Postal Assistants, Postmen or Group 'D' servants may, if necessary, be provided, subject to the conditions laid down in Rule 463 and 463-A.

(5) If an official is not required by order to reside on the premises, he will be charged upto 10 per cent of the total emoluments for residence. He will be charged extra for electric current or water-supply as actually used.

(6) Inspection rooms may, if necessary, be provided with the previous sanction of the Director-General.

560. Most of the buildings constructed for smaller sub-post offices should follow one of the following plans. The plans show the maximum residential accommodation which can be provided for the postmaster. These plans are subject to such modifications as local circumstances may require. Quarters for assistants, postmen, mail peons, etc., may be provided, where necessary, subject to the conditions laid down in Rules 463 and 463-A.

An inside counter of the type below is preferable to a window leading from a verandah.

A washing place should be provided.

N.B. (i) These plans are issued merely as a guide to the scale of accommodation to be provided, and are not intended to be followed without due regard to the particular local conditions and circumstances in each case. The arrangement may be modified, if necessary, to suit particular conditions, and the scale of accommodation in the Quarters should be considered with relation to local customs as to the accommodation ordinarily provided for officials of similar standing in other services.

(ii) These types designs are capable of extension upto the highest type IV with the least possible dismantling; and even the type IV can be extended to serve the needs of an office having 15 officials each of clerical and lower cadres.

(iii) No separate space for opening and closing of mails has been provided in these type designs. However, where delivery work is heavy and the additional accommodation available is considered insufficient for the purpose, Heads of Circles shall recommend adoption of the next higher type.

(iv) These plans do not make separate provision for stamp vendors booths, lavatories and tiffin rooms for ladies (except type IV), post-box cabinets, lumber rooms and rooms for storage of mail carts. These will, however, be provided where justified and specifically asked for.

(v) In type design buildings to be constructed at places in hilly districts where rain fall during monsoon season is heavy, slanting roofs will be provided instead of flat ones.

NOTE.—In order to reduce the cost, the Platform in the rear of the Post Office hall in Type design II (1956) (Drawing No. PT/A 3589/2) has been curtailed in line with the room for mail cart, Cycle Shed and Store touching external wall of hall so as to provide for a space measuring 14' -3" × 8' instead of 14'-3" × 25'.

Plan of Post Office or Combined Office where the Sub-postmaster is not assisted by a clerk

TYPE A

[Scale 1 inch = 10 ft.]

NOTES.—

(a) Narrow door fitted with strong wire netting.

“B” The two windows in the sub-postmaster’s quarters should be high.

“C” The wall between the post office room and the sub-postmaster’s quarters should be sufficiently thick to allow of recesses being made for shelves.

ALTERNATE TO TYPE A

[Scale 1 inch = 10 ft.]

NOTES.—

(a) Narrow door fitted with strong wire netting.

“B” The two windows in the sub-postmaster’s quarters should be high.

“C” The wall between the post office room and the sub-postmaster’s quarters should be sufficiently thick to allow of recesses being made for shelves.

B

Plan of Post Office where the sub-postmaster is assisted by a clerk

TYPE B

[Scale 1 inch = 15 ft.]

NOTES.—

“A” The wall between the post office room and the sub-postmaster’s quarters should be sufficiently thick to allow of recesses being made for shelves.

“B” The two doors on the sides of the post office room should be divided into two parts so that both parts can be opened at the same time or the upper half can be opened while the lower half is closed.

Principal points to determine the accommodation required

561. When estimating the accommodation required for a post-office, the following are the principal points to be borne in mind :—

- (a) The office work in all its branches should be conducted in one room large enough for the convenient arrangement of the furniture and containing space sufficient for every member of the establishment to work under the eye of the postmaster with sufficient margin for future expansion.
- (b) No partitions will be used for the various departments except that there will be partition of rail or expanded metal for the cash department.
- (c) Accommodation for the postmaster and his family, unless it is required that the postmaster cannot take his family.

Fixtures and fittings

562. The Executive Engineer, or other person charged with the preparation of plans for post office buildings, should be requested to provide for the following fixtures and fittings, viz. :—

- (a) There should be in the larger offices as many parts of a counter, and in the smaller offices as many windows opening on to the front verandah, as there are departments of the office which deal separately with the public, so that business can be transacted at the counter or windows; but one counter or window will suffice for two or more departments the work of which is done by the same clerk. A writing ledge should be provided at each counter or window to enable the public to fill up forms, etc. Counters will not be provided with fixed "windows" but with a railing running the length of the counter, the upper horizontal rail being 2½ inches from the top of the counter. The public will pass money, letters and small articles through this space, and will hand parcels over the upper rail which will be 18 inches from the top of the counter.

The following standard will determine the length of counters in Post Offices and the depth of public halls in Post Office building :—

(I) *Length of Counters*

- | | |
|--|---------|
| (i) Parcel counter and registered book packet booking counters | 1.82 m. |
| (ii) Stamp Vendor and Enquiry Clerks | 1.21 m. |
| (iii) All other counters | 1.52 m. |

(II) *Public Halls*

A—For Post Offices in Commercial urban areas :

Total length of Counters	Width of public space with provision for writing tables.
Upto 9.14	4.57 m.
9.44 to 12.00	5.18 m.
12.49 to 15.24	5.48 m.
Over 15.24	6.9 m.

B—For Post Offices in other areas :

Total length of Counters	Width of public space with provision for writing tables.
Upto 9.14	3.65 m.
9.44 to 12.00	4.26 m.
12.49 to 15.24	4.57 m.
Over 15.24	5.18 m.

NOTE.—

- (a) In no case the width of public space should exceed 7.13 m. so as to avoid use of pillars.
- (b) A letter-box should be fixed in the wall in the main verandah.
- (c) Provisions should be made for embedding and securing the office safe or safes in accordance with the rules on the subject and also for securing the counters or windows with iron bars or gratings.
- (d) Recesses in the walls of the post office room should be fitted with shelves for records, stationery, etc. The shelves of the almirahts should be far enough apart to allow for the larger registers to stand upright. These shelves, some of which may be fitted with pigeon-holes, should be provided with doors so that the recesses may serve as cupboards. The use of almirahts should be avoided, as far as possible, as they take up space in the office which is required for work.
- (e) Lockers should be provided under the counter or inside the office room under the windows at which business is transacted with the public. This locker will serve as a desk or table for the clerks who deal with the public. All lockers will have *doors*. Sliding panels are apt to get jammed in the rains or loose in the hot weather.
- (f) A sufficient number of hooks should be fixed in the verandah at a reasonable height from the ground on which to hang notice boards exhibiting postal notices, etc. Hooks should also be fixed inside the office room for hanging up notices, etc.

- (g) The number of *fans* required in the office rooms should be provided for in the estimate as “fittings”. If necessary *fans* for the postmaster’s quarters may also be included in the estimate, according to the standing orders on the subject, but the previous sanction of the Director-General must be obtained for any additional *fans* that may be required for the quarters. This item of work will generally be estimated for, and executed by, departmental agency.

563. The question of the fixtures and fittings required for an office should in each case be carefully thought out, and if any fittings other than those mentioned above are needed, e.g., sun-shades, etc., steps should be taken to have them provided. The sufficiency of the arrangement made for affording light by means of windows and skylights should receive special attention.

564. Sanitary fittings, if required, should be included in the original estimate and not left to form a subsequent project.

565 to 576. *Deleted.*

577 to 579. *Replaced by Rules 545-A and 545-B.*

Precautions against fire

580. The Head of a Circle is responsible for making adequate arrangements for protection against fire in buildings under his jurisdiction in accordance with the standards laid down in Appendix 10, and for the provision of fire fighting appliances and other safeguards in the most efficient way. In addition to Fire Extinguishers, buckets with water and with sand should be provided according to requirements and care should be taken to see that the buckets do not remain empty. Hoses also may be provided and kept suitably near the water mains. Provisions of a fire gong or bell in every large or important office in an easily accessible place should also be made.

Fire Extinguishers and refills are not stock items and purchases should be made against the rate or running contracts entered into by the D.G. Supplies and Disposal.

581. The Officer-in-charge is responsible for seeing that the extinguishers are in good condition and are always kept in their appointed places. They should, preferably be mounted on the walls. A copy of the instructions for maintenance and use should be hung alongside. An adequate supply of refills should be available and should be kept near the Fire extinguishers. On each extinguisher should be shown the date of its supply and the date on which it was last maintained. The purpose for which the type of extinguishers is suitable, should be prominently and clearly indicated on it, e.g., “For use on spirits, oils, varnishes, windings, etc.”, “For use on wood, building, etc.”. All fire fighting appliances should be checked once every month and the observations recorded in a ‘Fire precautions Inspection Book’ which will be opened for every building or office as the case may be. A copy of the recorded observations should also be sent to the next higher office which will maintain a guard file for the purpose and watch the action taken. The date of the check must be entered on the Fire appliances also.

582. All supervising and inspecting officers, when visiting offices, etc., provided with fire extinguishers should make a point of ascertaining whether these are in good order and of bringing to notice any outstanding requirements. A note on the condition of the extinguishers should also be recorded in the Fire Precautions Inspection Book. A superficial examination is not sufficient. This inspection will, whenever possible, be supplemented by periodical inspection by experts of the Firm supplying such extinguishers.

583. The Officer-in-charge will draw up (and revise as necessary) a set of rules detailing (1) the types of fire extinguishing apparatus supplied, (2) where each is to be found in the building, and (3) the action to be taken immediately on the occurrence of an outbreak of fire. The conditions in different offices vary so widely that it is not feasible to draw up general rules providing for all of them. Accordingly care should be taken to ensure that the local rules cover all needs, and specially provide for action to be taken on the following points :—

- (1) To inform the head of the office immediately so that he may assume charge of the operation for fighting the outbreak;
- (2) To organize the staff on duty so as to bring the fire extinguishing appliances, suitable to the nature of the outbreak, into use as quickly and effectively as possible;
- (3) To telephone or send a message to the Fire Brigade Station (if the outbreak of fire appears to be sufficiently serious);
- (4) To give warning to all residents on the premises and in adjacent buildings;
- (5) In case of a fire occurring among the battery or line leads, at once to remove the fuses from the main switchboard in the battery room or from the distribution board in the instrument room according to the position of the fire;
- (6) In offices fitted with electric lights and fans, at once to switch off the power supply from any lights or fans, the leads to which are involved or are likely to be.

The rules for each building, after they have been approved by the Head of Circle, should be framed and hung in a prominent place.

All the staff including drivers of departmental motor vehicles should be given initial training in fire fighting and monthly fire drill and fire exercises. These should be carried out in the presence of the Officer-in-charge of the building of office who should satisfy himself that the staff are fully acquainted with the use of fire fighting appliances and with the action to be taken on the outbreak of a fire. The assistance of the local fire brigade for training the staff in fire fighting should be obtained. If Inspecting officer is in the station at that time he should supervise the drill and exercises and give suitable instructions. An entry regarding the drill and exercises should be made in the Fire Precautions Inspection Book.

A surprise alarm should be given once in six months preferably when an Inspecting Officer is present and any defects noticed in the working of the arrangements should be set right. A detailed report on these surprise exercises will be made in the Fire Precautions Inspection Book.

DIRECTOR GENERAL'S ORDERS

1. Fire in any building can cause loss to property and damage to that building as well as to nearby buildings to any extent depending upon the flammable items present there and the time taken before overpowering the fire. The buildings owned by the Department of Posts are not aloof. Incidences of large scale fire broken out in Mumbai GPO and Chennai GPO in 1996 and 2000 respectively are the examples in this regard. Such incidences besides causing loss to national property & lives result in inconvenience to public as well. Sometimes, pin-pointing of the exact cause of fire becomes impossible.
2. The reasons given below, which may not be exhaustive, may result in fire in a building :—
 - (a) Electrical short circuit, non-switching off current supply to electrical gadgets while leaving office.
 - (b) Burnt remain of Bidis/Cigarettes thrown ignorantly by the staff, visitors or casual labourers engaged for repairing work etc.
 - (c) Bringing/keeping inflammable items like Diwali crackers in the office by staff.
 - (d) Ignition of some inflammable material contained in the parcels deposited at Post Offices.
3. The following preventive steps may be taken to protect our buildings departmental as well as rented from fire :—
 - (i) Circle Heads/Regional Heads/Divisional Heads should review the fire-fighting arrangements by working out the details in consultation with Fire Force authorities and equip the staff with the required fire fighting equipments.
 - (ii) Training should be imparted to the staff in offices by Circles, in consultation with local Fire force authorities, to handle fire fighting equipments.
 - (iii) Demonstration of the fire fighting equipments and retraining of staff should be arranged periodically with the help of fire force authorities.
 - (iv) Telephone Nos. of local fire brigade and police control room should be displayed in all post offices and other offices in the country prominently.
 - (v) The keys of rooms should be suitably tagged with indications and kept in a proper place so that in case of an emergency, the keys can be taken for opening the rooms for rescue operations.
 - (vi) It should be ensured that the incumbent to the post of Chief Postmaster/Head of office is allowed to continue for a full tenure to ensure continuity in office in the interest of administration.
 - (vii) The night watchman/chowkidar should be vigilant and keep a watch on any untoward incident which may be a precursor to fire.
4. This should be brought to the notice of all officers and staff in your circle so that they should keep themselves conscious about fire hazards and its preventive steps.

[D.G. Circular No. 11-17/2000-Bldg. dated 1-4-2002]

Renting of buildings and execution of leases

584. The hiring of office and residential accommodation to house Post Offices and other Administrative Offices must be strictly limited to the accommodation required for the offices and establishments attached thereto. Provisions for quarters in the same building for the officer-in-charge should be made only if in the interest of service, it is considered necessary that he should reside in the same building.

585. In applying for increased rents to house already occupied under sanction Heads of Circles must submit a detailed report setting forth the reasons for which such application is necessary. The report should show the rate at which the house was previously occupied and the increased rents asked for.

586. (a) In hiring a building a lease should be executed in Form Genl. 8 (See also rule 432 with Exceptions and 449).

NOTE.—Government is exempt from the stamp duty required on leases by section 29 of the *Stamp Act* (II of 1899) but if a duplicate be required by the lessor, such duplicate should be stamped, at his expense. The duty leviable in such cases is shown in Schedule I of the *Stamp Act* (I of 1879) but paragraph 18 of Schedule II of that Act exempts from payment of duty any instrument executed by or on behalf of Government where, but for this exemption, the Government would be liable to pay the duty chargeable in respect of such instruments.

(b) Under paragraph 17 (d) of the *Registration Act* of 1877, leases of immovable property from year to year or for term exceeding one year or reserving a yearly rent, require to be registered.

587. The Heads of Circles will exercise full powers in respect of the execution of leases for rented buildings required in connection with Post Offices and other Administrative Offices.

588. The Heads of Circles will exercise full powers in respect of renting of such buildings belonging to the Department as may be surplus to requirements. In all cases in which such buildings are rented to private individuals or to local bodies full standard rent calculated under F.R. 45-B should be charged. In case a building is let out to a private person if the rate of rent prevailing in the locality for similar purposes is higher than the standard rent calculated under F.R. 45-B, the higher local rent should be charged. In all cases regular lease deed in Form Gen.-8-A should be executed and registered with as little delay as possible. Arrangements should be made to recover rents and other dues monthly in advance as required under the terms of the lease. Before handing over possession of the premises to tenants who are outsiders, they should be asked to deposit as security an amount equal to 6 months, rent of the premises.

Rent-free quarters

589-A. *Deleted.*

589-B. *Deleted.*

589-C. Government do not undertake to provide garages for buildings where they do not exist at present or to authorize their construction invariably when sanctioning the provision of new residences for Gazetted Officers. Nor are they prepared to admit any claim from officers for compensation on account of a garage not having been provided in connection with any particular residence.

(Second Para *deleted*).

590. *Deleted.*

591. The Head of a Circle may at his discretion grant, in special cases, accommodation in excess of the sanctioned scale, but rent will be recovered departmentally for any such excess accommodation at the rate in proportion to the sanctioned scale of accommodation; excluding verandahs and bath rooms with the exception given in Rule 592.

Allotment of quarters

592. In allotting accommodation the needs of the men required to live on the premises should first receive consideration, any excess accommodation required being allotted to them to the extent necessary, on the payment of rent as laid down in Rule 591. If, in the case of existing quarters, it is impracticable to divide them according to the specified areas, the nearest division possible should be made and not rent charged for any excess which might have to be allotted over the prescribed scale.

NOTE.—*Deleted.*

593. (1) In allotting vacant quarters preference in each class will be given according to seniority except in the case of ear-marked quarters and in cases special rules have been laid down by the Director General.

(2) The term “Seniority” referred to above means seniority, in arrival in the station.

[Sub-Para (3) *deleted*].

Overcrowding in the quarters

594. The fact of Government quarters being allotted to an employee does not entitle him to locate in them a greater number of persons than is compatible with considerations of health and property. As a general rule, 100 sq. ft. for each adult and an average of 50 sq. ft. for each child over three years of age should be considered the minimum safe limit as regards health, while as regards property it will be readily apparent what number of rooms are necessary to accommodate an employee and his family.

595. Officials with large families exceeding the limits laid down partly in Rule 592 and partly in Rule 594 of this *Manual* should be required to rent additional accommodation to the extent necessary if it is available, otherwise they should vacate quarters and be given the house rent allowance admissible. The quarters so vacated should be re-allotted to other officials. The Heads of Circles will take all reasonable steps in disposing of the vacant quarters to ensure that they are utilised to the best advantage and thus reduce any loss to a minimum.

NOTE.—The term “family” used in the rule should be interpreted as defined in S.R. 2(8).

596 to 598. Deleted.

599 to 600. Deleted.

601 to 604. Deleted.

605 to 609-A. Deleted.

Supply of tents

610. Tents actually required for the use of office establishments will be provided on the specific sanction, in each case of the Director General. These tents should be of the medium mountain battery size. They will be obtained or purchased through the Director General of supply, and their number and size must be made proportionate to the number of clerks to be provided for.

NOTE.—Deleted.

Free supply of furniture to officers for office work at their residence

610-A. (1) The Head of a Circle may accord sanction to the supply of Government furniture at the residences of officers of the Department for disposal of office work within the scale prescribed below :—

Office table	1
Racks for files	1 or 2
Stationery cabinet	1
Chairs	2
Bookshelf (small)	1

In the case of Heads of Circles, the number of chairs may be three.

NOTE.—(i) Each office should take receipt of inventory from the allottee for the furniture allotted to him with an undertaking to the effect that he will be personally responsible for their safe custody and return in good conditions (fair wear and tear expected).

(ii) All such furniture will be borne on the inventory of the office which should prominently show in *red ink* the items of furniture issued to officers at their residence.

(iii) A stock verification should be carried out annually to ensure that the articles of furniture issued are actually in existence and are correct according to number borne on the inventory of the office.

(iv) In cases in which Head of a Circle issues an order for supply of furniture in his own favour, a copy of such order should be sent to Audit Office. In other cases order should not be sent to the Audit Officer but should be preserved in the respective office and shown to audit at the time of local inspection, if necessary.

The Head of a Circle should review his orders at least once in two years to see that the number of articles of furniture issued are essential in the interest of office work and no curtailment is possible.

2. The supply of furniture will not entitle the officers in question to claim (i) any rent for the portion of their residence used for office work, (ii) light charges and any other connected expenditure that they may have to incur.

Inspection quarters

610-B. The rules governing occupation of quarters of the Department of Posts and the inspection rooms attached to the Railway Mail Service buildings are contained in Appendix No. 11 to this Volume. A complete list of the Inspection quarters and Inspection rooms is also reproduced in annexure to this appendix.

(2nd para *deleted*).

610-C. (a) The Heads of Circles may provide accommodation for the Postal Recreation Clubs, libraries and reading rooms in departmental buildings from within the existing space available or by additions and alterations. The expenditure involved should be kept as low as possible.

(b) In cases of offices located in rented buildings additional space in the same building or in the immediate neighbourhood, may be taken on rent for purposes of allotment to recreation clubs, libraries and reading rooms. The expenditure involved should be kept as low as possible.

(c) In case of departmental residential colonies for staff, similar facilities may be provided if the number of staff members and their families in such colonies justify provision of these amenities, as per standards prescribed under Sub-rule (d) below.

(d) The Heads of Circles should pay due regard to the standards given below, in this respect, before action for provision of these amenities, is taken. They may, however, depart from these to the extent actually necessary, to meet the local requirements and adapt to local conditions.

Standards of accommodation

(1) *Recreation Club—*

Staff Strength	Accommodation to be provided		Remarks
	In Deptl. Bldgs. (in sq. ft.)	In rented buildings (in sq. ft.)	
1 to 10	Nil	Nil	Nil The same room will serve the purpose of recreation room, library and reading room.
11 to 29	(1/3rd of total staff X 10) subject to a minimum of 120 sq. ft.	(1/3rd of total staff X 10) subject to a minimum of 120 sq. ft.	
30 to 49	Do	Do	
50 to 300	(1/3rd of total staff X 10) subject to a minimum of 360 sq. ft.	(3/4th of the area recommended for Deptl. Bldg.) (in col. 2) for equal No. of staff.	
301 to 750	(1/4th of total staff X 10) subject to a minimum of 1,000 sq. ft. and a maximum of 1,800 sq. ft.	Do	
Over 750	(1/5th of total staff X 10) subject to a minimum of 1,800 sq. ft. and maximum of 2,500 sq. ft.	Do	

(2) *Library and Reading Room—*

Staff Strength	In Deptl. Buildings	In rented buildings	Remarks
11 to 20	Nil	Nil	Recreation room will be made use of for this purpose
30 to 49	100 sq. ft.	100 sq. ft.	
50 to 100	150 sq. ft.	120 sq. ft.	
101 to 150	200 sq. ft.	150 sq. ft.	
151 to 300	300 sq. ft.	225 sq. ft.	
over 300	300 sq. ft.	225 sq. ft.	

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- (i) Adequate number of WCs, Urinal and Wash Basins, separately for gents and ladies should be provided in each building for the recreation clubs for the use of staff members.
 - (ii) Adequate provision for running water connections and sanitary installations should also be made.
 - (iii) The floor space for each WC, Urinals and Wash Basins may be provided at the rate of 27 sq. ft., 10 sq. ft., 8 sq. ft., respectively. Some allowance should also be made for free movement in the lavatory block and passage which will depend on the size and shape of the building.
 - (iv) The recreation club should have independent access and not through the office portion of the building.
 - (e) The club concerned will be recognised one and its activities should have been approved by the Head of the Circle concerned or the Director General Posts.
 - (f) No charge on account of occupier's share of municipal and other taxes or rent for electric and water fittings should be levied in respect of this accommodation. No rent for accommodation and water and electric charges should be realized from these recreation clubs, libraries and reading rooms. Such charges will be borne by the Department.

The Heads of Circles or other Administrative Authorities should keep themselves satisfied that the facilities extended are not misused by the Recreation clubs and/or Libraries and Reading Rooms.

NOTE.—Rule 503 of Postal Financial Handbook, Volume I may also be seen in this connection.

CHAPTER XI

MISCELLANEOUS RULES

Rules for Official display of National Flag

(i) **Public Buildings**

611. Normally the flag should be flown only on important public buildings such as High Courts, Secretariats, Commissioner's Offices, Collectorates, Jail and Offices of the District Boards, Municipalities and Zila Parishads.

(ii) **Display of National Flag on National Holidays**

The display of the National Flag is unrestricted on National Days (1) Republic Day, (2) National week—6th to 13th April, (3) Independence Day, (4) Mahatma Gandhi's birthday, and (5) Any other particular day of National rejoicing. There is no harm if the flag is displayed at the top of buildings which accommodates besides Posts and Telegraphs Offices, other offices or residence on the days referred to above. All P. & T. Offices housed in departmental buildings should have permanent flag masts provided. In so far as non-departmental buildings are concerned, the National Flag should be flown wherever flag mast has been provided. If no flag mast is provided, the matter should be taken up with the Land Lords for providing flag masts in the rented buildings.

(iii) **Display with flag of other Nations and of United Nations**

With permission of the Government, the National Flag and the flags of other countries may be displayed on occasions such as cultural shows, exhibitions, musical concerts, film festivals etc. sponsored by the Diplomatic or Consular representatives of the foreign Governments.

When displayed in a straight line with Flags of other countries, the National Flag shall be on the extreme right; (*i. e.*) if any observer were to stand in the centre of the row on the Flags facing the audience, the National Flag should be to his extreme right.

Flags of foreign countries shall proceed as from the National Flag in alphabetical order on the basis of English versions of the names of the countries concerned. It would be permissible in such a case to begin and also to include the National Flag in the normal country-wise alphabetical order. The National Flag shall be hoisted first and lowered last.

In case Flags are to be flown in an open circle *i. e.* in an arc or a semi-circle, the same procedure shall be adopted, as is indicated in the preceding clause of this paragraph. In case Flags are to be flown in a closed *i. e.* complete circle, the National Flag shall mark the beginning of the circle and Flags of other countries should proceed in a clockwise manner until the last flag is placed next to the National Flag. It is not necessary to use separate National Flags to mark the beginning and the end of the circle of Flags. The National Flag shall also be included in its alphabetical order in such a closed circle.

When the Flag is displayed against a wall with another Flag from crossed staffs, it shall be on the right (*i. e.*) the Flag's own right, and its staff shall be in front of the staff of the other Flag.

When the United Nations' Flag is flown alongwith the National Flag, it can be displayed on either side of the National Flag. The practice is that the National Flag is displayed on the extreme right with reference to the direction which it is facing (*i. e.*) extreme left of an observer facing the masts flying the Flags.

When flown with other flags, the flag masts shall be of equal size irrespective of the number of other foreign flags besides the National Flag. International usage forbids the flag of one nation above that of another nation in time of peace.

The National Flag shall not flown from a single mast-head simultaneously with any other flag or flags. There shall be separate mast-heads for different flags.

(iv) **State Mourning—Flying of the National Flag at Half Mast during the period of**

The National Flag is to be flown at half mast during the period of State-Mourning only on those buildings where it is flown daily as given in (i) above.

(v) **National Anthem**

‘Jana Gana Mana’ is the National Anthem of India and ‘Vande Mataram’ which has played a historic part in the struggle for India’s freedom, shall be honoured equally with ‘Jana Gana Mana’ and shall have equal status with it. Whenever both these songs are to be sung or played on any occasion ‘Vande Mataram’ should be sung or played at the beginning and ‘Jana Gana Mana’ at the end of the function. Only the standard choral and orchestral versions of these songs may be sung or played. The authorised versions are available in approved gramophone records.

Naming of Post Offices and changing the names of the existing ones

611-A. (a) Post Offices should invariably be named after the names of the villages, towns or localities in which they are located and not after the names of individuals or institutions unless there are very exceptional circumstances for it and orders of the Director-General, Posts have been obtained. Particular attention should be paid to the spelling of the names of places after which the Post Offices are named. The spelling should be verified from the local revenue records and confirmed by the Regional Director of the Surveyor-General of India giving full description of the location of the Post Office with reference to distance and direction from the nearest significant village or town, to facilitate its location on the maps maintained by the Surveyor-General of India.

(b) Changes in the names of Post Offices should be discouraged as far as possible. Where there are compelling reasons to justify a change, the principle laid down in Rule 611(a) should be strictly followed. Any departure from this principle which is contemplated in exceptional cases should be referred to the Director-General, Posts with a sketch map of the locality and the following information :—

- (i) Existing name of the office.
- (ii) Date of Opening.
- (iii) Reasons for naming the Post Office as such.
- (iv) Reasons for change now desired.
- (v) Spelling of the proposed name as per Revenue and Survey of India records.

NOTE 1.—When identical names of Post Offices exist in more than one district the name of the district should be added to the name of the Post Office *e. g.*, Dumra-Purnea and Dumra-Saharsa. Purnea and Saharsa are the names of Districts. When, however, two or more Post Offices in the same Districts bear the same name, the name of Tehsil or adjacent village or locality should be suffixed to the name of the Post Office, *e. g.*, Narasapuram Kummetta P. O. Kummetta is the name of adjoining village.

NOTE 2.—It should also be ensured, as far as possible, that the names of Railway stations and Post Offices located in the same area or locality are identical *e. g.*, Vijayawada P. O. and Railway Station and not as Vijayavada P. O. & Bezwada Railway Station.

NOTE 3.—Naming of post offices on the basis of names of important buildings should be considered only if the buildings have been built and donated to the Government and all such cases of deviation from Rule 611-A should be with the prior approval of DG (P). The post offices should not be named after the names of buildings which have either been rented or a small portion of which has been allowed to be used by the post offices even free of charge (Letter No. 2/34/76-MI dated 9-8-76).

612. Deleted.

General rules regarding correspondence

613. Official correspondence should always be concise, and should, as far as possible, be complete in itself. As a general rule, each communication should contain reference to one subject only.

614. Unless it is otherwise prescribed in the rules or in any special order, no officer should correspond direct with an authority superior to the officer to whom he is immediately subordinate except in reply to communications received direct by him.

615. All officers should, when submitting any report, proposal, design, estimate, application, etc. state distinctly their own opinion on the subject. Letters relating to proposals concerning other departments should, whenever necessary, contain reference to the opinion of the departmental officer concerned (*e. g.* in the case of a building of the office occupying it) and of the senior officer of the other department on the spot.

616. Except where it is specifically prescribed ink, other than blue, should not be used on official correspondence or in official records.

617. On all matters of small importance, Officers-in-charge of Post Office and Railway Mail Service offices should correspond direct with each other. An Inspector Posts will receive all correspondences affecting branch post offices and should dispose of such correspondence himself without reference to his Superintendent except when the orders of the Superintendent are required, or when the questions raised are beyond the Inspector's powers or capacity to deal with, or when they relate to some special class of correspondence which, under the orders of the Superintendent, must be submitted to him. The Inspector should use simple language in his correspondence so that it can be understood by the officials with whom he deals. The Superintendent should, however, take every opportunity of ascertaining whether the inspector has been negligent or faulty in the disposal of correspondence.

618. When a correspondence relates only to some petty irregularity, the original communication, replies and final orders should, if space permits, follow one after another on the original document. When several communications are written on the same document, they should, in addition to the ordinary correspondence Nos., bear blue pencil serial Nos. so as to show their chronological order. Communications in the form of memoranda with half-margin for a reply will often be found useful in such cases.

619. In communicating with officers of the department, subscription "Yours faithfully" should be used. Writing in the third person must ordinarily be avoided.

620. As the head record office is a branch of the office of the Superintendent, Railway Mail Service, all communications between the Superintendent and the head record assistant should be in the form of office notes, of which copies need not be kept, nor should such communications be entered in the correspondence register.

621. In sub-offices, every communication addressed to the Superintendent or Inspector should be impressed with the combined date-stamp.

622. (1) Postmasters of offices which are not offices of foreign exchange, are prohibited from addressing foreign Postal Administrations direct on any subject, and any reference that it may be necessary for them to make regarding foreign articles, should be addressed to the Indian office of foreign exchange concerned.

(2) Offices of exchange, their controlling officers and heads of Circles should observe the following procedure in their correspondence with foreign countries.

(a) On purely routine matters, such as issuing or replying to "reclamations", or conveying or asking for information on printed forms which have been prescribed in International agreements, *offices of exchange* and their controlling officers in India may correspond direct with corresponding offices of exchange in the other countries.

(b) On matters which involve collection or furnishing of factual information, particularly in regard to complaints, *Heads of Circles* may correspond with their counterparts in other countries. The term "counterparts" may be taken to include Heads of postal administrations of small Countries such as Afghanistan, Malaya, Nepal or the British colonies and possessions (not Dominions).

(c) In all other cases, the matter should be referred to the *Director-General* who will decide whether he should himself correspond with the foreign administration, or do so through diplomatic channels in accordance with the instructions communicated in the Ministry of External Affairs Office Memo. No. D-3573-GII/51 dated the 31st August, 1951. A relevant extract therefrom is given below :—

"As regards countries where India is represented, communications involving negotiations, or questions of policy or of such importance that, even though not involving questions of principle or policy at the initial stage, they might eventually lead to negotiations or to policy decisions, should pass through the External Affairs Ministry. Other communications may be made direct by the Ministry concerned, the Ministry of External Affairs being kept informed. All communications to foreign Governments should invariably to be made through the Representative of the Government of India in that country, and NOT direct. Omission to do so places the Heads of our missions abroad in an embarrassing position. They are put in false position with the Government concerned. At the same time the Government of India lose the benefit of whatever information, advice or assistance they may be able to give in the light of their local knowledge.

There is no objection to direct correspondence between technical officers in the attached and subordinate offices of the Ministries *e. g.*, Director, Indian Agricultural Research Institute, Director, Geological Survey of India, Director, Central Rice Research Institute, with their counterparts or with non-official technical organisations in foreign countries on purely technical matters. But copies of such direct correspondence should invariably be endorsed to the Ministry of External Affairs and the Head of the Indian Mission concerned. If the correspondence on scientific matters is incomplete without an exchange of specimens, there is no objection to the exchange of scientific materials where necessary.”

623. Officers-in-charge of Post Offices and Railway Mail Service offices are personally responsible for the proper conduct of correspondence in other offices. They must themselves open all correspondence addressed to their offices and either take prompt action themselves or see that prompt action is taken by the staff. Special attention should be paid to the disposal of reminders and calls for *v. p.* money orders.

EXCEPTION.—In first class head offices, this duty may be performed by assistant postmasters, if they are invested with the powers of postmasters in the branch or branches under their control. But the postmaster himself is expected to exercise an effective control over the correspondence of his office specially with respect to reminders and calls for *v. p.* money orders.

Correspondence registers

624. Correspondence registers in the prescribed form should be maintained as shown below :—

Name of the Register	To be maintained by
(a) Inward register of correspondence received from the Head of the Circle.	Divisional Supdts. of Post Offices and RMS and First Class Postmasters.
(b) Inward register of correspondence received from the Divisional Office.	(1) Inspector Posts (2) All Post Offices (3) All Record Offices
(c) Inward Register of correspondence in Form Corr. 2 for entry of all references received concerning public complaints.	(1) All Head Offices (2) All sub-offices in Gazetted and Selection Grades. (3) All Record Offices (H. R. O. & S. R. O.s) in Selection Grade.

The offices mentioned against (a) & (b) should also maintain the outward Register of miscellaneous correspondence despatched. Inspector Posts working on R. M. S. side need not maintain it.

625. The entries in the registers should be numbered in a consecutive series commencing from the 1st of April of each year. As regards correspondence despatched, the No. of the letter despatched will be the case-mark of the file on the subject and the Serial No. from the outward register will be assigned only to those communications (*e. g.*, error extracts forwarded in original) which are not important enough to justify fresh case being opened for them.

NOTE.—The case-mark should invariably be noted in correspondence registers under the No. assigned to the communication in the registers, and also wherever the No. is recorded the case-mark being considered a portion of the No. When a file has been destroyed in the usual course, the fact should be noted in the registers.

Demi-official correspondence

626. Demi-official correspondence should be numbered and copies made and recorded in the same manner as official correspondence. When information is called for officially it must be given officially.

Correspondence with the Director-General

627. All communications for the Director-General must be sent through the usual official channel and officers, when passing on communications, should invariably endorse them with such remarks as may be called for. When, however, letters or telegrams are addressed direct to an officer by the Director-General, they must be replied to direct and not through the immediate superior of the person addressed. With this exception no officer serving under the orders of the Head of a Circle is authorised to address the Director-General direct.

628. The following instructions apply to communications to the Directorate on official matters :

(a) Communications from the Heads of Circles and other authorities directly under the Director General—

- (i) References to the Director General should be in the form of official letters. They should invariably be type-written or computer print outs and addressed to the “Director General” by designation and not by name. If it is desired that the communications should receive the special attention of any officer of the Directorate the name of the officer may be indicated in brackets in the address e. g., “Director General, Posts (Shri XYZ)”.
- (ii) Any communication relating to proposals for modification of rules, procedure or forms and all matters of importance and policy should ordinarily be signed by the Head of the Circle or Head of the Office himself. In Special cases, however, the Head of a Circle or Office may authorise an officer subordinate to him, of a rank not lower than a Director, to sign such communications. Communications relating to ordinary and routine matters may, however be signed by any Gazetted Officer. An officer other than the Head of the Circle, or Administrative Office should normally sign as on his behalf thus “for P. M. G.”, or other similar appropriate expression. There is no objection, however, to officers signing communications over their own personal designations provided it is indicated in the body of the communication that it is being sent under the directive of the Head of the Office or Circle.
- (iii) Replies to U. O. references from the Directorate should be given in the same manner and should be signed either by the Head of the Office himself or an officer not below the rank of a Director who may be authorised by him in this behalf.
- (iv) As far as possible, communications to the Directorate should indicate the Sections in the Directorate to which the subject matter pertains. For this purpose Heads of Circles and other offices who send frequent communications to the Directorate should obtain from the Directorate information as to the distribution of items of work amongst the Sections in the Directorate.
- (v) More than one subject should not be dealt with in the same communication.

(b) *Communications from other offices—*

Officers not directly under the Director General should not normally send direct communications to the Director General. They may, however, address communications direct when specifically required to do so by general or special orders issued from time to time. Such letters should be type-written/computer print outs and signed by the Head of the Office himself.

628-A Deleted.**Correspondence forms**

629. Books of correspondence forms (which may be used either singly or with carbonic paper), envelopes and service postcards are supplied to all offices.

630. Postcards should be used for all departmental correspondence of a routine character, e. g. reports regarding minor irregularities, intimations of causes of delay in delivery of articles, etc.

630-A. Form Corr-22 should be used (with carbon paper, if necessary) for unimportant correspondence provided that no special form has been prescribed for the purpose in the book of standard printed forms. For correspondence of important nature, Form Corr-40 should be used.

***631.** The officer in-charge of an office will be responsible to ensure that envelopes and books of correspondence forms are not used for any purpose other than that for which they are provided. Any official observing any infringement of this rule should bring it to the notice of his immediate superior.

Covers containing official documents

632. All official documents despatched on the same date and to the same office should, if possible, be enclosed in one envelope except due returns for Audit offices and other documents which it may be necessary to send under registered covers.

633. Covers containing official correspondence which are not of a confidential nature, should be addressed to the officers for whom they are intended by their official designations only i. e. without indicating their names. The word “Urgent” should be written on the cover of any letter which requires immediate attention. Covers containing important or valuable papers should be sent registered.

*The Postmaster’s personal duties prescribed in this rule may, under the orders of the Head of the Circle, be performed by the deputy postmaster, assistant postmaster in the case of head offices and by the deputy sub-postmaster, assistant sub-postmaster in the case of sub-offices.

633-A. Correspondence from the head office to one of its sub-offices or branch offices in direct account with the head office and vice versa should be enclosed loose in the account bag or b. o. bag, as the case may be. When an important document is sent, it should be entered in the S.O. slip, S.O.'s daily account, B.O. slip or B.O. daily account, as the case may be. Covers containing correspondence exchanged between other offices should be registered only when they contain important document which cannot be replaced if lost. Cases of unnecessary registration of covers which do not contain important documents should be treated as an irregularity and noted in the error book.

634. Covers supplied should be used with economy, care being taken that they are not disproportionately large as compared with the contents. In opening a cover, only the economy label should be torn off and the cover itself should be preserved, as far as practicable for future use.

Initialing and signing documents

635. Whenever it is stated in the relevant rule or departmental form that documents should be initialled, the initials of the officer responsible for the entries are a sufficient attestation. In other cases documents should be signed in full. All officials are strictly forbidden to use *facsimile stamp* of their signature or initials for the purpose of signing or initialing official documents.

Erasures forbidden

636. All books, accounts, journals and documents must be neatly, clearly and carefully written up or filled in. Erasure of any entry once made is strictly forbidden. On identifying a mistake, the correction should be recorded in red ink above the erroneous entry which should be scored out also with red ink, but in such a manner as to leave it still legible. Corrections must always be attested by the initials of the officer responsible.

Case-mark system

637. The correspondence in the offices of Heads of Circles, Superintendents of Post Offices and Railway Mail Service and head postmasters should be arranged in files under the case-mark system. Under this system the whole of the office correspondence is divided into several main divisions, each dealing with a separate subject, and to each of these divisions is assigned a letter of the alphabet.

The main divisions are generally as follows :—

I. Office of Heads of Circles

File Head	Subject (Section of the Circle Office)
A & P	Accounts & Pension.
STY	Office Stock & Stationery.
Bgt.	Budget.
Bldg.	Building.
CR	Central Registry.
CPT	Complaints.
Eng.	Engineering.
Est.	Establishment.
Est. (Plg.)	Establishment (Planning).
Inv.	Investigation.
Mails	Mails & Sorting.
O & M	O & M.
LI	Postal Life Insurance
SB	Savings Bank.

File Head	Subject (Section of the Circle Office)
Staff	Staff.
SD	Stock Depot.
Tech.	Technical.
WLF	Technical (Welfare).
TFC	Traffic.
Vig.	Vigilance.
GEN	General

NOTE.—Where there are separate Accounts and Pension Sections, these Sections should be identified by the index letters 'AC' and 'PEN', respectively. If there are more than one Accounts Sections, the index letters should be 'ACA' and 'ACB' and so on. Where there are more than one Section dealing with staff, the index letters for these Sections should be 'Staff A' and 'Staff B', and so on.

II. Office of a Superintendent of Post Offices

File Heads	Class of correspondence
A	Creation and revision of establishment; opening and closing of post offices and mail lines; changes in the status of offices.
B	Appointments, nominations, transfers, deputations, leave, punishments, security bonds, service books and all other personal matters, excepting pensions and gratuities.
C	Pensions and gratuities.
D	Post office buildings and runners' huts.
E	Accounts, travelling allowances and transit pay; references from the Audit office.
F	Robberies; losses; fraud; serious irregularities committed by post office officials.
G	Due mail and sorting lists; postal notices; notices of hours of business; opening and closing of letter boxes.
H	Experimental establishments
I	Monsoon arrangements, ordinary and extra ordinary.
J	Indents and requisitions; sanctions of contingent expenditure.
K	Information for annual report.
L	Petty irregularities; miscellaneous.

III. Office of a Superintendent, Railway Mail Service

A.-(Procedure)	General orders in regard to procedure. Books of procedure and other publications. Rules regarding mails, unregistered articles, paid station bundles, unpaid station bundles, registered articles, registered bundles and parcel mail articles.
B.-(Personal)	General rules regarding appointments, leave, punishments, pensions and gratuities., security bonds, service books etc. Appointments, nominations, transsfers, deputation, leave, punishments, pensions and gratuities, security bonds, service books and all other personal matters, Character sheets and gradation lists. Appointment etc. of candidates.

- C.-(Establishment) Rules regarding creation, revision and abolition or establishments, preparation of proposition statements and distribution lists.
Sanctioned establishment of the Division, and changes in the register of sanctioned establishments.
Distribution of the sanctioned establishment of the Division, including changes in the distribution lists.
- D.-(Sorting) Rules regarding sorting lists, their supply, printing etc.
Rules regarding due bag statements and lists. Sorting lists and mail arrangement (1) of sorting sections and sorting mail offices, and (2) of transit sections and transit mail offices.
Special orders regarding sorting for particular offices, e. g. sorting for Kolkata town delivery Bags; sizes of bags, etc. Letter-boxes; hour of clearance. Hours of business in mail offices.
- E.-(Distribution of work) Rules regarding distribution of work, arrangement of articles and mails in offices, vans etc.
Distribution of work in offices and sections.
Changes in jurisdiction and headquarters of the Superintendent and Inspectors; opening and closing of sections and offices, changes in their beat, location, status etc.
- F.-(Accommodation) Rules regarding mail-vans and buildings, their construction, repair etc.
References regarding vans and buildings.
- G.-(Conveyance of mails) Rules regarding intimation of opening of new lines, changes in time-tables etc.
Reference from the Head of the Circle or Audit in time-tables, detention, misconnection of late running of trains, etc.
Breaks and accidents.
Special trains.
Mail steamer notices.
- H.-(Stock) General rules regarding stock, storage, custody and supply.
Stationery rate list.
Supply, custody etc., of bags in the Division. Supply, custody etc., of forms in the Division. Indents and requisitions and sanctions to contingent expenditure.
Uniforms.
- J.-(Accounts) Rules regarding accounts matters generally. Permanent advances for contingencies. Permanent advances for postage stamps. Fixed contingent allowances. References from the Head of the Circle or Audit Office on accounts matters.
- K.-(Investigations) Rules for conducting investigations generally. Robberies, losses, frauds and other serious irregularities. Minor irregularities regarding (1) bags, (2) unregistered articles, (3) paid station bundles, (4) unpaid station bundles, (5) registered articles, (6) registered bundles, (7) parcel mail articles, and (8) all other miscellaneous irregularities and complaints.
- M.-(Camp articles) Rules regarding camp articles generally. Movements of high officers and instructions for the disposal of their camp articles.

Z.-(Miscellaneous) Matters not included under any of the other heads or not requiring separate classification.

V. *First Class Head Post Offices*

File heads

Class of correspondence

A	Creation and revision of establishments; opening and closing of post offices and mail lines; changes in the status of offices.
B	Appointments, nominations, transfers, deputation, leave, punishments, security bonds, service books and all other personal matters, excepting pensions and gratuities.
C	Pensions and gratuities.
D	Savings Bank and Post Office Certificates.
E	Accounts, travelling allowances and transit pay; references from the Audit Office.
F	Robberies, losses, fraud, serious irregularities committed by Post Office Officials, complaints from the public.
G	Due mail and sorting lists, postal notices, notices of hours of business, opening and closing of letter boxes.
H	Indents and requisitions, sanctions of contingent expenditure.
I	Miscellaneous.

VI. *Second Class Head Post Offices*

A	Accounts including Sub-accounts and Treasury.
B	Bills
C	Money orders and British postal orders
D	Savings Bank and Post Office Certificates
E	Parcel Department
F	Registration Department
G	Sorting, Delivery, Deposit and Mail Departments.
H	Miscellaneous stock life insurance.
I	Personal files.

Files in Offices of Heads of Circles

638. In the Offices of Heads of Circles as many separate files may be opened under each main division of correspondence as may be found necessary, each file being given a distinguishing mark consisting of a combination of letter of the alphabet and numerals.

Files and cases in other offices

639. In offices (other than those of Heads of Circles and Superintendents of Post Offices) where the case-mark system applies, as many files as may be found convenient may be kept under the file heads or main divisions mentioned in Rule 637 or under other heads or divisions, distinguishing letters being assigned in continuation of those already allotted. Under each file-head there should also be a 'ruling' file and a 'general' file, and the ruling file should always bear No. 1 and the general file No. 2, in the general file should be placed all communications which do not appertain to any of the files that have been opened and which are not of sufficient importance to justify the opening of a separate file each for itself. Inspection reports, diaries, monthly time-statements and all due returns should be kept consecutively arranged in separate file. Such files will not bear distinguishing letters but should be labelled with the names of the special classes of documents which they contain. Every file must be completed by itself. Whenever any communication received or issued relates to another file besides that in which it has been placed, a copy or an extract from the communication should be made and placed on the other file.

640. The first communication relating to each subject of importance dealt with in an office should be made the basis of a separate case, and all subsequent papers belonging to the case should be bundled together. To each case or bundle in the file should be assigned a serial number. Those Nos. which are termed “Case Nos.” should be in separate annual series commencing from the 1st April of each year, for each file-head, and be given to the cases under each file-head to distinguish them from one another.

640-A. The following special procedure should be observed in the Offices of Superintendents of Post Offices :—

In the Offices of Superintendents of post offices also, files should be kept under the file heads or main divisions mentioned in Rule 637. There should be one list of all post offices, head, sub or branch, situated in the Division. This list should be arranged alphabetically and the offices numbered accordingly. The numbers should start from 11 onwards, numbers 1 to 10 being reserved for cases of a general nature under different headings. Once these offices have been arranged alphabetically and numbered, the number against each office should be the number adopted with the distinguishing letter for all cases relating to that office. In the case of establishment cases, building cases, indent cases, etc., the distinguishing number of the particular office should be utilised for all such cases. Thus, for example, in the case of the Unao Post Office, if its number in the alphabetical list comes to say 124, then A-124 will be the establishment case of Unao, D-124 building case, J-124 indent case, and so on. When a new office is opened, a case-mark should be allotted to it by putting (a), (b), etc., after the distinguishing number in the appropriate place among the alphabetically arranged list of offices, e. g. A-124 (a), A-125 (a), etc. An exception to the above procedure should, however, be made in cases relating to public complaints which should be given case-marks bearing the same number as found in the register of complaints prescribed in Rule 194 of the *Posts and Telegraphs Manual*, Volume VIII.

Case should be arranged in the almirah in numerical order, and there should be one alphabetical list which should be typed, pasted to a cardboard and placed near every assistants chair in a convenient position. Inspection Reports, diaries, monthly time-statements and all due returns should be kept consecutively arranged in separate files. Such files will not bear distinguishing letters but should be labelled with the names of the special classes of documents which they contain, but instead of mentioning the name in full they should bear the symbols “IR”, “DY”, “TS” & “DR”, respectively, for describing Inspection Reports, Diaries, Time-statements and Due Returns. Every file must be completed by itself. Whenever any communication received or issued relates to another file besides that in which it has been placed, a copy of or an extract from the communication should be made and placed on the other file.

(2) In the case of personal cases for which the distinguishing letter is B, the case-marks for each individual should be the letter B followed by the number of the official in his cadre arranged according to the alphabetical order. When the personal file is transferred to another Divisional Office, a new number has necessarily to be given to it, placing in brackets, the old number given by the former Divisional Office.

641. On receipt in office each communication should be marked with the distinguishing letter of the file to which it belongs, and the Case No. should be written after the distinguishing letter. For example, if a complaint is received in a first class head office regarding the loss of registered article, the complaint should be marked with the letter “F”; and if no other case of importance belonging to the same class has been previously opened during the current year, the No. 3 should be added after the letter, thus F-3, F-1 and F-2 being the file marks of the ruling and general files.

642. It is not necessary, however, to start a new file at the beginning of each year when the subject to which it relates is continued from year to year. Such a file should be treated as a separate unit and carried on from year to year until closed. If the file gets too bulky to be easily handled, it should be separated into sections which ordinarily might be for each complete year but under the same case-mark.

643. An index register will be opened showing all case-marks and the titles of cases to which each case-mark has been allotted. It must be understood that the case-mark register is intended only to show what the next number should be. For the case-mark register any blank book will suffice, a certain number of pages being allotted to each letter according to the number of cases that are likely to occur.

644. In sub-offices (except in the case of selection-grade or large town sub-offices where the system prescribed for second class head offices should be followed) and in Railway Mail Service record offices the case-mark system need not be followed. A despatch register in Form Corr.-10 should be maintained and in this register the subject of the letter issued should be noted in brief, the reference replied to (if any) being noted in the column specified for the purpose. The letters despatched should be numbered serially from the beginning of each official year and correspondence on all subjects should be bundled together in monthly bundles arranged according to the date of closure of each case. Current correspondence should be kept in a separate bundle.

645. The procedure described in the preceding rule should be followed by Postal Inspectors.

NOTE.—See note below Rule 625.

646. *Deleted.*

Personal files or bundles

647. All correspondence relating matters affecting members of the service personally should be kept in separate bundles which are known as “personal files or bundles” of the officers concerned. When an official is transferred or deputed for a period exceeding three months from the jurisdiction of one Circle, Division or Office to that of another, his personal file or bundle should be forwarded in a service registered cover to the Head of the Circle, Division or Office, as the case may be, to which the official is transferred or deputed.

NOTE.—Papers relating to casual leave should not be made part of the personal file. These papers should be kept separately with the authority competent to sanction such leave as prescribed in Rule 102 of the *Posts and Telegraphs Manual*, Vol. IV, and at the end of each year all the papers relating to the casual leave should be destroyed and a fresh series of papers started.

Manual correction slips

***648.** When the rules are modified or cancelled or additional rules prescribed, lists of corrections embodying the changes or additions will be sent to each office. The officer-in-charge should, as soon as he receives the lists of corrections intended for his office, cut off the index and the slips and paste them or have them pasted in the copies of the *Manuals* and the separate Chapters supplied to his office.

***649.** Each slip should be cut off immediately below its printed No. and pasted along the inner margin of the page against the rule concerned, and as near as possible to the particular part of the rule affected. The index should be pasted at the end of the book. The necessary alterations must also be made in *manuscript* in the loose Chapters supplied to the postmen, village postmen, mail men, letter-box peons, packers, etc., attached to the office, and the officer-in-charge of the office must see that this is done without delay.

Exception.—Where corrections are not extensive there should be no necessity to paste the correction slip. In such cases the correction should be carried out in *manuscript* in red ink and the number and date of correction slip quoted in the margin.

***650.** As soon as all the correction slips have been pasted in the copies of the *Manuals* and the loose Chapters of the departments concerned, and *manuscript* corrections have been made in the copies as provided in the preceding rule and the exception below it, the officer-in-charge of the office should sign the certificate at the end of the list of corrections. When an official other than the one in charge of the office is required to paste correction slips, he should affix his signature and date on the back of the index. It must, however, be distinctly understood that the employment of another official to help him in making the corrections will not, in any way, relieve the officer-in-charge of the responsibility to see that the corrections have been made before he signs the certificate.

***651.** IN HEAD POST OFFICES, the head postmaster will receive similar signed certificates from his sub-offices (together with the certificates of their branch offices) and from his branch offices. These certificates, together with the certificate relating to the head office, should be kept on record in the head office and be destroyed after a year.

In sub-offices the sub-postmaster will receive similar signed certificates from his branch offices when any of the correction slips affect the rules for branch offices and he should forward them all together with his own certificate to the head office.

***652.** The certificate at the end of the list of corrections should also be signed and dated by each supervising officer and record assistant. The certificate should be destroyed after a year.

Admittance of strangers inside an office or mail van prohibited

653. (1) No person, those on duty and the supervising officers concerned, should be admitted into the interior of a Post Office or Mail Office, Mail Van or Mail Motor Garage or permitted to take part in or interfere with the work of the office or set. When any person representing himself to be an official of the Department requests admittance into the interior of a Post Office or Mail Office or of a Mail Van or Mail Motor Garage, he should be required to produce identification or a letter of authority. All enquiries by the public must be made in writing or at the window of the office concerned, and no unauthorised person should be admitted inside the counter.

*The postmaster's personal duties prescribed in this rule may, under the orders of the Head of the Circle, be performed by the deputy postmaster, assistant postmaster in the case of head offices and by the deputy sub-postmaster, assistant sub-postmaster in the case of sub-offices.

NOTES.—

1. A member of public may be permitted with the specific permission of the officer-in-charge to come inside a Post Office to see the Head of the Office, but in no case he should be allowed in the other parts of the office or to communicate with any other member of the staff, except the officer-in-charge.
2. Mail men should not be allowed to enter the mail van except when heavy bags have to be placed in or taken out of the van. They must, as a rule, receive and deliver mails at the door.
3. If a Superintendent of Post Offices intends to visit a section in a mail van, he should first write to the Superintendent, Railway Mail Service, of the Division concerned and obtain his permission.
4. Railway Ticket Collectors may enter mail vans for the purpose of inspection and examination of passes or metal tokens.
5. Railway sweepers may be allowed or called to enter mail vans for cleaning latrines, whenever necessary, in the presence and under the supervision of the head sorting assistant or mail guard, as the case may be, when the train is standing at a Railway Station.
6. Parties of Police, Excise, Anti-smuggling and Rationing Departments of the State Governments may be allowed to enter mail vans for carrying out a search on production of the necessary papers and the Head sorting assistant satisfying himself about their identity.

654. }
 655. }
 656. } Deleted.
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 658. }
 659. }

Maintenance of order and tidiness in offices

660. It is the duty of the officer-in-charge of an office to see that order and tidiness are strictly maintained in and about the office. All articles of stock and stationery should be kept clean and in good order and be neatly arranged in their proper places. Obsolete forms, damaged articles of stock, used labels, broken seals, waste papers, etc., should not be kept in office but disposed of according to rules. The office should be kept free of wearing apparels and other personal property of the officials. Smoking in office and expectorating about the floor or any other part of the building are strictly prohibited.

660-A. A history sheet in respect of each bicycle, tricycle, stamp cancelling machine, automatic scale (self-indicating and semi self-indicating), wall clock, hand cart and truck, platform scale, duplicator, accounting machine, printing machine and any other machine should be maintained in the following form in all offices where such articles are used in order to keep an account of all the expenditure incurred on repairs and replacements of parts in respect of each article. Each machine or article should be allotted a number. (Also see paragraph 195-196 of Posts and Telegraphs Manual, Volume IX in respect of bicycle and tricycle.)

Register showing charges incurred on No. Purchased on for Rs.

No. and date of sanction	Date of charge	Nature of repair or replacement	Amount	Remarks

Inland postal service articles

661. Letters, packets and parcels on postal service are forwarded through the post free of charge, if superscribed 'Department of Posts' and duty franked by an officer of the Department. Such articles are subject to the ordinary rules governing transmission of each class of article, except where special conditions are laid down. The franking may take the form of the signature and official designation of the officer or the printed designation of his office or the name-stamp of the office concerned.

Exception 1.—The Government of India Forms Press Aligarh, and the Government of India Presses at Kolkata, New Delhi and Simla and the Controller of Stamps, Nashik Road may send letters, etc., free on postal service in connection with work required solely by the Department of Posts.

662. No charge is made for registration or insurance of such articles when they bear the super-scription on Postal Services and are franked by an officer of the Department. No registered letter or packet should exceed 10 kgs. in weight. The registration and insurance of letters on the service of the Department should not be resorted to unless prescribed by rule, or unless the contents are of special importance.

663. Service letters must never be used as a means of remitting money for official purposes from one office to another when those offices are in account with each other, or in direct mail communication with each other, or when a service money order would answer the purpose. Whenever, in other cases, it is necessary or expedient to send a remittance by service letter, it must be in currency notes and the cover should be insured. In the Railway Mail Service such covers after being registered should be placed with an acknowledgement in an insured envelope which should be dealt with in all respects according to the rules for insured articles. Any infringement of this rule should be reported to the Superintendent or the Head of the Circle, as the case may be.

664. Ordinarily, small articles of stock of trifling value should be despatched as service unregistered packets or unregistered parcels; but any valuable article of stock may be sent as a service registered parcel. Insurance of parcels on service should not be resorted to, except under very exceptional circumstances.

665. *Deleted.*

666. Communications from officials of the Department, including the in-charge of the office relating to their leave, pay, transfer, leave allowances, fund subscriptions and analogous matters, may, if addressed to the higher authority be forwarded under an official endorsement by the in-charge of the office in a 'Service' cover.

No other personal communications from departmental officials are to be sent free 'On Service' on any account. If a breach of these instructions is noticed, the official at fault should be called upon to pay double the charge which he should have paid in the first instance. The recovery should be made by means of postage stamps which should be affixed to the cover of the letter improperly sent 'On Service' and defaced.

NOTE.—In a single-handed office, the official in charge may, in case of serious illness, send his communication asking for relief, free on service, to avoid closing the office. A combined office with only one telegraph-knowing official should also be considered a single-handed office, for the purpose of this note in connection with the serious illness of the signaller.

Transmission of official correspondence by Foreign Post

667. (1) (a) Letter post items relating to the postal service are exempted from all postal charges (including air surcharge) if they are :—

- (i) sent by postal administrations or their offices;
- (ii) exchanged between bodies of the Universal Postal Union and bodies of the Restricted Unions, between the bodies of those Unions or sent by such bodies to postal administrations at their offices.

(b) Parcels relating to the postal service are exempted from all postal charges if changed between the following :—

- (i) Postal Administrations;
- (ii) Postal Administrations and the International Bureau;
- (iii) Post Offices of member countries;
- (iv) Post Offices and Postal Administrations.

- (c) Air parcels, with the exception of those originating from the International Bureau, are also exempted from air surcharge.

NOTE.—Letter post items and parcels sent on postal service must bear on the front in the upper left corner the words “Service des-postes”. The limit of weight and dimensions fixed for ordinary letter post items do not apply to such items on postal service.

(2) Correspondence on any other business of the Department addressed to foreign countries must be fully prepaid by means of postage stamps.

(3) All correspondence referred to in sub-rule (1) above should be conducted by air since this will ensure quicker disposal of matters.

Inland service telegrams

668. Telegrams despatched on service should be worded as concisely as possible, and whenever practicable, the code word and abbreviated designation as given in the authorised codes must be used in framing a message. Except in Railway Mail Service sections, each message should be prepared in duplicate by means of carbonic paper and signed by the despatching official. Both copies of the message should be sent to the telegraph office, which will retain the original and return the duplicate impressed with the date-stamp. In the case of sections, the above procedure should be followed except that the messages should be prepared in triplicate and that the original and duplicate copies should be sent through the mail carriers to the Railway station telegraph office at the first halting station where mails are exchanged, the receipt of the carrier being taken to the triplicate copy to the message.

668/1. When it is necessary to express quantities or values in service telegrams, they should be expressed in words or checked by quoting their doubles as following examples :—

- (1) Ten rupees fortyfive paise, or
- (2) Rs. 10.45 half 20.90.

669. }
670. } Deleted.
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672. }

673. The unnecessary despatch of Telegrams is strictly forbidden. When a service message is faulted, the defaulting official sending the message, on account of whose fault it was issued, should be called upon to explain his negligence. If he admits his negligence and is prepared to make good the loss, he can do so. If he is not willing to make good the loss voluntarily, disciplinary proceedings as contemplated under Rule 16 of the C. C. S. (C. C. A.) Rules, 1965, should be started against him for imposition of the penalty of recovery of the cost, in addition to any other penalty that might be imposed by the competent authority. It should be ensured that an order for recovery is passed only after following the prescribed procedure, in cases where the officials do not accept their mistake and make good the loss voluntarily.

674. Telegrams relating to appointments, promotions, leave, or other private concerns of an officer may on no account be sent by him free on service if a reply by telegram is desired it must be repaid. Whenever a violation of this rule is noticed the officer concerned will be called upon to pay double the cost of the message. If a violation of the rule reported by an Audit office, the Audit officer should be informed in due course of the action taken and whether recovery has been affected. Telegrams for touring gazetted officers of the Department for reservation of accommodation for their use on tour and telegrams between two officers regarding the appointment, promotion, leave, etc., of a third subordinate may, however, be treated as free service messages; and an officer granting leave may intimate sanction by a service telegram if this is considered advisable in the public interest.

NOTE.—The instruction in the Note below rule 666 applies to telegrams also.

675. If a service message is found to be unnecessarily verbose or classed higher than necessary, the officer concerned will be called upon to pay the portion of the cost of the message represented by the unnecessary words or by the higher classification Subject to the provisions of rule 673.

675/1. Complimentary phrases of all kinds must be omitted in service messages with the exception of the abbreviation “PI” for “Please” which may be used in administrative telegrams only. They must be written as far as possible in the abbreviations given in the Code Book, but in messages to other than postal officials the words abbreviated must be written in full before delivery.

675/2. Administrative messages should be referred to in other service messages by the time of booking and date.

Important occurrence to be reported by telegram

676. Whenever any unusual or important occurrence affecting the Department or any member, or employee of it, or other property of the Department takes place, *it should once be reported by Telegram /E-mail/Telephone* to the Director-General and the Head of the Circle by the responsible officer concerned

677. Deleted.

678. Deleted.

Inland service money orders

679. Postal service money orders may be issued, when necessary, for any *bona fide* departmental purposes, but the money order system should be used for such purposes only when this is expressly prescribed for when the payment cannot be conveniently made in some other way. For instance, a service money order should not be issued by a head office in payment of any charges when the amount is to be disbursed at one of its sub-offices, as the amount paid by the sub-office can be adjusted in its account with the head office.

NOTE 1.—The expression “departmental purpose” includes the payment on account of the purchase of furniture, if under the terms of the contract with the supplier payment has to be made at the expense of the Department; otherwise the supplier should make his own arrangements to receive payment at the place of delivery.

NOTE 2.—When Payments of amounts exceeding Rs. 50 are to be made to private companies or municipalities at a place other than the headquarter station where there is no branch of State Bank/Reserve Bank, such payments may be made by service money order, if this is found to be convenient.

Exception.—When such payments of amounts exceeding Rs. 50 are to be made at a place other than the headquarters station where there is no branch of the State Bank/Reserve Bank, those may also be made by service money orders, if this is found to be convenient.

NOTE 3.—The Government of India Forms Press, Aligarh, and the Government of India Presses at Kolkata, New Delhi and Simla may send money orders free on postal service in connection with work required solely by the Department of Posts.

NOTE 4.—The collectors of customs may issue service money orders for refunding customs duty levied on inward foreign postal articles.

NOTE 5.—Pensions, including provisional pensions, upto Rs.1275 per month in respect of pensioners of the Postal Department including those of the P. & T., audit offices, should at the request of the pensioners be remitted to them by service money orders.

680. No commission is chargeable on service money orders and there is no restriction as to the aggregate amount for which such orders may be drawn in one day by the same remitter in favour of the same payee, provided that the limit fixed for a single money order is not exceeded.

Exception.—The maximum limit fixed for single money order does not apply in the case of service money orders issued by Head Record Offices to Record Office and Sub-Record Offices for payment of salaries, Out Station Allowance, Overtime Allowance and other allowances of the R. M. S. staff.

681. (1) The following classes of payments to non-gazetted officers belonging to the Indian Postal Department and the Posts and Telegraphs Audit offices may be remitted by a service money order. In such cases the payee's acknowledgment should be attached to the relevant bill or acquittance roll :—

- (a) leave salary when an official is on leave in India,
- (b) pay and allowances (including travelling allowance) due to a deceased official,
- (c) pay and allowances of an official who was on duty for a portion of the month before he proceeded on leave,
- (d) travelling allowance of an official who proceeded on leave before the amount due could be paid to him,
- (e) pay and allowances of officials of Posts and Telegraphs Audit Department on Inspection duty outside their headquarters,
- (f) subsistence allowance of an official under suspension who cannot attend personally to receive payment or has nominated in writing a person or relative to receive such allowances.

NOTE 1.—Remittances by service money orders as contemplated in this rule are permissible only when the officials on leave or the heirs of deceased officials are residing within the areas served by the Indian post offices. Payees residing in places not served by the Indian post offices should make their own arrangements to receive their dues.

NOTE 2.—In cases in which the payment of a small sum to mazdoors, who are paid on muster rolls, would involve an expensive and unnecessarily long journey by a paying officer, the paying officer is authorised to remit such wages by service money orders and to attach to the relevant muster roll the acknowledgment receipt of the money order, as evidence of payment having been made.

(2) “The amount towards pending claim to personnel discharge from the APS may be sent through service money orders only in respect of ex APS personnel where field post office does not exist”.

682. The rent due to the owners of buildings hired by the Department must not be remitted to them by service money order, except when remittance by such means becomes necessary under the terms of the contract. In cases where a private building is occupied by the Department on a monthly basis and where according to the local law, the department is bound to pay rent to the landlord of the building by a given date and the landlord does not undertake to collect the rent voluntarily, the full amount of rent should be remitted by service money order so as to reach the landlord before the due date.

NOTE.—The rent due in respect of buildings hired for the use of R. M. S. staff and the allowance of the R.M. S. rest house attendant should be paid through the record office, if there is one located at the same place; otherwise by service money order.

Exception.—When the amount is due to a Railway administration or a Government Department it may however, be remitted by means of a service money order.

683. In the very rare cases where it may be necessary to remit money on service by telegraphic money orders both the commission and the telegraph charge must be paid on such money orders. It is not intended that recourse should be had to this method of remittance except under very special circumstances.

684. (1) The purpose for which a service money order is issued, should be written by the official making the remittance across the particulars filled in by him, as well as on the “acknowledgment” portion of the form in continuation of the printed entry there “Received the sum specified on the reverse on—”. The coupon may be used for any official communication from the remitter to the payee.

(2) “Service money orders issued before the close of a month for the disbursement of pay and allowances relating to that month to the RMS officials working at stations outside the headquarters of RMS Divisions should be prominently marked as “Not to be delivered before the last day of the month and first of the following month in case of pay and allowances for month of March only”.

Reports and Returns

685. A list of Returns due from the Directorate is reproduced in Appendix No. 1 to this Volume.

686. The Director General forwards to the Government of India. Ministry of Communications at the end of each financial year a list showing the official publications, other than those of a confidential nature, printed under his authority during the last calendar year. To ensure the accuracy and completeness of this list, it is necessary that all officers receiving permissions to print any official books, pamphlets, etc., either for departmental use or for sale or free distribution to the public, shall furnish the Director General with the following particulars regarding each publication :—

- (1) Serial number, name of author, translator or editor.
- (2) Title of publication and contents of title page.
- (3) Subject (when not sufficiently indicated by title) expressed between square brackets.
- (4) Number of editions.
- (5) Number of sheets, leaves or pages.
- (6) Size in centimeters or in English measures. e.g., foolscap, folio, royal octavo as the case may be.

- (7) Printer, place of printing and publication, date of issue from press or of publication.
- (8) Price fixed for sale.
- (9) Language (when not in English).
- (10) Number of copies of which the edition consists, whether printed (otherwise than typographically), lithographed, etc.

Newspaper or periodical publication

687. Whenever a newspaper or other periodical publication contains any allusion, unfavourable or otherwise, to the action of the Department or of any of its officers, a copy of the same must be forwarded at once to the Director-General by the Head of the Circle concerned, provided that the question is of an “All-India” character, and of sufficient importance and provided also that the newspaper or periodical is of good standing and repute. The officer forwarding the newspaper or periodical must also submit the fullest explanation in his power of the circumstances which form the subject of the remarks, or his opinion or recommendation in connection therewith, as the case may require. In cases where the desirability of such a course is evident, the forwarding letter may be demiofficial.

Secret and confidential papers

688. Documents (including letters or other communications, official or demi-official, maps, books, pamphlets etc.) which require special precautions to prevent disclosure of their contents, may be classified and marked as “Secret” or “Confidential”, Care should be exercised in deciding whether a particular document is to be classified as “Secret” or “Confidential” and the decision should invariably be made by a responsible authority. Papers may sometimes be secret or confidential only until the occurrence of some particular event or announcement and in such cases it is useless to continue to treat them in this way after the event or announcement. The documents in such situations should be declassified by a responsible authority and handled accordingly.

689. The contents of papers marked “Confidential” (including all the documents etc. mentioned in the preceding rule) should be disclosed only to authorised persons or in the interests of the public service. They should not pass in the ordinary course through an office, but be dealt with only by the head of the office and if necessary in a Circle Office, by certain trustworthy assistants who should be specifically authorised for that purpose. If not passed by hand from one authorised person to another, they should be sent in sealed covers. They should not be brought into ordinary proceedings, but should be separately recorded, and kept in the custody of an officer who is authorised to deal with them. If printed, the spare copies and the proceedings volumes should be treated with the same attention as the originals. Only the minimum number of copies of the confidential papers as required should be printed and a register should be kept to show the number of copies printed and how each copy has been disposed of.

690. Papers marked “Secret” are intended only for the personal information of the Government or the individual to whom they are issued and of those officers whose duties they affect. The officer to whom they are addressed is personally responsible that they are kept in safe custody and that their contents are disclosed to the officers mentioned above only. They should be kept in the personal custody of the officer to whom they are issued. When not in actual use they should be kept securely locked up in a receptacle of which the key or keys are not accessible to anybody except the officer responsible for them and when in use care should be taken that access to them is not obtained by any unauthorised person. A list of such papers should be kept by the officer responsible for them and when relieved from his appointment, he will hand over both the list and the papers to his successor from whom a receipt or a charge certificate should be taken.

691. All classified documents when sent by post must invariably be enclosed in double covers. The inner cover should be sealed and addressed by name to the officer for whom it is intended and the number and particulars of the enclosure should be mentioned on that cover. The outer cover should in addition to the usual official address, bear the official designation and frank of the despatching office.

Top Secret papers must invariably be sent by insured post and Secret and Confidential papers by registered post acknowledgement due. These papers may be sent by Speed Post in case of emergency.

692. The disclosure of confidential information of Government to unauthorised persons is also a penal offence under Sections 3(1) (c) and (3) and (4) of the Indian Official Secrets Act, 1889, and Section 2 of the Official Secrets Act, 1911 1 & 2 Geo. 5. Chap. 28) all of which provisions are in force in India.

Books and publications

693. Copies of Code Books and Manuals are supplied to each office in sufficient numbers to meet the requirements of all the officers working in it (*See Appendix 3*). All books and periodicals supplied to an office should be noted in the general stock book; and must not be permanently removed from the office for which they were intended. They should be carefully preserved until it is necessary to destroy them as obsolete.

I. Maps of Postal (including Railway Mail Service) Circles

694-A. (a) A map of the Postal Circle, the scale of which may be decided by the Head of Circle concerned, showing the State, Circle and Divisional Boundaries, H. P. Os., Sub-offices including E. D. S. Os. GDSs and Railway routes as per the legend given below, should be kept in the Head of the Circle’s office corrected up-to-date for official use. A copy of this map should be supplied to the Director General.

Legend for Postal Map of a circle

Circle Boundary	-----
State Boundary	- - - - -
Circle and State Boundary	=====
Divisional Boundary	-----
Railway routes	+++++
CSD	Ⓒ
PSD	(P)
GDSs	○
Departmental Sub-offices (Horizontal line inside the circle)	⊖
Mukhya Dak Ghar	⊖
Head Office (Horizontal and vertical lines inside the circle)	⊕

- (a) Names of H. Os. to be printed after the indication.
- (b) Names of H. Os. at Divisional Head Quarters to be underlined.

Towns having more than one post office may be indicated with a large Circle with appropriate sign. If at a place there is concentration of offices separate “in sets” indicating details can be provided. ○

(b) A sketch map of Railway Mail Service showing the beats of sorting and transit sections, and the stations at which the offices of Superintendents, the record offices and the mail offices are located should be kept in the Head of the Circle’s office.

(c) It is of special importance that both the maps should be kept corrected up-to-date and the Head of Circle concerned should from time to time satisfy himself that they are so kept.

(d) A skeleton Postal map of the Circle should be submitted to the Director General in the month of June each year in which all the corrections necessitated by changes during the past year must be incorporated to enable the map retained by the Director General to be brought up-to-date. This procedure should be followed every year until such time as the issue of a new map is considered necessary.

II.—Maps of Postal and Railway Mail Service Divisions

(a) Every Superintendent must keep up a sketch-map of his Division. In the case of a Postal Division. the sketch-map should show the positions of the different classes of Post Offices and mail lines as per the legend given below. Rivers and streams which are crossed by mail lines should be shown in the sketch-map and the places where bridges or ferries exist should be marked on it.

Legend for Postal Divisional Map

(i) Divisional Boundary	=====
(ii) District Boundary	- - - - -
(iii) District and Divisional Boundary	-----
(iv) Sub-divisional Boundary	-----

- (v) Head Offices, situated at Headquarters of the District (Name in 1.8" capital letters to be underlined). () GUNTUR
...
- (vi) Other Head Offices () VIJAYAWADA
- (vii) Mukhya Dak Ghar (=)
- (viii) Departmental Combined Sub-offices with capital letter "T" in red ink printed after the name of the office () REPALIE . T
- (ix) Departmental Sub-offices which are cash offices. VUYYURU
- (x) Departmental Sub-offices situated at Sub-treasury Stations (Name underlined in green ink) (—) GUDIVADA
- (xi) Other Departmental Sub-Offices. O PATAMATA
- (xii) GDSs (Capital letter 'T' to be printed in red ink after the name of the office).
- (xiii) GDSs O
- (xiv) Departmental Branch Offices (If combined a red dot inside the square). .
- (xv) GD Branch, Offices (by a dot red if combined or black if non-combined) •
- (xvi) Towns having more than one Post Office will be indicated with name of the main office (Head office or Sub-office) against the sign and other offices indicated in an inset. O
- (xvii) P. C. Os. to be indicated by letter 'P' in blue ink put after name in case of H. Os., S. Os. and after dot in case of B. Os.
- (xviii) A Railway routes. _____
- (xix) Motor mail lines to be shown in red ink. - - - - -
- (xx) Foot lines in black ink.
- (xxi) Rivers and streams in blue. ~~~~
- (xxii) (a) Bridges by the signs. ||
- (b) Ferries by the sign
- (xxiii) If at a place there is concentration of offices, separate 'in sets' indicating details can be provided.

(b) Sketch-map of Railway Mail Service Division should show the positions of the record offices and mail offices and the beats of the sections (sorting and transit) under the Superintendent's control.

(c) Superintendents of Post Offices will be supplied by the Head of the Circle with a Postal map of the Circle and the latest survey maps of the districts comprised in the Division. Superintendents of Railway Mail Service may also be supplied by the Head of the Circle with a map of the Postal Circle or Circles in which the Division is situated. All these maps must be kept corrected up-to-date. The Superintendent must take special care of maps supplied to him and in case of damage he may be held responsible for their value. A Superintendent in taking over charge of a Division should note on the charge report sent to the Head of the Circle the state in which the maps were found.

III. Maps of Postal Sub-Divisions/ASPO

(a) Each Inspector/Posts/Asst. Supdt Post, incharge of Sub Division will be supplied by the Head of the Circle with the latest map of the district or districts which form his Sub-division. He must take special care of the map supplied to him. In case of damage he will be held responsible for its value. An Inspector, on taking over charge of a Sub-division, should note on the charge report sent to the Head of the Circle the state in which the map was found.

(b) The Inspector/ASPO should prepare a sketch-map of his Sub-division, showing the positions of the post offices and mail lines. Rivers and streams which are crossed by mail lines should be shown in the sketch-map, and the places where bridges or ferries exist should be marked on it.

Annual Reports

695. After the end of every official year, an annual report must be submitted to the Director General by Heads of Circles. Similarly, Superintendents of Post Offices and Railway Mail Service in charge of Divisions. Presidency Postmasters and Superintendents must submit annual reports to the Heads of Circles.

696. The annual reports to the Heads of Circles must be submitted by the 1st of May and the annual reports to the Director General must be submitted before 16th June.

697. The annual report will be a narrative of what has been accomplished in the year under review, and is, therefore, no fit place for offering suggestions or making proposals. If the experience gained during the year shows that any special course of action is desirable or advisable, the officers will submit their recommendations separately to the proper authority.

698. In order to make the narrative in the annual report complete in every respect, the reporting officers will keep notes, as they occur, during an official year of all interesting and important events or items relating to the administration of their Circles. Divisions, or Offices, as the case may be or to the work in any branch of postal. These notes will be handed to the relieving officer on each occasion of transfer of charge. The Superintendents of Post Offices and Railway Mails Service will keep these notes in their memorandum books.

699. *Delected.*

700. The annual reports will contain a brief sketch of the principal matters that have engaged attention during the year under report and may contain any remarks of interest on the different branches of work and their progress. Interesting photographs relating to the activities of the Department on important events during the year should also be attached to the report. The reports will then deal with statistical information, and any specially noteworthy features in the statistical information must be reviewed and explained.

701. Special mention should be made of the principal improvements effected and also of those officers who have distinguished themselves by extraordinary merit. It would obviously be out of place to submit a list of all those who have worked well and the notice required should be confined to officers who have come prominently forward by a thoroughly satisfactory discharge of duty of an exceptional character.

702. The report will be accompanied by statistical information in the forms mentioned below :—

Report relating to	To be accompanied by statistics in
Postal (Including Railway Mail Service) Circles	Forms A. R.-1 (Part I and II), A. R.- (a), A. R.-1 (b), A. R.-3, A. R.-4, A. R.-5, A. R.-6, A. R.-7, A. R.-8, A. R.-9, A. R.-10, and A. R.-11
Postal Divisions	Forms A. R.-12, A. R.-13, A. R.-14, A. R.-15, A. R.-17, A. R.-19, and A. R.-20
Railway Mail Service Divisions	Forms A. R.-13, A. R.-16, A. R.-18, A. R.-19 A. R.-20
Presidency Post Offices	Forms A. R.-12, A. R.-13, A. R.-14, A. R.-15, A. R.-17, A. R.-19, and A. R.-20.

NOTE 1.—The returns to be submitted by Superintendent of Post Offices must include the figures of all the post offices (except Presidency Post Offices) situated in their Divisions whether these offices are subordinate to them or not.

NOTE 2.—Forms A. R. 1 to A. R. 20 will not be available in print. They should be prepared in manuscript.

703. Remarks on the following points should be included in the annual reports submitted by Circles.

I—Post Offices

- (a) Not Printed.
- (b) Cases of highway robberies of special importance.
- (c) Cases of loss of Government money which are of special importance.

- (d) Cases of special importance in which servants of the post office committed offences punishable by law.
- (e) Cases in which there was a large number of dismissals due to any general cause—such as a strike or desertion on account of the plague or other epidemic. The report should show by whom the dismissals were ordered and should contain any other remarks that may be called for.
- (f) Numerous or serious complaints against any particular office or section.
- (g) Cases of misconnections of special importance.
- (h) The following information relating to Departmental Co-operative Societies :—(1) number of societies, (2) total number of members, (3) total subscribed capital, and (4) the total amount of loans granted to member, each item being compared with the figures of the previous year.
- (i) Number of window delivery and post box tickets and post bag permits issued and the income derived from these sources.
- (j) Number of head and sub-savings bank as compared with the number in the previous year.

NOTE.—The Head of any Circle may, however, report on other matters of interest in his Circle. For instance, the Postmaster-General, Mumbai, may report on the working of the European mail service and foreign post, the Postmaster-General, Chennai, may furnish particulars relating to the parcel exchange with other countries and so on.

- (k) A paragraph on “Extension of postal facilities in rural areas” giving comparative figures for the last two years in respect of experimental and permanent post offices opened, closed, etc., in rural and urban areas.
- (l) A paragraph showing the number of inspections carried out by the Divisional Officers and also the officers at headquarters as compared with the corresponding figures of the previous year.
- (m) A paragraph about “Indian Postal Orders” showing comparative figures for the last two years in respect of orders sold and commission realized thereon. Before the figures are inserted in the report, arrangements should be made to have them verified by the Director of Postal Accounts concerned with the audited figures and discrepancies reconciled.
- (n) A statement of postal complaints showing—(1) number of complaints pending at the beginning of the year, (2) number of complaints received during the year, (3) total of (1) and (2), (4) number of complaints disposed of during the year, (5) number of complaints pending at the end of the year, and (6) reasons for increase or decrease, each item compared with the figures for the previous year.
- (o) Not printed.

II—Staff and Establishment

- (a) Number of women employed in the Circle to be shown separately under each cadre.
- (b) The number of officials trained in the departmental training classes to be shown separately under each cadre.
- (c) Charges of Postal, Traffic and Engineering Administrative posts in the Circle.
- (d) Casualty statement—
- (a) Gazetted Establishment,
 - (b) Non-gazetted Establishment.
- under retirement, resignation, dismissal and death.
- (e) Rewards—
- (a) Gazetted staff,
 - (b) Non-gazetted staff,
 - (c) Total number of officials rewarded during the year,
 - (d) Nature and extent of rewards.
- (f) A statement showing punishments awarded during the year in the form below :—

Statement showing the number of employees of the Department on whom statutory punishments have been inflicted during the year

Number of officials/officers punished with minor penalty						Number of officials/officers punished with major penalty						
Wing of the Department	Class of Officials/Officers	Censure	Withholding of promotion	Recovery of pecuniary loss to the Govt.	Reduction to a lower stage for a period not exceeding three years without cumulative effect	Withholding of increments of pay	Reduction to a lower stage in the time-scale of pay for a specified period with further direction regarding earning of increment	Reduction to a lower time-scale, grade, post or service	Compulsory retirement	Removal	Dismissal	Remarks
Postal	Group 'A' Group 'B' Group 'C' Group 'D'											
RMS	Group 'A' Group 'B' Group 'C' Group 'D'											
Administrativ	Group 'A' Group 'B' Group 'C' Group 'D'											

(g) A brief review of the achievements and participation of Postal Staff in sports, games, etc

704. The Statistical information prescribed and the subjects named above have been restricted for the most part to information actually necessary for the compilation of the annual report submitted to Government by the Director General, and constitute all that is required from each Circle. It will, however, be open to the Head of any Circle to deal with other matters of general interest affecting his Circle. The extent to which private presses have been used during the year should also be specially reported. The total payments made to private presses during the year should be stated, and the special classes of printing work for which this agency has been utilised should be specified; if the expenditure under this head is abnormally heavy in any year, an explanation should be given.

705. Deleted.

Courtesy towards the public

706. Members of the public are not conversant with the rules in the *Postal Guide* and sometimes unwillingly contravene them, or do not follow the procedure indicated. It is, therefore, expected that all officials of the Department should help the public, as far as possible indicating the correct procedure and how an applicant can best attain his object. The officer-in-charge of an office must invariably be courteous in all dealings with the public and should strictly enjoin courtesy on every member of the office establishment. He should always be willing to give information and meet all reasonable requirements where this can be done without any infraction of the rules. He should study the convenience of persons attending to transact business and see that they are not subjected to any avoidable detention. He should afford every facility to the public, and specially to ignorant persons, in transacting business of any kind, and see that documents and forms which are filled in by them are not rejected by clerks merely because of some slight informality which might easily be corrected.

Correction of periodical publications

707. The Director General should be kept informed of all changes which are to be made in each new edition of the undermentioned publications by the Heads of Circles and other officers noted against each :—

- (1) Alphabetical List of Post Offices.
- (2) List of Officers of the Department of Posts.—Heads of Circles.
- (3) Postal Guide.—Heads of Circles.

708. For this purpose, each Head of a Circle and officers concerned should have the publications concerned carefully examined and thoroughly revised in due time and, on the dates specified in the following clauses, send to the office of the Director General at New Delhi a copy of each of the publications corrected in all respects as far as his Circle is concerned.

(a) *Alphabetical List of Post Offices* is published in September of each year and its *Supplement* in April of the following year. Corrected copies showing how the list will stand on the first day of the month of publication should be sent so as to reach the Director General's Office not later than the 1st March and 1st December, respectively.

Alphabetical List of Post Offices and the lists in the *Postal Guide* should be in complete agreement and no change affecting either publications should be introduced between the latest date for the communication of corrections and the beginning of the month of publication.

(b) The *List of Officers of the Department of Posts* is issued twice a year, the first issue corrected up to the 1st January and the second up to the 1st July. Corrected copies of the list should be sent so as to reach the Director General's Office not later than the 15th November and 15th May, respectively. Any further corrections which may subsequently be found necessary in the corrected copy should be communicated by letter to reach the Director General's Office not later than the 15th December and 15th June, respectively.

(c) The *Postal Guide* is published in September of each year and its *Supplement* in April of the following year. The lists of Indian Post Offices of the post offices authorised to pay money orders by pay orders and of post offices in Indian States and Foreign Settlements should be corrected for each of these issues to show how they will stand on the first day of month of publication and the corrected copies of the lists sent so as to reach the Director General's Office not later than the 1st March and the 1st December, respectively. The *Alphabetical List of Post Offices* and the lists in the *Postal Guide* should be in complete agreement and no change affecting either publication should be introduced between the latest date for the communication of corrections and the beginning of the month of publication.

709. Deleted.

Forms of deeds and other documents

710. Forms of deeds and other legal documents required for departmental purpose will be drawn up by the Law Officers of Government on requisition from Heads of Circles.

In case of any document being required to be drawn up by the Government Law Officers, no charge will be made on that account.

NOTE.—Direct applications by officers of lower rank than Heads of Circles to Solicitors to Government or other Law Officers, for forms or for opinions not specially required in particular cases under Rule 127, are prohibited.

Publications for Sale

***711.** The names of the publications and books of forms which are issued for sale to the public and the offices to any by which they are supplied, are given in the table below. The supplies will be made in accordance with instructions issued by Heads of Circles or on Requisitions made by means of letters on the supplying office; Requisitions must in the case of the post office be submitted through the Divisional Superintendents or First Class Postmaster :—

Names of publications, forms or books of forms	Offices by which supplied	Offices to which supplied	Branch to which the publication or the form relates	Remarks (if any)
(1)	(2)	(3)	(4)	(5)
(1) Report on the work of the Indian Postal Department.	Postal Stores Depots.	Post Offices	General	
(2) Postal Guide	Ditto	(a) Heads Post Offices or such Sub-offices and mail offices as may be selected by the Head of the Circle	Ditto	
(3) Postal <i>Pocket Guide</i> in English and in local Indian Languages.	Ditto	(a) Head Post Offices and selected Sub-Offices	Ditto	
(4) Rupee-Sterling Conversion Tables for Sterling Money Orders and British Postal Orders.	Ditto	Post Offices	Postal	

*The postmaster's personal duties prescribed in this rule may, under the orders of the Heads of the Circles, be performed by the deputy sub-postmaster, assistant sub-postmaster or head clerk in the case of sub-offices.

(1)	(2)	(3)	(4)	(5)
(5) Book of Inland Sent Message Forms, Book of Foreign Sent message Forms.	(a) Ditto (b) Ditto	(a) Heads Post Offices and selected Sub-offices		
	With or without counterfoil.			
(6) Book of blank forms of inland money order (ordinary and v. p.)	Ditto	Heads Post Offices and selected Sub-offices	Postal	
(7) Book of certificate of posting.	Ditto	Ditto	Ditto	
(8) Book of acknowledgment for registered articles of the letter or parcel mail.	Ditto	Ditto	Ditto	
(9) Identification Cards	Ditto	Head Post Offices	Postal	
(10) Agreement Form M-19, Tender Form M-19 (b), Conditions of Contract M-47 and Bank's Guarantee Sec. 30.	Postal Stores Depots	The Circle Offices, the Postal Divisional Offices and the first class Head Post Offices.	Postal	Free for departmental use. The forms Sec. 30 should not usually be supplied unless it is actually required by the indenting tenderers.
(11) Tender Form M-55 and Agreement Form M-56.	Ditto	Ditto	Ditto	Free for departmental use.
(12) Tender Form M-51 (b), Conditions of Tender M-51 (c), Agreement Forms M-50, M-50 (a) M-50 (b), and M-51.	Ditto	Ditto	Ditto	Ditto
(13) Forms Genl. 23 and Genl. 23 (a).	Ditto	Offices selected by Heads of Circles	General	

NOTE 1.—The names of sub-offices authorised to sell publications and books of blank forms should be communicated by the Heads of Circles to the Head Offices and the Superintendent concerned.

*712. Each supply will be accompanied by an invoice. When the supply is made by Stores Depots, the invoice will contain the number of copies supplied for sale and, where necessary, the number supplied for use will be separately entered. The number of copies as shown in the invoice should be checked with the actual copies received and entered in the stock register maintained for the purpose *vide* note *below*. The register alongwith the invoice should be submitted to the Officer-in-charge who will initial the entries in both the documents in token of check.

The invoices will be numbered in consecutive annual series for each office and filed in the serial order of their Nos. Money representing the value of copies sold (including those supplied to and sold at subordinate offices) should be realized and credited in cash in the manner as laid down in Rules 191 and 192 of the Financial Handbook, Volume I, 2nd Edition, 2nd Reprint. Under no circumstances postage stamps (including service postage stamps) may be accepted for use for sale of Postal Publications and Forms.

*The postmaster's personal duties prescribed in this rule may, under the orders of the Head of the Circle, be performed by the deputy postmaster, assistant postmaster or head clerk in the case of head offices and by assistant sub-postmaster or head clerk in the case of sub-offices.

A record of the names and addresses of persons who purchase the *Guide* should be kept and, on receipt of fresh editions, they should be informed of the fact by service postcards prescribed for the purpose.

NOTE.—A stock register showing separately the opening balance, receipt, daily sale of each publication, the value realized and the balance on hand should be maintained. The total of the value realized in respect of all publications each day should agree with the total amount credited in the accounts of the day on this account.

*713. On receipt of a supply of the officer should send an acknowledgement to the Forms Press or the Postal Stores Depot where it should be filed with the copy of the invoice to which it relates.

*714. Sub-offices or mail offices, which are not supplied by Stores Depots with publications for sale, may obtain copies, when required for this purpose from the account office or the nearest Head Post Office, respectively, and remit the value of the copies sold in cash to the latter office. In the case of Post Offices, the remittance should be entered on the reverse of the daily account but not incorporated in the accounts.

*715. Copies of the *Report on the work of the Indian Postal Department* are also supplied to Post Offices for sale to the public by the Head of the Circle on receipt of requisitions alongwith the price in cash representing the cost of the publications. The requisitions should be sent direct to the Head of the Circle.

715/1. Deleted.

*716. Copies of the *Postal Manuals* and the extracts from them, *Rules for Branch Offices* as well as the *Codes* issued by the Comptroller and Auditor General may be issued on payment from the Postal Stores Depots for the use of the staff requiring them. The Stores Depots will follow the same procedure as that laid down for the sale of Postal Guide and will receive copies in lump from the concerned Postal Stores Depots under orders of Director General on requisition according to their requirements.

717. Deleted.

*718. When a new or revised edition of a publication or form is received, all the unsold copies of the obsolete publication or form should be put aside pending the next inspection or, in the case of a Head Post Office, the next verification of the balances of the office.

*719. The Inspecting Officer should see that the invoices are in an unbroken series and that the value of the copies received for sale as entered in the invoices minus the value of unsold copies in hand tallies with the sale shown in the Stock Book mentioned in Note below Rule 712 of *Postal Manual*, Volume II. He should see in respect of at 10% of the entries made in the Stock Book that the sale proceeds shown therein have actually been credited in the Accounts, viz., the Treasurer's Cash Book or the Sub-Office Accounts, as the case may be. He should also verify by actual count that the number of *unsold* copies in hand tallies with the balance shown in the Stock Book. The result of verification should be recorded in the Stock Book over the dated initials of the inspecting officer. If any copies have become obsolete, he should destroy them and make a note on the Stock Book under his signature stating the number and value of the copies destroyed.

*720. When no copies of publications or books of blank forms for sale are to be despatched on the 31st March, the Postal Stores Depot will on that date forward to every office supplied by it with such publications and books, a postal service postcard [Form S.K.-53 (a)] with the words "articles of stock" scored out, intimating the Closing No. of the annual series of invoices of publications and books of forms.

721. Departmental Identity Cards.—These Cards (Form MS-95) are supplied to the following classes of officials :—

- (1) Public Relations Inspectors
- (2) Inspectors of Posts.
- (3) Asstt.Supd. of Posts. (4) Overseers
- (5) Head Postmen.
- (6) Postmen.

Heads of Circles have discretion to authorise issue of these cards to categories of staff other than these mentioned above whenever considered necessary or desirable.

"In the case of Postal Forms Store, Kolkata and the office of Superintendent, Postal Stores Forms and Seals, Aligarh, Identity Cards are supplied to the following classes of officials :—

- (1) Record Suppliers working as Booking Sarkar or Forms Escort.
- (2) Cashier.

*The postmaster's personal duties prescribed in this rule may, under the orders of the Head of the Circle, be performed by the deputy postmaster, assistant postmaster or head clerk in the case of head offices and by assistant sub-postmaster or head clerk in the case of sub-offices.

Cases of issue of cards to categories of staff other than those mentioned above should be referred to the Director General by the Superintendent Postal Stores Forms and Seals, Aligarh.

2. These cards will be issued by Heads of Circles, Superintendent/Sr. Supdt. of Post Offices, Superintendent/Sr. Supdt., R. M. S., 1st Class Postmasters, and other supervising officers of comparable status to the officials working under them. The blank forms of these Identity Cards will be treated as articles of stock and procedure laid down in the rules must be observed. The issuing authorities will also maintain a Register of Departmental Identity Cards in the following form prepared in manuscript.

3. The normal life of a card will be four years, but Identity Cards need not be renewed every four years, if the card is in satisfactory condition and the photograph is not faded.

4. The cost of the photograph of the prescribed size (two copies) should be borne by the Department for the first issue of an Identity Card. In case of its replacement before the expiry of four years from the date of issue, due to loss or damage to the Identity Card, the cost of the photograph (two copies) of the prescribed size, will be borne by the official concerned; in addition the official will be required to pay Rs. 2 (rupees two) as cost of the Identity Card lost or damaged, requiring replacement. Both copies of the photograph should bear on the front side the dated signature of the official concerned. One such copy of the photograph should be pasted on the Identity Card at the proper place and the other copy affixed to the "Register of Identity Cards Issued" in Column 5. The copy of the photograph affixed to the Register should also bear on it the signature and designation of the issuing authority.

5. When the holder of an Identity Card retires, quit service, is dismissed or is promoted to a Gazetted rank or is transferred to a post not requiring the possession of an Identity Card, the Identity Card should be returned to the issuing officer, similarly an Identity Card replaced by a new one should be returned to the issuing officer. When the holder of an Identity Card is transferred from the jurisdiction of one issuing authority to that of another he will present the Identity Card to the latter at the earliest opportunity for endorsement. The entry against appointment held will be corrected, if necessary, and the correction will be attested by the authority who will enter the particulars of the Identity Card in red ink in the register of Identity Cards issued and note under Column 5 (space for photograph), the name and designation of the authority whom the card was issued as also the date of the endorsement.

6. The officials to whom the Identity Cards are supplied will be responsible for their safe custody and for preventing their misuse by unauthorised persons. Losses should be immediately reported to the issuing authorities who should report it through the Head of the Circle to the Director General.

7. If an Identity Card reported lost is subsequently found, this fact should also be reported to the issuing authorities and the Director General (through the Head of the Circle). If, in the meantime, a duplicate has been issued, the fee for the duplicate will not normally be refunded.

8. The forms will be printed by the Government of India Press at Kolkata and supplied to the Postal Stores Depots as per demands made by them.

Register of Identity Card for Departmental Officers issued by (Name of the Issuing Authority)

On issue						On return		Loss	On issue of fresh card in replacement					On destruction			
No.	Sl. No. of Identity Card	Name and designation of the official to whom issued	Date of issue of Identity Card	Space for pasting the photograph	Dated signature of the issuing authority	Date of return	Cause of return	Date of intimation of loss	Dated signature of issuing authority	Date of credit of cost of card and photograph for issue of a fresh one.	Date of issue of a fresh card	Sl. No. of the Identity Card issued in replacement	Dated signature of the issuing authority	Date of destruction of the card replaced	Signature of the inspecting officer destroying the card	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

722. *Cancelled.*

Thumb and finger impressions

723. In all cases in which money is paid to illiterate persons on account of pay, wages, contingent charges, money orders, savings bank withdrawals or for any other purpose or in which insured articles are delivered to such persons, the payee's or addressee's *thumb-impression* should, whenever *practicable*, be taken on the proper document (acquittance roll, receipt, warrant of payment, acknowledgement, money order, application for withdrawal, etc.).

724. When the thumb and finger impressions of an official are required on any document in connection with his appointment or retirement any other occasion, the officer in whose presence the impressions are taken should enter his name and designation below the impressions as well as the date on which they are taken.

725. In taking these impressions, printer's ink (which is supplied for use with metal stamps) should be used with the special pad provided for the purpose, and the following instructions should be observed :—

All grease and dirt should first be carefully removed from the ball of the left thumb which should then be wiped dry, laid on the inked pad and very lightly rolled from left to right until it is sufficiently inked. The thumb should then be very lightly rolled on the document on which an impression is required. It should be fairly laid on the paper and a complete impression obtained by rolling it once from left to right. Where finger impressions are also required, the same process should be repeated with each of the fingers of the left hand in turn until impressions of all have been obtained. It should be recollected that if the thumb or any of the fingers is rubbed or allowed to slip, either on the pad or paper, a good impression cannot be secured. It is always advisable to take one or two experimental impressions on waste paper before finally making impressions on any document.

726. A Government servant wishing to adopt a new name or to effect any modification in his existing name should be asked to adopt the change formerly by a deed changing his name in order that the execution of the document may not be in doubt, it is desirable that it should be attested by two witnesses preferably those known to the head of the office in which the Government servant is serving. A sample deed form is shown below for reference. The execution of the deed should be followed by publication of the change in a prominent local newspaper as well as the Gazette of India, publication being undertaken by the Government servant at his own expense in both cases. For the publication of the advertisement in the Gazette of India, Government servant should be directed to approach the Manager of Publications, Government of India, Central Publication Branch, Civil Lines, Delhi.

It is only after the formalities described in the foregoing paragraph have been complied with and satisfactory evidence of identity and execution of the document adduced by the Government servant that adoption of the new name or change in the existing name should be recognised officially, entries in Government records so far as may be necessary being amended accordingly. True copies of the relevant documents should be retained by the head of the office concerned.

Deed changing a surname

BY THIS DEED I the undersigned A. B. C. (new name) of etc., now lately called A. C. (old name) employed as..... (designation of the post held at the time by the Government servant concerned) at (place where employed

in the $\frac{\text{Ministry}}{\text{Department}}$ of the Government of India) subject do hereby :—

1. For and on behalf of myself and my wife and children and remoter issue wholly renounce relinquish and abandon the use of my former surname of C only and in place thereof do assume from the date hereof the surname of B. C. and so that I and my wife and children and remoter issue may hereafter be called known and distinguished not by my former surname of C (only) but by my assumed surname of B. C.

2. For the purpose of evidencing such my determination declare that I shall at all times hereafter in all records deeds and writings and in all proceedings, dealings and transactions as well private as public and upon all occasions whatsoever use and sign the name of B. C. as my surname in place of and in substitution for my former surname of C. only.

3. Expressly authorise and request all persons at all times hereafter to designate and address me and my wife and children and remoter issue by such assumed surname of B. C. accordingly.

IN WITNESS WHEREOF I have hereunto subscribed my former and adopted names of A. C. and A. B. C. and affixed my seal this.....day of

Signed, sealed and delivered by the above named } A. C.
 A. B. C. formerly A. C. in the presence of (b) } A. B. C.

NOTE.—(1) When woman employees in Government servant desire, on their marriage a change of name to be noted in the official records, the procedure prescribed in the above rule need not be followed provided the Head of the Office concerned is satisfied that the change sought for is in pursuance of marriage and that the new name is after the name of the husband. The change in name in such cases should, however, be notified to all authorities officially.

(2) When a married woman already employed in Government service gets a divorce and desires to revert back to her maiden name or when a widow wants a change in name or remarriage, the formalities prescribed in the above rule will have to be followed.

727 to 735. Deleted..

736. The supply of uniform to certain members of the staff of the Indian Postal Department is made solely in the interests of administration. The provision of uniforms and umbrellas or of waterproof clothing cannot be regarded as a perquisite or as a part of the conditions of service of the staff, and Government reserve the right to restrict or withdraw the supply of uniforms to any particular classes of employees or on any particular scale when funds may not be available for the purpose or for any other reason. Government do not recognize any claim as of right on the part of the employees of the Department to be provided with uniforms for the performance of their work or for the purpose of saving or protecting the private clothing of the staff. The principle applies to the supply of cotton as well as warm clothings and of umbrellas and waterproofs. Whole-time employees only will be supplied with uniforms.

All officials employed in the Postal, services must be cleanly and neatly dressed while on duty. It will be part of the duties of all heads of offices and Inspecting Officers to see that uniforms and warm clothing where supplied are actually worn on duty and are kept clean and in good condition. Appearance on duty *without a uniform where supplied or in a dirty or tattered uniform will be treated as an offence rendering the offender liable to punishment.* Heads of office who will also hold periodical kit inspections at which each man will be required to produce all the articles of clothing supplied to him and the result of such kit inspection should be entered in the Order Book. Cases in which uniform have been lost, damaged, or rendered prematurely unserviceable should be investigated and the wears, if held personally responsible, should be ordered to make good the whole or part of the loss. Clear orders should also be issued prohibiting the wearing of uniforms, etc; while off duty.

When on duty, Postman Peons in departmental telegraph offices, Village Postman should be obliged to wear their badges, and mail peons, letter-box peons, packers, van-peons, porters, delivery peons must wear their belts and badges, in addition to any uniform prescribed for them.

Uniforms

737. Excepting the special provisions made in Rule 10 of Appendix 17 to the Posts and Telegraphs Financial Account Code, Volume I, uniforms will be supplied according to the rules contained in the following paragraphs :—

Definitions of terms used in foregoing rules will be as follows :—

- (1) The Term Postal Overseers will include Cash Overseers, Mail Overseers, Postman and Head Postman.
- (2) Postal Peons will include Packers, letter box Peons, Mail peons and Runners.
- (3) R. M. S. Peons will include Van Peons and Porters.

I. The supply of uniforms should be considered to be made solely in the interest of administration and should not be regarded as a condition of services. Uniforms may, however, be treated as concomitant of services.

(a) Uniforms will be provided to the following classes of officials—

1. Postal Overseers.
2. Postmen and Village Postmen.
3. Mail Guards and Jamadars of Railway Mail Services.
4. Postal Peons.
5. R. M. S. Peons.
6. Chowkidar, Darwans and Jamadars.
7. Office peons, orderly peons and liftman.
8. Other Class IV servants such as Boatmen, Dandies, Mahjhies, Farrashes and Sweepers.
9. Mail Motor Drivers including Motor and Lorry Drivers employed in the Postal & R. M. S. Division.
10. Ayyas (Female attendants) and Sweepresses, Postwomen, and Lady Stamp Vendor.
11. Despatch riders.
12. Sorting Postmen.

(b) The following categories of officials will also be eligible for the supply of uniforms provided they belong to Class IV. If any of them belongs to Class III (Except cable Jointers) he will not be entitled to the supply of uniforms.

1. Fireman.
 2. Cleaners.
 3. Mechanics.
 4. Waterman
 5. Daftries.
 6. Record Suppliers and Forms Suppliers.
 7. Gestatner Operator.
 8. Battery and Wiring Mazdoors.
 9. Lascar.
 10. Rest House Attendants.
 11. Hammals (Only in Mumbai Circle).
 12. Painters.
 13. Carpenters.
 14. Fitters.
 15. Machineman.
 16. Polishers.
 17. Pumpman.
 18. Stamp Vendors.
 19. Asstt Machinemen.
 20. Mazdoors in Postal side.
 21. Sewermen.
 22. Baildars.
 23. Khallasis.
 24. Lift attendant.
- } Erstwhile work charged staff now opted for regular Postal Service.

II. (a) The following four patterns of uniforms are to be supplied :—

Type 'A' (for Class III, for Postmen, etc.)

Summer : Bushcoats, with full sleeves and four pockets with flaps and belt, colour and design are being changed. Trousers with buttons, pockets buckle straps () and chappals.

Winter : Forage cap, short buttoned up closed coat, trousers, socks and shoes.

Type 'B' (for operative Class IV staff like Mail Peons, Farrashes, Office Peon and Jamadars (in Class IV). All other officials entitled for supply of uniform except Sweepers, Darwans, and Watermen.)

Summer : Bush shirt, one with full sleeves, and another with half sleeves, with four pockets, trousers with buttons, pocket buckle straps and chappals.

Winter : Forage cap, short buttoned up closed coat, trousers, socks and shoes.

Type 'C' (for non-operative staff like Sweepers, Darwans and Watermen etc.)

Summer : Shirts, trousers.

Winter : Forage Cap, Shirts, Pyjama and Chappal.

Type 'D' (For Female employees of various categories).

Summer : (i) Female : Ayyas, Sweepers and other female employees will be supplied Cotton Sarees *Khaki* with 5 centimetres *red border* and *blouse khaki* with thin *red piping*.

(ii) Lady Stamp Vendors will be supplied cotton sarees with 5 cms. *red border* and blouse in *Ash Grey*.

NOTE.—Widow Ayyas and other eligible widow employees may be supplied Cotton Sarees without border if they so desire.

Winter : See Sub rule IV (h).

NOTE.—(i) Mail Motor Drivers including Motors and Lorry-drivers will be supplied peaked caps with *red band*.

(ii) Despatch Riders will be supplied Crash Helmets and goggles.

(iii) Jamadars of Heads of Circles will be supplied Achkan and other articles of uniform. The uniform to this category will be governed by rule 51 in Appendix 13 to P&T Financial Hand Book Vol. I and the uniform to this category will be supplied within the prescribed triennial ceiling.

(b) **Summer Uniforms** : Summer uniforms polyester cotton 67% / 33% in mineral *khaki* colour are to be supplied to all eligible Postal employees except :—(i) Daftry (ii) Stamp Vendors / Lady Stamp Vendors, (iii) Car Drivers, (iv) Conductors and (v) Nursing orderlies who are to be supplied with uniforms of *white colour*. This will not however apply to Jamadars and certain other classes who are supplied with *red uniforms* under special orders.

(c) Periodicity : (i) Plain stations where no warm uniform is supplied	Two sets of Summer uniforms in <i>two</i> years.
(ii) Plain stations where warm uniform is supplied	Four sets of Summer uniforms every <i>four</i> years. At an average of one set per year.
(iii) Hill Stations	One set of Summer uniform every four years.

(d) **Washing Allowance** : All Class III and Class IV officials of the department who are supplied with uniforms by Government and whose basic pay does not exceed Rs. 4590 per month are entitled to grant of washing allowance @ Rs. 30 (Rupees thirty only) per month.

III. Cotton Overalls.

(a) The following categories of staff are to be supplied with cotton overalls long coats shown against them :—

(i) Mistries, Raj Mistries, Bicycle Mistries, Technicians, Painters, Carpenters, Cleaners, Bike cleaners, Assistants to Bike Mistries, Fitters, Machine-man, Polishers, Assistant Machine man, Duplicating Machine operators, Tyreman, Copper smiths, Black smiths, Technicians.	Two Drill cotton overalls Blue Colour.
--	--

Upholsters (MMS Workshop).

Three cotton overalls in a year.

Charge hand working in Mail Motor Service

Two long coats with half sleeves once a year, in *Khaki* colour (Cotton).

Technical Supervisors working in Postal Mail Motor Service, Postal Machine Assistants Grade I and II and Class IV Staff belonging to Postal Machine Repairs and Maintenance Organizations.

Two long coats of Drill Cotton with full sleeves and two pockets on either lower side as protective clothing.

(ii) Civil Wing Staff—(Erstwhile workcharged) Painters, Assistant painters, Fitters, Assistant fitters, Carpenters, Assistant carpenters, Airconditioning servicemen, Assistant Pump Drivers/Operators, Masons, Assistant Masons, Assistant operators E and M.

Two cotton overalls a year.

(b) Protective Clothing (Not Uniforms)

Mails and Bhisties are to be supplied the following protective clothing (not uniforms) :—

- (i) 4 cotton shirts—2 cotton shirts/pyjamas in 2 years (employees may choose pyjamas or shorts at the time of supply) in summer.
- (ii) Winter : One woollen pant—once in 2 years.
- (iii) One woollen jersey full sleeves—once in 2 years.

(c) P & T Dispensaries Staff

The following categories of P & T Dispensary staff will be supplied with uniforms, items of uniform as shown against each :—

1. Doctors—Three white drill coats in 2 years.
2. Pharmacists— —do—
3. Dressers—Type 'B' uniforms as indicated in para II.
4. Chowkidars— —do—
5. Female Attendants—As in para II 'D'.

The periodicity of supply of uniforms will be regulated in accordance with para II [c] above. The colour of cotton uniforms to be supplied to Dressers will *be white*.

6. **Female Nurses**—Cash allowance of Rs. 8.31 per month per head in lieu of the following specified uniform :—

- (i) Skirt white made out of Popline/Drill cotton.
- (ii) Head scarf white mill-made cloth.
- (iii) Red Plastic belt.
- (iv) Canvas shoes white.
- (v) Socks cotton white.

Periodicity : 2 sets in a year.

7. **Male Nurses**—May be supplied following articles of uniforms at an annual expenditure of not exceeding Rs. 75.00 per head per annum.

- (i) Bush shirt white made out of popline.
- (ii) Trousers white made out of Drill cotton mill-made cloth.
- (iii) Socks cotton white.
- (iv) Canvas shoes white.

Periodicity : 2 sets in a year.

Both categories of Nurses are eligible to draw Rs. 4.50 per month as washing allowance.

IV. Warm Uniforms

For the supply of warm uniforms, the following general principles are laid down but Heads of Circles will obtain specific sanction of the D. G. for the supply of warm uniforms for particular places. As a list of places where the warm uniforms will be justified should be prepared by Heads of Circles, Heads of Offices, in consultation with the Meteorological Department and furnished by them to the D. G. who will then accord sanction to their supply :—

- (a) Where the average of daily minimum temperature prevailing during the coldest month of the year is 53° F. or below, a warm uniform will be supplied to both indoor and outdoor staff who are supplied with cotton uniforms. In addition, one full sleeve woollen jersey will also be supplied.
- (b) Where the average daily minimum temperature prevailing during the coldest month of the years is above 53° F. and below 58° F. a warm jersey to be worn over the cotton uniform will be supplied to both indoor and outdoor staff who are supplied with cotton uniforms.

- (c) In case of officials who are entitled to the supply of uniforms and who are required to perform touring duties warm uniforms and warm jerseys, as the case may be, may be supplied to them if the conditions of temperature laid down in para (a) and (b) above are fulfilled either in the places at which they are employed or in the areas in which they are required to tour.
- (d) Warm uniform will consist of a warm coat with full lining and a pair of warm trousers made of thick warm material.
- (e) (i) One warm jersey will be supplied once in every two years. It will consist of full length sleeves of *khaki* woollen material with a short open neck.
- (ii) One warm woollen jersey will be supplied once in 4 years to the following staff who have to perform night duties at places where the average daily minimum temperature prevailing during coldest month of the year is above 58° F. but does not exceed 58.6° F :—
 1. Jamadar 2. RMS Porters 3. Chowkidar 4. Travelling Mail Peons 5. Night Watchman 6. Mail Peons for exchange of mails 7. Mail Guards RMS 8. Mail Peons
- (f) A pair of cotton putties will be supplied with warm uniform to Postal Overseers, Postmen, and Postal Peons who work in places where during winter they have to work in snow. Specific sanction of the Director-General should be obtained for the supply of woollen putties to any class of officials if considered necessary.
- (g) Ayyas (Female attendnants) Postwoman, Ladies stamp vendor, sweepresses and any other Group 'D' female employee may be supplied with warm uniform on the scale and conditions noted below :—
- (i) Where the average of daily minimum temperature prevailing during the coldest months of the year is 53° F. or below, a warm overcoat may be supplied every four years to both indoor and outdoor staff, who are supplied with cotton uniforms, subject to the condition that the cost of the overcoat does not exceed the cost of warm uniform usually supplied to men employees.
- (ii) Where the average of daily minimum temperature prevailing during the coldest month of the year is about 53° f. and below 58° F. a warm Jacket with full sleeves and of grey woollen material may be supplied every two years to both indoor and outdoor staff who are supplied with cotton uniforms.

V. Where Warm uniforms are supplied, the periodicity will be :—

- (a) Hill Stations : 3 sets of warm uniforms every four years and one set of polyester cotton uniforms every four years.
- (b) Plain Stations : 3 sets of polyester cotton uniforms every 4 years and one set of warm uniform every four years

VI. Stitching of Uniforms

- (a) The preparation of Winter uniforms will be left to the Heads of Circles who will make the most economic and efficient arrangements for their tailoring according to the individuals measurements. The supply of the material should be obtained through the Directorate General, Supplies and Disposals.
- (b) An advance of stitching charges in respect of summer uniforms will be paid in cash according to the conditions laid down from time to time. The supply of the material should be obtained through the Directorate General Supplies and Disposals.
- (c) While supplying the cloth alongwith the advance of stitching charges, an undertaking should be obtained from the employee to the effect that he/she would get the uniform stitched within 30 days of the receipt of the cloth and the advance and would submit the stitched uniform to the head of the unit for inspection as proof of utilization of the cloth and the stitching charges.
- (d) If an employee fails to produce the stitched uniform for inspection within next 30 days, he/she would be liable to refund the stitching charges at once or have the amount deducted from his/her pay as recovery of advance. If the uniform is still not stitched by him/her within the next 30 days, cost of the material would also be recovered from his/her pay immediately. Such employees would also become liable for disciplinary action.

- (e) The quantity of the cloth as well as the amount advanced to each employee will also entered in a separate register to be maintained personally by the head of the office (or under his direct supervision, if the head of the office is of a rank higher than HSG II) and should be examined by the inspecting officers at the time of visits/inspections. In this register should be entered *inter alia*, particulars of recovery, if any, made of the stitching charges and/or cost of the cloth. There should be a separate column to indicate the result of the inspection (by the supervising officer/head of the office) of the stitched uniform, and the date of such inspection. It should be ensured that the same cloth which was issued for the uniform, has been utilized by the staff.

VII. Kit Inspection

- (a) In order to promote a sense of dress consciousness in the staff and also to keep the inventory of the articles of uniforms supplied to officials, a kit book in the enclosed form, is to be introduced. Kit books should be supplied to each uniform wearing staff individually. The Heads of offices will carry out inspection at periodic intervals of a period not exceeding one month and note the result in this book. The inspecting officer will during visits/inspections, examine whether the Kit Books are being systematically maintained.

For of Kit Book

Name _____

Designation _____

Size of :—

Date of Supply

- (a) Head-gear.
- (b) Bush shirt etc.
- (c) Trousers, etc.
- (d) Socks.
- (e) Shoes, etc.
- (f) Jersey.
- (g) Water-proof.
- (h) Overcoat.
- (i) Overalls.

Office Stamp

Signature and Appointment
of Issuing Officer.

VIII. Wearing of Uniforms

- (a) The eligible staff will attend their duties in uniform. Any lapse on their part should be dealt with strictly.
- (b) The staff will be required to keep their uniforms in clean condition and to repair them at their own expense whatever damage may occur to such uniforms whether by accident or neglect or fair wear and tear.

IX. (a) Temporary and officiating staff will receive uniform (cotton and warm) like the permanent staff but the uniform supplied should be withdrawn in case a temporary or officiating officials is discharged from service or he quits the service on his own accord. Before such uniforms are re-issued they should be washed or cleaned at the expense of the Department.

(b) Seasonal staff will get summer uniforms if they work in summer seasons and warm uniforms if they work during winter. In case of seasonal offices in hill stations, warm uniforms may be provided instead of cotton if justified by the temperature. The periodicity of supply will be according to the period for which they are employed.

Umbrellas

X. Umbrellas will be supplied as a protection against the intense heat in summer or heavy rain fall in the Monsoon, to all officials who are entitled to the supply of uniforms and who are required to perform mainly outdoor or touring duties, with the exception of Mail Guards, R. M. S. Peons, Boatmen, Dandies, and Manjhes. Such supply will be made only in the following places :—

- (a) Places where the average of the maximum temperature during two months of summer is 90° F. or over.
- (b) Places where the normal rainfall for any four consecutive months during a year is 30 inches or over.
- (c) As an exception, each Village Postman will be supplied with an umbrella.
- (d) Outdoor GDS Employees serving in areas where the average maximum temperature during hottest month of summer is 100° F. or above and those serving in areas where the average rainfall for any four consecutive months is 30 inches or over, are eligible for the supply of umbrella once in 3 years.
- (e) Umbrellas will be supplied to the eligible postal employees once every two years and in case umbrellas need repair after one year, these may be repaired at Government cost and brought into use.
- (f) Seasonal, temporary and officiating staff will be eligible for the supply of umbrellas like permanent staff provided the supply is justified according to the temperature or rainfall referred to in items (a) and (b) above during the period for which such staff is employed.
- (g) Heads of Circles will prepare a list showing the temperature and rainfall of the places for which umbrellas are to be supplied in consultation with the Meteorological Department and furnish the same to the respective Audit Offices.

Waterproofs

XI. (a) Instead of umbrellas, waterproof capes or, at the discretion of Heads of Circles, coats with hoods or caps will be supplied to the following classes of officials :—

- (i) All Postmen supplied with bicycles by the Department who use their own bicycles with the approval of the Department for the performance of their duties.
 - (ii) All Postal Peons supplied with bicycles by department or who use their own bicycles with the approval of the Department for the performance of their duties.
 - (iii) Postal Peons who convey mails in hand carts.
 - (iv) RMS—Peons, Jamadars and Mail Guards who are to perform their duties in open places.
 - (v) Drivers of MMS Organisation.
 - (vi) Seasonal temporary and officiating staff will get waterproof capes or coats with hoods or caps during the period they are employed.
- (b) Such Waterproof capes or coats with hoods will be supplied :—
- (i) At places with normal rainfall of over 30 inches for any four consecutive months in a year, once in 4 years.
 - (ii) At places with normal rainfall of 10"—30" for any four consecutive months in a year, once in six years.
 - (iii) At places with normal rainfall up to 10" for any four consecutive months in a year, once in 8 years.

(c) At stations where the staff are not eligible for umbrellas or waterproofs according to the standard laid down, a small reserve should be kept in the office and issued to the officials while going out for outdoor work and kept in deposit immediately on their return.

(d) At hill stations the condition of bicycles noted in the above noted paras, may be waived and the officials who are entitled for the supply of waterproof will be supplied with waterproof coats without hoods or caps as well as umbrellas.

(e) (1) Drivers sub-para (a) (v) above noted covered in, (2) Chowkidars, (3) Gateman, (4) Lorry Cleaners.

Badges and Belts

XII. All officials supplied with uniforms will be supplied with a red plastic badge round in shape with a diameter of 3 inches. The badge will be a breast badge with Departmental Crest embossed in relief and the designation of the official.

XIII. No official will be supplied with leather belts.

XIV. The following categories of eligible staff, will be supplied shoulder badges. The remaining staff eligible for uniform will be supplied with breast badges :—

- (1) Postal Overseers, (2) Mail Motor Drivers including Motor and Lorry Drivers, (3) Despatch Riders.

XV. Buttons and badges should be supplied to officials eligible for the supply of uniforms when worn out but not earlier than 5 years.

XVI. *Omitted.*

XVII. GDS employeesCarry mails.

Foot wear

XVIII.

- (a) All Officials mentioned in para I who are required to do considerable walking in the course of their duties will be supplied with one pair of chappalies N. W. F. Pattern every nine months.
- (b) All officials mentioned in para I other than those covered by (a) above (i. e. those who are not required to do considerable walking in the course of their duties) will be supplied with one pair of chappalies N. W. F. Pattern every eighteen months.
- (c) At hill stations officials entitled to chappalies under (a) above will be supplied with one pair of boots every year.
- (d) At hill stations officials entitled to chappalies under (b) above will be supplied with one pair of boots every two years.
- (e) Eligible female employees such as Ayyas, Sweepers, Postwomen, Lady stamp vendors, and other Group 'D' female employees will be supplied with one pair of chappalies Mumbai Pattern every twelve months, and Lady shoes with warm uniforms once in three years.
- (f) Shoes and woollen socks will, in addition to the supply of chappals, be supplied to those entitled to the supply of warm uniforms. The periodicity of supply of shoes and chappals to those officials eligible for supply of warm uniforms will be as follows :—

Outdoor duty staff :	Chappals	—	One pair of chappals once a year.
	Shoes	—	One pair of shoes once in 3 years.
Indoor duty staff :	Chappals	—	One pair of chappals once in two years
	Shoes	—	One pair of shoes once in three years.

The life of a pair of woollen socks will be 6 month and two pairs may be supplied in three years to those officials supplied with shoes.

- (g) The categories of staff who are performing regular outdoor duties at nights where daily minimum temperature during coldest month of a year is above 53 F° and below 58.6 F°. may be supplied with woollen socks and shoes as under :—

Chappals	One pair of chappals once a year.
Shoes	One pair of shoes once in three years.
Socks	Two pairs socks once in three years.

- (h) *Resoling* charges for shoes upto maximum of Rs. 20/- per pair will also be paid to the outdoor duty staff eligible for supply of shoes with the approval of appointing authority. This will be paid once in the life of three years and before the commencement of the third winter.

(26-6/99-UPE Dt. 24.09.2001).

Gum Boots

XIX. Gum boots may be supplied to the following categories of staff.

- (i) GDS Staff performing outdoor duties in areas of marshy and swampy nature or areas infested by poisonous reptiles. The periodicity will be once in 6 years.
- (ii) The Gum Boots to staff in sub-para (ii) above may be supplied to the outdoor duty staff designation-wise and area wise. Any additions to the areas/designation may be made for sound and valid reasons in future so as to ensure that expenditure in future is not inflated. The Heads of Circles may scrutinize the initial indents for gum boots not inflated. The Heads of Circles may scrutinize the initial indents for gum boots carefully so as to select the stations and GDS Staff designation entitled for gum boots.
- (iii) Gum boots are also be kept in reserve for MMS Cleaners working Mail Motor Service.

A maximum of two pairs of gum boots once a year will be kept as reserve in the respective offices for use of MMS Cleaners who are employed on cleaning and washing of vehicles in Mail Motor Service and other organizations of the Department where the number of vehicles maintained is large; otherwise only one pair of gum boots should be provided.

- (iv) The Gum Boots may be purchased by the Heads of Circles under their own financial powers after observing all prescribed formalities and the expenditure debited to the relevant Head from the Budget grant of the respective year.

XX. Special provision for the supply of articles of clothing and footwear to the staff working in areas/stations the altitude of which is 8,000 ft. above sea level and temperature between 40 F° and 32 F° such as Ladakh, Sikkim, Tibet, Gilgit etc., will be as under :—

	Sl. No.	Articles of warm uniforms with periodicity
Hill stations having equal summer and winter	(1) (a)	<p>Warm Uniform 2 sets of warm uniform with full lining consisting of coat, pant and forage cap, once in four years.</p>
Hill stations having longer winter than summer	(b)	<p>3 sets of warm uniforms, with full lining consisting of coat, pant and forage cap, once in four years.</p>
	(2)	<p>Warm Jerseys One warm jersey once in two years.</p>
	(3)	<p>Over-coat One wollen over-coat with full lining once in four years to out-door staff only.</p>
	(4)	<p>Woollen socks Two pairs of woollen socks once in three years.</p>
	(5)	<p>Ankle Boots One pair of Ankle Boot once in a year to out-door staff. And One pair of Ankle Boot once in two years to indoor staff.</p>
	(6)	<p>Warm putties One pair warm putties once in three years.</p>
	(7)	<p>Leather Hand Gloves One pair of Leather Hand Gloves once in three years.</p>
	(8)	<p>Goggles One pair of Goggles once in three years only to out-door duty staff.</p>

Over-coats

XXI.1. Warm over-coats will be supplied to outdoor officials subject to the following conditions :—

- (a) In places where the average of the daily minimum temperature prevailing during the coldest month of the year is below 40° F. a warm over-coat will be supplied to outdoor officials entitled to warm uniform under the provisions of rule 737 [IV] [a] to [c].

- (b) In places here the average of the daily minimum temperature prevailing during the coldest month of the year is 40 degrees Fahrenheit or above and does not exceed 45 degrees Fahrenheit, a warm overcoat will be supplied to those outdoor officials who are continuously exposed to working in cold weather for an appreciable long of time at nights provided the officials are otherwise eligible for supply of woollen uniforms. For this purpose, night should be taken to mean the period from sunset to sunrise.
2. The supply of warm overcoats will be made once in four years in hills and once in six years in the plains.
3. The supply of warm overcoats will be made in addition to warm uniform admissible under the provision of rule 737 (IV) (a) to (c).
4. The Director General will accord sanction to the supply of over coats for particular places under the conditions laid down in clauses (a) and (b) Para 1 above. As regards the admissibility of the supply of overcoats to particular officials under Para 1 (b) above the matter is left to the discretion of the Heads of Circles concerned to decide each case on its merits.

XXII. (a) Forage Cap as an item of summer uniform has been abolished.

Appeal against disallowances in audit

738. In cases where a reference to the Government of India, or to the Director General, is made by the Director General or the Head of a Circle, as the case may be, as the result of an objection raised in audit such reference should invariably be accompanied by a copy of the Audit Officer's objection and of any further explanations he may have given in connection with it.

Production of records before courts

739. A summons from a court of Civil or Criminal Jurisdiction to produce any of the records of a Post, or Mail Office or a certified extract from or copy of any such records will, unless otherwise ordered, be complied with. In the case of post or Mail Officers, the summons will usually be received through the Divisional Superintendent concerned. When any journal or other record is produced in court and admitted in evidence, the officer producing it will ask the court to direct that only such portions of the record as may be required by the court shall be disclosed.

740. When the summons relates to Savings Bank, Post Office Certificates or Money Order Books, the production of which is governed by the provisions of Act XVIII of 1891 and Act I of 1893, the postmaster will at once prepare a certified copy of the entry or entries giving the information called for, and forward this to the court. The certificate to be written at the foot of the copy will be in the form below, and will be signed and dated by the postmaster :—

I hereby certify that this is a true copy of an entry/entries contained in the (*name of record*), one of the ordinary books of this post office which is still in my custody, and that this entry was made in the usual and ordinary course of business.

A. B.,

Postmaster of

Date

..... *Post Office.*

741. On receipt of a summons the Superintendent/Sr. Supdt. of Post Offices or Railway Mail Service, as the case may be, will decide whether any objection should be taken under sections 123 and 124 of the *Indian Evidence Act I* of 1872, to the production of any records, and if he thinks that objection should be taken, he should refer the case at once for the orders of the Head of the circle reporting at the same time such particulars as are known regarding the case.

742. All cases in which an express order is received from a court under Act XVIII of a 1891 for the production of any Savings Bank, Post Office Certificate or Money Order Book, must also be reported immediately to the Head of the Circle, stating the date on which the book is to be produced and the court must be informed at the same time that this has been done. The Head of the Circle will decide whether the book will be produced or whether notice will be given to the court of his intention to show cause against the order.

NOTE.—All summonses received by Post Office (except first class head offices) and mail offices will be referred to the Superintendent for orders and such particulars as are known to the postmaster, head sorter, or mail agent regarding the case should be reported at the same time.

CHAPTER XII
BUDGET ESTIMATES AND CONTROL
General Principles

743. All expenditure in connection with the Indian Deptt. of Posts is incurred against the grant sanctioned each year for the purpose under different specified heads in the Budget Estimates of the Department. The authorities empowered to sanction grants of money for expenditure are :—

- (i) Parliament for all items of expenditure which are classed as “Voted”, and
- (ii) The Government of India in the Ministry of Finance in respect of items which are classed as “Charged”.

NOTE—The criteria for classifying expenditure as “Voted” or “Charged” are given in Appendix No. 5 to this Volume.

744. The demands for grants both original and supplementary submitted to the Vote of Parliament and the grants sanctioned by the Ministry of Finance to meet expenditure during each year under “Voted” and “Charged” heads respectively, are based on estimates of requirements submitted to the Government of India by the Director General of Posts.

745. The assignment of funds for expenditure on a specified object out of the sanctioned grants is known as appropriation. Cases must sometimes arise in which necessary or unavoidable expenditure chargeable against certain heads cannot be met from the sanctioned provision against those particular heads. In order to provide against such a contingency, various authorities are empowered to transfer funds originally granted under one head to supplement the grants under other heads. This process is called re appropriation and is subject to a number of restrictions amongst which the following two are of fundamental importance :—

- (1) Funds granted for “Charged” items of expenditure may not be re-appropriated to meet votable items and funds granted for “Voted” items may not be re-appropriated to meet charged items.
- (2) No re-appropriation may be made from the grant under one major head of account to another such grant.

NOTE.—An extract of Rules 8 and 9 of the Book of Financial Powers which deal with ‘appropriation’ and ‘Re-appropriation’ of funds is reproduced in Appendix 4 to this Volume.

In cases in which essential or unavoidable expenditure cannot be covered by permissible re-appropriation, application must be made to the Government of India for a supplementary grant. Such grants will require the sanction of Parliament or of the Government of India in the Ministry of Finance according as the expenditure to be covered thereby is classed as “Voted” or “Non-voted”, respectively.

746. It is strictly forbidden to incur expenditure chargeable to any head under which the unexpended balance of the sanctioned grant, as modified by duly authorised re-appropriations, is insufficient to cover the expenditure.

747. The balances of all grants unexpended on the 31st March of the year lapse, i.e., no expenditure incurred after that date can be met from such balances, but is chargeable against the sanctioned grants of the year in which it is incurred.

748. After the accounts of each year have been closed, the Postal Accounts, prepares and submits to the Comptroller and Auditor General, the appropriation accounts with his report thereon in which the actual expenditure charged in the accounts to each head is compared with the corresponding sanctioned grant. The appropriation accounts and report of the Comptroller and Auditor General thereon are in due course considered and reported upon by the Public Accounts Committee, before which the Director General has to appear to explain the reasons for the excesses, lapses and other irregularities brought to notice therein. Final excesses, if any, over grants under major heads as a whole have eventually to be regularised by the Parliament or the Ministry of Finance as the case may be. Excesses under various sub-heads within the grant under a major head, which are covered by the unexpended balances under other sub-heads within that grant are also scrutinised by the Government of India and the Ministry of Finance, as the case may be, after the year is closed to find out whether these were avoidable or not and whether funds could not have been re-appropriated before the close of the year and to give instructions as to any change of procedure which may be necessary to secure proper control over expenditure.

Preparation of Estimates

(a) General

- 749.** In connection with the demands for grants, various estimates are required to be prepared. These are—
- (a) Preliminary Schedule of Demands,
 - (b) Budget and revised estimates of revenue and expenditure.
 - (c) Preliminary estimate of important alterations in the budget figures—called also the three-monthly estimates, and
 - (d) Six-monthly estimates of revenue and expenditure.
- 750.** The Preliminary Schedule of demands is intended to convey to the Government of India the best estimate that can be formed early in December of the revenue and the expenditure of the next year.
- 751.** The budget and revised estimates are framed with the object of furnishing the Government of India and the Parliament with accurate and detailed information regarding the anticipated revenue and expenditure of the ensuing and current years in connection with the various activities of the Department.
- 752.** The three-monthly and six-monthly estimates are meant to place before the Government of India information in regard to probable modification of the sanctioned budget estimates of revenue and expenditure for the current year having regard to the actuals for three and six months respectively, and other relevant factors as far as known.
- 753.** The responsibility for the preparation of the budget estimates of the Indian Postal Department, which is submitted to Government each year as well as for the submission of any estimates of demands for supplementary grants, lies with the Director General of Posts. The material on which such estimates are based is obtained by the Director General from the Heads of Circles and other concerned. The Postal Accounts prepared and submitted to the Director General the revenue estimates of the Department and supplies certain other information detailed in subsequent rules. He also renders such assistance in the preparation of the budget estimate as may be settled consultation with the Director General and offers any opinion or advice in connection therewith that may be required by the Director General.
- 753-A.** The amounts to be included in the budget estimates may be divided into two parts, namely, standing charges and new expenditure. Standing charges constitute much the larger amount as it relates to charges which though they may vary from year to year are nevertheless not dependent upon the volition of the Head of the Department, for example, permanent establishment, travelling allowance, and contingent expenditure. All new items of expenditure will before being added to the standing budget come under the detailed scrutiny of Government even though they may be within the financial competence of a subordinate authority. The estimates under each part should therefore be prepared separately according to the instructions contained in this Chapter each class of expenditure.

(b) New Items of Expenditure

- 754.** No provision for new expenditure may be included in the Budget without the prior approval of competent authority. The expression “New Expenditure” means not only expenditure on new schemes but also any abnormal increase in budget provisions for expenditure under existing heads, such, for example, as an increase not justified by normal growth in the provision for temporary establishment, or for contingencies.
- 755.** All proposals for new expenditure will be submitted for the approval of the Joint Secretary, Ministry of Finance, Communications. November 15 is the latest date for the submission of these proposals to the Joint Secretary, Ministry of Finance. Ordinarily no proposals will be accepted after that date. Proposals for works should, like the proposals for other new items of expenditure, be submitted to the Ministry of Finance for approval.

All proposals for New Services, expansions to existing services involving expenditure exceeding Rs. one crore for non-recurring and/or Rs. 20 lakhs per annum for recurring in each case and proposals for additional expenditure likely to involve excesses over grants necessitating an application for a supplementary grant should be placed before the Expenditure Finance Committee for approval after acceptance by the Government of India.

NOTE.—Certain proposals may involve large questions of policy with little initial financial outlay while in other cases the ordinary normal growth of departmental expenditure may not in any way be due to a new departure of policy. In such cases it will be for the Finance Ministry to use its discretion in deciding what proposals should be referred to the committee.

If, in any case, it becomes necessary in the public interest to incur expenditure in anticipation of the approval of the Expenditure Finance Committee, the approval of the Honourable Finance Minister should be obtained before any expenditure is incurred. In such cases it will be the responsibility of the Ministry concerned to approach the Finance Minister in his capacity as Chairman of the Expenditure Finance Committee through the Finance Division accredited

to that Ministry and the Secretary, Revenue and Expenditure Department unless it can be quite clearly established from facts and figures that savings in one head are likely to materialise and can be diverted to meet new expenditure in some other head under the same demand, all proposals for which a supplementary grant is likely to be required should be placed before the Expenditure Finance Committee before expenditure is actually incurred. If time does not permit the approaching of the Expenditure Finance Committee or for any other reason, it becomes necessary to incur expenditure in anticipation of the Committee's approval, the procedure outlined in the preceding paragraph should be followed in these cases as well.

756. When a proposal has to be placed before the Expenditure Finance Committee, it will be embodied in a memorandum giving full particulars as laid down in Appendix No. 6 to this Volume.

756-A When a proposal for Non-Plan expenditure has to be placed before committee an Non-Plan Expenditure (CNE) the following procedure will be followed.

A Committee on Non-Plan expenditure (CNE) has constituted with Secretary, Department of Expenditure chairman and the following members:

- (i) Secretary to the Prime Minister or a representative.
- (ii) Secretary of the Department concerned.

CNE will serve as an appraisal forum and the following types of cases shall require submission to the Committee on Non -Plan Expenditure:-

- (i) All Non-Plan proposals involving expenditure of over Rs. 15 crore recurring or non-recurring, on a new service or for expansion of existing services.
- (ii) Any other Non-Plan proposal which a Department may like to be considered in the CNE.

No item of non-plan expenditure will be referred to the EFC/PIB. Procedure for submission of cases to the CNE will be the same as for submission of proposals to EFC and PIB. The integrated Finance of the concerned Department shall function as the Secretariat for the CNE.

A Department of the Central Government with Integrated Finance Scheme, may exercise power to sanction Non-Plan expenditure on schemes in the manner mentioned below subject to the condition that (i) No Non-Plan post will be created and (ii) No autonomous institution will be set up.

financial limits of Non-	Appraisal Forum	Competent Authority to approve the scheme
(a) Up to Rs. 5 crore	Ministry/Department concerned in the	Secretary of Administrative Ministry
(b) Beyond Rs. 5 crore up to Rs. 15 crore	Standing Finance Committee of the Deptt. concerned under the chairmanship of Secretary with Financial Adviser and JS/Director of the concerned	Minister in-charge of Administrative
financial limits of Non-Plan Scheme	Appraisal Forum	Competent Authority to approve the scheme
	Division as members with provision for inviting representative from any other Department that the Secretary/FA may suggest.	
(c) Beyond Rs. 15 crore but less than Rs. 50 crore	CNE	Minister in-charge of Administrative Ministry
(d) Rs. 50 crore and above but less than Rs. 100 crore	CNE	Minister in-charge of Administrative Ministry and the Finance Minister
	CNE	

(e) Rs. 100 crore and above	CNE	Cabinet/CCEA
(f) Proposal for new autonomous organisations irrespective of outlay.	CNE	Cabinet/CCEA

757. It is most important that proposals involving new expenditure that it is desired to introduce during any particular year, should be submitted in ample time before the prescribed date to admit of their being fully considered and approved and taken into account for purposes of the Preliminary Schedule of Demands relating to that year. In preparing the new item statements, attention should be given first to such proposals which have been thoroughly examined by the Heads of Circles etc., and the necessity for which has been accepted by them as undisputed but which could not be given effect to for want of funds. No provision should be proposed for any proposals which have not been received and considered by the Heads of Circles not should any lump provision be proposed for any item. On no account should provision for proposed new items be included under standing charges.

758. With this object in view, all such proposals originating with Heads of Circles should be sent in so as to reach the office of the Director General not later than 15th September. All proposals for works expenditure should be submitted by the Heads of Circles so as to reach the Director General by 31st July at the latest.

759. Heads of Circles should not, however, defer submission of proposals of this nature until the last moment, but should submit them as soon as the necessity for the extra expenditure comes to their notice.

759-A. Statements in duplicate showing the requirements under each detailed head of working expenses in respect of new items of expenditure should be furnished by the Head of each Circle in Forms Bgt. 17, 17A, 18, 18A, 19, 19A and 20. For the purpose of the objects of expenditure to be shown in these new item statements, a new item includes, besides expenditure on establishment, rent or other recurring contingencies and non-recurring contingent expenditure. The arrangement of the detailed heads should be strictly the same as in Form Bgt. 2 referred to in Rule 768-C and totals should be cast for each secondary unit, sub-division of the Abstract and for the Abstract as a whole. In case of staff the number of posts proposed to be created during the year in each cadre should be mentioned. It should be noted that new items of establishments whether falling within the powers of Heads of Circles to sanction or not, the need for permanent employment of which has been established should be proposed in the first year only under the Secondary Unit "Pay of Establishment—Temporary". The conversion of such establishment from temporary to permanent in the following years should be shown in the Estimates of Standing Budget—Form No. Bgt. 2—by including the amount involved under the head "Pay of Establishment—Permanent" with a corresponding deduction under "Pay of Establishment—Temporary".

In preparing these statements of new items of expenditure a careful distinction should be made in respect of increases which are of a permanent nature and those which are only seasonal or temporary. These should be grouped separately. In respect of new items under each sub-head a fully explanatory and descriptive memorandum should be submitted giving detailed reasons for the increase.

It should be clearly understood that no new items can ordinarily be accepted for inclusion in the Revised Estimates. On the rare occasions in which it is necessary to provide funds for new services or new items cropping up during the course of the year, it should be scrutinised why these were not provided for in the original budget and why they cannot be postponed for consideration in connection with the next budget. If satisfied on these points, it should be considered whether it would not be possible to curtail other expenditure so as to keep the total within the grant placed at the disposal of the Circle. Only proposals which satisfy the above conditions and for which funds cannot be made available either by appropriation or valid re-appropriation or which involve further outlay in a future financial year and to meet which no permanent recurring savings are available, should be included in such new item statements.

(c) Main Heads and Demand Units

760. The provision for expenditure of the Indian Postal Department is sanctioned under the following heads :—

(A) Expenditure met from Revenue

(i) Demand for Expenditure met from Revenue of the Indian Postal Department.

(ii) Demand for payment of Dividend to General Revenues, Appropriation to Reserve Funds and repayment of Loans from General Revenues.

761. The sub-heads and demand units under which these main grants are distributed, are shown below :—

Expenditure met from Revenue

Major Head 3201—Postal Services

- 01 — General Administration.
- 02 — Operation.
- 03 — Agency Services.
- 04 — Accounts and Audit.
- 05 — Engineering.
- 06 — Amenities to staff.
- 07 — Pension.
- 08 — Stationery and Printing.
- 60 — Other Expenses.

Expenditure not met from Revenue Capital Section

Major Head 5201

(A)—Capital Outlay on Postal Services.

- (1) 202—Administrative Offices.
- (2) 101—Postal Network
- (3) 203—Staff Quarters.
- (4) 204—R.M.S. Vans.
- (5) 800—Other Expenditure.
- (6) 104—Mechanisation & Modernisation of PSD
- (7) 205—Civil Engineering Suspense.
- (8) 003—Training.

762. The budget estimates of revenue are shown under the following heads :—

REVENUE

Major Head 1201—Postal Receipts

(d) Preliminary Schedule of Demands

763. The preliminary schedule of demands will be prepared in the Office of the Director General, and submitted through the Ministry of Communications to the Joint Secretary, Ministry of Finance, Communications, on the 7th December of each year. The estimate of revenue and receipts required for the purpose will be received from the Postal Accounts [*Vide* paragraph 769 (9) following].

764. For the purpose of preparing the Schedule, statements in Form Bgt. I will be compiled in the office of the Director General showing the actuals of the first five months of each of the three preceding years, last seven months of the first two years and of the complete year for the first two of those three years against each detailed head of account under the heads given below. These statements will be sent to the Office of the Postal/Accounts by 15th September :—

- (1) Each abstract of working expenses except Account and Audit;
- (2) Heads 5201
- (3) Head 215

It has been arranged with the Postal Accounts that his office will fill in the actuals for the whole as well as for the last seven months of the immediately preceding year and the first five months of the current year and return these statements to the Director General's Office by 7th October. The estimated amount under "Audit and Accounts" will also be communicated to the Office of the Director General by 15th October.

765. The Director General will frame the preliminary schedule of demands of the ensuing year on the basis of estimates furnished by Heads of Circles as laid down in Rules 768-C to 768-E following, on the estimates prepared by himself in respect of sub-head A1(1)-Directorate on the estimates received from the Ministry of Finance, Communications, on the estimates submitted by the Postal Accounts, and on other information regarding probable future developments known to him. For the purpose of determining the amounts to be included in the schedule under certain

other heads, subsidiary information as detailed below will be obtained by the Director General from the parties concerned not later than the 15th October :—

- (a) A statement showing credits to Capital for sale and abandonment of assets.
- (b) Information in respect of Post Office, telegraph (including radio) and telephone building works, similar to that prescribed at clause (a).
- (c) An estimate of railway charges and of the expenditure on the construction and reconstruction of railway mail vans.
- (d) Estimates obtained from the Controller of Printing and Stationery of the expenditure on stationery and printing to be done for the Department by Government of India Presses.
- (e) Estimate of freight charges on forms despatched by Government of India Presses to Posts and Telegraphs Audit Offices obtained from the Postal Accounts.
- (f) An estimate obtained from the Controller of Stamps, Nashik Road of the cost of—
 - (i) Printing and overprinting postage stamps,
 - (ii) Manufacture of postcards, envelopes, etc.,
 - (iii) Printing Post Office Certificates, Defence Savings Certificates, National Savings Certificates and Indian Postal-Orders, and
 - (iv) Conveyance and freight charges of stamps and postal stationery.
- (g) An estimate of the amount required under “Establishment and other charges paid to other Governments and Departments” obtained from Heads of Circles and the Communications Branch of the Ministry of Finance.
- (h) An estimate of the expenditure in India on pensionary charges obtained from the Postal Accounts.
- (i) An estimate of the amounts required for charges in England under the different heads shown in the budget obtained from the High Commissioner and the Secretary of State of Commonwealth Relation in United Kingdom.
- (j) An estimate of the amount required for maintenance of buildings (including electric installations), telegraph and telephone lines and radio communications based on the maintenance programme for the ensuing year.
- (k) Estimates of credits to working expenses for management of Postal Insurance and Life Annuity Fund obtained from the Postal Accounts.
- (l) Actual amounts of customs duty on foreign parcels and articles of the letter mail collected and military pensions paid by Post Offices during the previous year and the first five months of the current year obtained from the Postal Accounts.
- (m) Number of Savings Bank and Post Office Certificate transactions required for preparation of estimates under Credits to working expenses for management of Post Office Savings Bank and Government Security Works, charges in connection with Post Office Certificates and National Savings Certificates to be obtained from the Postal Accounts.

766. The Director General will also collect particulars of items of new expenditure already approved or likely to be approved for inclusion in next year’s preliminary schedule of demands.

767. As stated in Rule 763 above, the Director General will submit the complete schedule in the prescribed form to the Joint Secretary, Ministry of Finance, Communications, not later than the 7th December. He will of course freely consult that officer throughout the process of preparation.

(e) Detailed Rules for the preparation of Budget and Revised Estimates.

(I) General

768. The estimates in respect of the following heads could be prepared by the Circles :—

Major Head 3201—Postal Services.

Abstract A—General Administration—A2(1)—Control-Circle Offices-add the detailed heads.

Abstract B—Operation.

Abstract E—Engineering Expenses-all detailed heads.

Abstract H—Stationery and Printing—the heads “Printing done by State Government Presses”, “Departmental Presses”, “Jail and private presses” and freight charges relating to “Supplies from Stationery Offices, Kolkata” and “Printing done by India Government Presses and Security Printing Press, Nashik”.

Stores and Manufacture Suspense—Details of stores and manufacture operations, the estimates in respect of which are prepared by the Chief Controller of Telegraph Stores and General Manager, Posts and Telegraphs Workshops in consultation with the Chief Accounts Officer, Stores and Workshops.

768-A. The estimates under “Abstract D.—Account and Audit” and “Abstract G.—Pensionary charges, “Abstract I— Expenditure in India” will be framed by the Postal/Telecom Accounts while those relating to charges in England are reported by the High Commissioner to the Ministry of Finance which communicates the figures to the Director General of Posts and Telegraphs.

The estimates under all the other heads excluding those mentioned above and in the preceding rule will be prepared in the Director General’s Office after obtaining the information necessary for the purpose from other Departments etc. (*see* Rule 765). The estimates of publicity charges are prepared by the Director General.

768-B. The detailed procedure to be followed in the Circle and other offices in the matter of preparation and submission of estimates is laid down in the rules following.

(II) Procedure in Circle, etc., offices.

768-C. The estimates will be submitted by the Circles in two separate Parts, Part I in the Form Bgt. 2 including only the Standing Budget, while Part II consisting of Forms Bgt. 17, 17A, 18, 18A, 19, 19A and 20 will include only the new items of expenditure.

768-D. For the purpose of preparing the estimates of standing budget, statements in Form Bgt. .2 will be compiled separately for each abstract in the Circle Offices containing the following information :—

- (1) the actuals for the first two of the three preceding years;
- (2) the allotments against each detailed head for the current year;
- (3) the actuals for the first five months of the three preceding years; and—
- (4) the actuals for the last seven months of the first two of the three preceding years.

These statements will be sent to the Office of the Director of Postal Accounts concerned to reach him by the 15th September. It has been arranged with the Postal/Telecom Accounts that the Account office will fill in :—

- (1) the actuals for the preceding year;
- (2) the actuals for the first five months of the current year; and
- (3) the actuals for the last seven months of the preceding year; and send them to the Circles concerned to reach them by the 7th October.

768-E. On receipt back of the Forms Bgt. 2 from the Accounts Office, Heads of Circles etc., will arrange to fill in the blank columns of the forms suggesting the revised estimates for the current year and budget estimates of the next. It is important that full and correct explanation should be given of all variations under each detailed head exceeding Rs. 1,000 exhibited in columns 16 and 17 of the form. Explanation involving more than a quotation of relevant orders or the briefest of comments should be typed in separate sheets and connected by letters of numbers with the corresponding items in Form Bgt. 2. An explanation should be given in each case in which there is a marked disproportion between the actuals of the first five months of the current year and the amount of the proposed revised estimate under the detailed head concerned. The estimates of pay and allowances of Gazetted Officers should be based on a computation of the actual cost for each individual. On the other hand the estimates in respect of pay charges of Non-gazetted staff should be based on the actuals of previous years and the progress of expenditure during the current year modified by such specific facts and contingent event as will affect the estimates, e.g., annual increment, abolition of posts, retirements and conversion of posts from higher to lower scales. A full explanatory memorandum should be given in respect of each head of charge indicating clearly how much has been provided for annual increments, what decrease has been allowed for retirements, conversion or reduction of posts and what increase has been taken into account under “Pay of Establishment—Permanent” for making temporary establishments permanent by corresponding reduction under “Pay of Establishment—Temporary”.

The Forms Bgt. 2 duly completed will be forwarded with the explanatory statements so as to reach the Office of the Director General not later than the 25th October.

Any important alterations found necessary after submission of these statements should be communicated to the office of the Director General on or before the 30th November.

(III) Procedure in the Director General's Office

768-F. As soon as the statements in Form Bgt. 2 are received in the Director General's Office, they will be thoroughly examined and consolidated and the all India figures so obtained including those to be worked out in the Director General's Office (*vide* Rule 765 above) will be utilised for the purpose of framing the six-monthly estimates for the current year and the preliminary schedule of demands for the ensuing year.

768-G. The amounts of new items proposed by the Circles should then be added to the amounts in respect of the new items proposed by the Office of the Director General and the total of the amount required under each detailed head on account of new items should then be struck. This will also be taken into account for the purpose of the preliminary schedule of demands.

768-II. All the proposals contained in the new item statements will at the same time be carefully examined by the administrative sections in Director General's Office and submitted to the Ministry of Finance not later than the 15th November for orders. Only the approved items will be taken into account for the purpose of the budget estimates.

768-I. Statements in Form Bgt. 1 will again be compiled in the Office of the Director General containing the following information in respect of (1) all abstracts except "D—Account and Audit" and (including the detailed Accounts of Stores and Workshops Suspense) :—

- (1) the actuals for the first seven months of the three preceeding years;
- (2) the actuals for the last five months of the first two of those three years;
- (3) the actuals for the last five months of the first two of those three years; and
- (4) the sanctioned budget estimate of the current year.

These statements will be sent to the Offices of Postal/Telecom Accounts to reach thereby 15th November.

It has been arranged with the Postal/Telecom Accounts that his Office will fill in—

- (1) the actuals for the first seven months of the current year;
- (2) the actuals for the last five months of the previous year; and
- (3) the actuals for the whole of the preceding year; and return the statements to the Director General's Office by the 7th December.

769. The estimates already prepared in connection with the six-monthly estimates and the preliminary schedule of demands will be re-examined in the light of later actuals then received from the Postal Accounts, modifications to revised allotments reported by Circles (*Vide* Rule 796-A) and other information available in the office or obtained from the parties concerned as laid down below and the revised estimates for the current and the budget estimates of the next years worked out and posted in the different abstracts in Form Bgt. 1 against the respective heads.

(1) General Administration

Any material modifications to the figures under "Share of cost of the Communications Branch of the Ministry of Finance" adopted for the purpose of the six-monthly estimates and the preliminary schedule of demands will be communicated by the Communications Branch of the Ministry of Finance.

(2) Accounts and Audit

On the 20th December, the revised and budget estimates with notes under Abstract D—Account and Audit—will be received in the Office of the Director General from the Offices of the Postal Accounts, and any material modifications to the estimates rendered necessary in the light of later actuals or other information whenever the necessity for such modifications becomes apparent, will be communicated by the Postal Accounts.

(3) Pensionary Charges

Any material modifications to the estimates already furnished rendered necessary in the light of later actuals or other information are communicated by the Postal/Telecom Accounts wherever the necessity for such modifications becomes apparent.

(4) Stamps, Postcards, Printing and Stationery

Information necessary to prepare the revised and budget estimates under "Stationery and Printing" will be obtained from other Departments etc. (*See* Rule 765).

(5) *Charges in England*

The revised and budget estimates of charges in England under the different heads shown in the budget are reported by the High Commissioner for India and the Secretary of State for Commonwealth Relation to the Ministry of Finance and the later communicates the figures to the Director General of Posts for inclusion in the revised and budget estimates after taking into consideration any known special factors for which allowance has not been made in the estimates prepared in England.

(6) *Deduct Credits to Working Expenses*

The information necessary to prepare the estimates under "Services rendered to other Governments, Departments etc.," is obtained from the Postal Accounts and the Controller of Military Accounts and Pensions, Allahabad. The estimates on account of recoveries of workshops on costs are prepared by the General Manager, Postal and Telecom Workshop in consultation with the Chief Accounts Officer, Stores and Workshop while those under "Share of revenue establishment debitable to Capital and Renewals Reserve Fund" and "Recoveries of indirect and freight charges on stores issued to works chargeable to Capitals and Renewals Reserve Fund" are framed with reference to the approved capital programme.

(7) *Dividend to General Revenues*

For the preparation of the revised and budget estimates under 357—Divident to General Revenues—a statement showing the actuals of the preceding year relating to each branch of the Department under the head 5201 will be received by 20th December in the Office of the Director General from the Offices of the Postal/Telecom Accounts.

(8) *Capital Outlay*

In respect of Capital Outlay, detailed information is available in the office of the Director General. Statements based on the latest available information will be compiled by 15th December giving details of all works of a capital nature affecting Heads 5201 for which provision has to be made in the budget estimates for the next year and also the estimated expenditure during the current year under each detailed head of the above heads for the purpose of the revised estimates.

Provision for the annual requirements for telegraph and telephone lines and apparatus required by Railways is made in the Postal Budget on the basis of forecasts forwarded by the several Railway Administrations. For the purpose, a preliminary list of works likely to be required during the ensuing year will be supplied by the Railway, Administrations direct to the Heads of Circles concerned by the 15th of July and this will be followed by a final one by the 15th of September in each year. Railway will exercise special care to ensure that this final forecast is as accurate as possible, and will subsequently confirm the several demands made in the final lists in the beginning of the financial year to which the list relates. A demand which has been so confirmed cannot be cancelled without the concurrence of the Indian Postal Department. On receipt of the confirmation, Heads of Circles should furnish the Controller of Telegraph Stores with forecasts of stores for such works. Any work included in the forecast which is not confirmed by the 31st October, will be excluded from the Revised Estimates of the Posts and Telegraphs Department and will be undertaken thereafter only if funds can be found from unexpected savings accruing from elsewhere.

The above procedure will also be followed in the case of requirements for telegraphs and telephone lines and apparatus for Canal Administrations except that in such cases the preliminary lists will be supplied by the first week of April and the final list by the 15th of July in each year.

(9) *Revenue*

Estimates of the revenue anticipated during the current and next years from advertisements and book-stalls, credits for sale of assets, recoveries of freight and indirect charges on sale of stores and contributions works, recoveries from the Defence and Meteorological Departments for wireless services rendered revenue to be derived from various kinds of Broadcast Receiver Licences and recovery from External Affairs Department for the maintenance of Dak and Telegraph lines in Sikkim and Tibet will be compiled by the 5th November every year and after careful check will be forwarded to the Postal Accounts for inclusion in the revenue and receipt estimates. Any proposal under consideration affecting the Revenue and Receipts will also be communicated to the Postal Accounts by the above date.

Preliminary estimates of revenue and receipts for the current and next years based on the approximate actuals for seven months of the current year, will be received from the office of the Postal Accounts on 30th November. Any important modifications found necessary therein in the light of seven months' actual will be intimated by the Postal Accounts by the 6th December.

The revenue and receipts estimates with notes will be received from the Postal Accounts by 10th January and material modifications in the estimates will be received by the 9th February.

Although the estimates of revenue shall be prepared by the Postal Accounts, it is considered desirable to associate Heads of Circles in the duty of watching the progress of realisations as compared with budget estimates. To enable Circles to do so it has been arranged with the Postal Accounts, that the Director of Postal Accounts, concerned shall, by the end of each month furnish to each Head of a Circle actual figures of revenue realised in the preceding month under the following heads :—

- (1) Sale of ordinary stamps.
- (2) Sale of service stamps.
- (3) Telegraphs charges realised in cash.
- (4) Total postage and message revenue.
- (5) Receipts on account of money orders and British Postal Orders.
- (6) Total Miscellaneous Revenue.
- (7) Total Revenue for the month.

The figures for actuals, of revenue will be published in the Bulletin of Statistics.* An examination for these actuals alone may not be sufficient to enable Heads of Circles to ascertain probable reasons for the variation in the realisation of revenue. For this purpose, they may obtain from selected Post Offices and from Divisional Superintendents a periodical report regarding the position of revenue and future prospects, and check the informations so obtained with the figures received from the audit offices or circulated in the bulletin. In this connection attention is invited to the notes showing details of increase or decreases of revenue included in the sanctioned budget estimate which are printed on the first page of each issue of the Bulletin of Statistics. This information will enable the Circles to watch how far the actuals in their Circles are in accordance with expectations.

770. As the revised and budget estimates prepared in Form Bgt. 1 under each abstract etc., become ready, they will be forwarded with appropriate comments to the Ministry of Finance, Communications, for acceptance. The estimates of revenue and receipts with notes thereon received from the Postal Accounts, on 10th January [Rule 769 (9)] are also to be submitted to the Ministry of Finance, Communications, for approval with such comments as the Director General may consider necessary immediately afterwards. On receipt back from the Ministry of Finance, Communications, of all abstracts etc., finally approved by him, the position of the grants and the revenue receipts the revised estimates of the current year and the budget estimates of the ensuing year is worked out and is brought to the notice of the Ministry of Finance, Communications. Thereafter the approved estimate under each sub-head is submitted to the Ministry of Finance. Communications with draft budget notes by the Director-General. The figures thus arrived at are then consolidated in a statement and reported (on 22nd January) to the Ministry of Finance and the Postal Accounts, for inclusion in their ways and means estimates.

771. In the meantime proofs of the form of (1) Demands for grants, and (2) Budget notes should be kept ready by the Director-General with the figures of previous actuals and budget estimates of the current year. On receipt back of the abstracts from the Ministry of Finance. Communications the approved figure both for revised estimates and budget estimates should be filled in the proof pages of the demands and budget notes and clean copies of proofs obtained from the Press.

The proof copy of the demands for the grants should at this stage include the figures of staff as on the last day of February. For this purpose, statements in the prescribed form will be received in the offices of Heads of Circles etc., from branch Account offices by 10th December giving separately for each Circle and by abstracts the actual strengths (including those on leave) of each class of officials employed permanently or in an officiating capacity in vacant permanent posts in the Department on the 1st April and the 30th November respectively, of the current year. Vacant permanent posts, remaining unfilled will not be included in these figures of strengths. In these statement the numbers in all cases will be grouped according to time scales of pay or fixed pay, as the case may be, only abnormal variations being explained in the last column of the form. On receipt of these statements of strength etc., the Head

of each Circle Including an Administrative Officer directly subordinate to the Director-General will compile and furnish by the 31st December a statement showing separately for each abstract (i) the number of staff actually employed on 30th November as intimated by the Director of Postal Accounts, (ii) the number of permanent posts of each class created, abolished or kept vacant and likely to be created, abolished or kept vacant, (iii) the number of vacant permanent posts of each class filled up or likely to be filled up either permanently or in an officiating capacity in his circle or office between the 30th November and the last day of February of the financially year, and (iv) the number of staff as will stand on the last day of February.

772. Deleted.

773. On receipt of orders of the Ministry of Finance on the revised and budget estimates or edition of the Demands for Grants incorporating the modifications, if any, ordered by the Ministry of Finance is printed by the Ministry of Finance for distribution amongst the members of the Parliament. In this edition should be incorporated the profit and loss accounts of the Postal, Telegraph, Radio and Telephone branches.

774. The proposed estimates, as approved by the Government of India, are laid before the Parliament as demand for grants. The grants with such modifications made by Parliaments, as are accepted, are communicated by the Ministry of Finance to the Director-General with a statement showing the distribution of grants for voted and charged expenditure by sub-heads and demand units. The final edition of budget notes, and the demands for grants is then printed, and supplied to the Heads of Circle etc., for their guidance.

(f) Allotments to Controlling Officers

775. As soon as the orders of the Ministry of Finance fixing the budget grants by sub-heads and demand units are received, funds under the heads relating to pay charges and other heads for which estimates are prepared by Circles etc., are allotted to them by secondary units of appropriation. These allotments will be made with due regard to the requirements of the various Circles etc., as indicated in the estimates received from them and to other factors known as headquarters. The duplicate copy of the new items statements will also be returned to the Circles, etc., after indicating which of the items have been rejected or accepted with or without modifications. A copy of the distribution statement communicating the allotments is forwarded to the Postal Accounts, for their information. Relevant extracts thereof are also forwarded to the branch Account Offices at the same time.

775-A. In the case of works the budget estimates contain detailed provision for specifically approved major works in each circle lump provision for unanticipated major works required by Railways, Canals and other Government Departments etc., and lump provision for minor works. The lump provisions under minor works is distributed amongst Heads of Circles with a view to their distributing the same amongst Divisional Engineers.

(g) Distribution of Circle Allotments

776. As soon as the advice of Circle allotments is received from the Director-General, Heads of Circles should distribute these allotment amongst spending officers subordinate to them. Each such subordinate officer will thus be informed of the grant at his disposal and will be responsible to see that the expenditure incurred by him is within the allotment.

777. Deleted.

778. The rules relating to the distribution of allotments for Major and Minor Works, the maintenance of Allotment Registers for expenditure on works and the submission of returns in connection therewith, will be found in Rules 81 et seq., of *Postal Financial Handbook*, Volume III, Part I.

(h) Three-monthly and six-monthly Estimates

779. By the 15th August a report, which is called the three-monthly-estimates, is submitted to the Ministry of Finance, Communications, communicating important modifications that may be considered necessary in the budget estimate of the current year.

780. The report shows modifications under major head (with the exception of capital head) with brief explanations of important variations anticipated between the actual expenditure of the year and the sanctioned budget. This report is based on actuals for the three preceding years and the first three months of the current year and other information and developments that may become known to the Directorate after the issue of the final budget. The revenue portion of this estimate is prepared by the Postal Accounts and communicated to the Director-General, for inclusion in the

complete estimates. To enable him to prepare the estimate, the Director-General's office intimates to the Postal Accounts by the 31st of July each year any schemes or other developments which are likely to affect the revenue of the Department.

781. A revised estimate of revenue and expenditure under each minor head, called the six-monthly estimate, is prepared after consideration of the actuals for the first six months of the year, the actuals for the three preceding years and on the basis of estimates obtained from circles and others in accordance with Rules 763 to 767. The revenue portion of this estimate also is prepared by the Postal Accounts, and submitted to the Director-General for inclusion in the six-monthly estimate. To enable the Postal Accounts to prepare the estimate of revenue, the Director-General's office furnishes them by the 31st of October each year with the particulars of any scheme or other developments likely to affect the revenue of the Department. This estimate, then completed in consultation with the Ministry of Finance, Communications, is submitted to the Ministry of Finance Budget Division in Form Bgt. 13 by the 7th December.

Control over Expenditure in relation to Budget Grants

782. The Director-General is ultimately responsible for controlling the whole expenditure of the Department against the sanctioned grants, and Heads of Circles are required to co-operate with him in the exercise of this control by watching the progress of expenditure against the portions of those grants placed at their disposal.

783. Control in relation to budget allotments, in order to be effective, must aim at the two definite objects of detecting probable excesses or savings against grants. In other works, it must secure—

- (i) That expenditure is not incurrent under any head in excess of the funds allotted to that head. If the existing allotment is inadequate, this fact must be brought to the notice of higher authority and the reasons explained fully. It will then be for that authority either to increase the allotment or to accept the responsibility of refusing the increase applied for, or (in very exceptional cases) for authorising expenditure in excess of the allotment. Heads of Circles must realise that, unless their allotments are actually so increased, or unless special authority is formally conveyed to them to spend in excess of them, they will be held responsible that the funds allotted to them for expenditure under each head are not exceeded.
- (ii) That if at any time it becomes apparent that there is likely to be a surplus under any head, then (subject to the exercise by Heads of Circles of their own powers of re-appropriation) the amount of the probable excess must be promptly surrendered. In this connection it should be noted that savings due to actual postponement or abandonment of expenditure should in no circumstances be used for re-appropriation to meet new items of expenditure. The necessity for such action becomes apparent from the fact that unless the probable amount of surplus is surrendered in time, there will not only be a lapse at the end of the year but also the unfortunate position that available funds could not be utilised on other urgent requirements. It is only, if the possibility of savings being made in one direction is promptly brought to the notice, that money can advantageously be used elsewhere.

784. These two objects can be attained only by the adoption of a systematic watch over expenditure and by a monthly comparison with grants.

785. In the case of fixed charges, no regulation of expenditure against grants is possible as the amount of such charges cannot be varied by any action on the part of the Circle or Divisional staff, and an excess or saving as against the grant can only be attributable to inaccurate budgeting or allotment. The position of funds should, however, be reviewed monthly by Heads of Circles with reference to the progress of actuals communicated by audit and sanction regarding abolition or conversion of posts issued from time to time, Savings which are found to accrue due to conversion of appointments from higher to lower scales or due to retirements and which have not been taken into account in framing the estimates or in making the allotments should not be utilised for supplementing the grant but should be surrendered by Circles as soon as foreseen. Savings on account of abolition of posts in any office should also be surrendered if they are not required for the creation of similar posts in the same cadre in other offices. The same procedure should be followed in respect of other fixed and fluctuating charges also.

Cases of inter-circle transfers of staff and disbursement of leave salaries etc., of officers in a Circle other than their own involving more expenditure in one Circle and less in another under the either voted or charged portion of pay charges should be promptly reported by the Circles to the Director-General to enable the necessary re-appropriation of funds from one Circle to another being made to meet the needs of the situation.

When payments of pay and allowances are made in one Circle in respect of the staff belonging to another Circle and the Circle under whose jurisdiction the payments are made does not operate on the head of account to which the charges are debitable, the items may be passed on through 'remittance' to be adjusted against the allotment of the Circle concerned.

786. For purpose of control every administrative officer should insist on the submission by each of his subordinate officers amongst whom he sub-divides his allotment of a regular monthly return on or about the 15th of the month following that to which it relates. This monthly return should exhibit according to the heads under which the funds have been allotted the total allotment, expenditure including accepted liabilities, the unspent balance of the allotment at the end of the month and the estimated further requirements for the rest of the year.

NOTE 1.—“Liabilities”, referred to above, include not only money due on articles ordered in the open market but also the value of articles supplied or services, rendered for which a book adjustments is to be made. In the latter case, the amount should be ascertained or reckoned, as approximately as possible, and the return should not be delayed by attempting to get an accurate figure.

NOTE 2.—Amounts outstanding at the end of the month on account of advances of travelling allowances for journeys on transfer, should be included under liabilities. Advances of travelling allowanaces for journeys on tour are treated as final charges and should not be reckoned as liabilities.

NOTE 3.—The offices to whom allotments are made by Heads of Circles under “Contingencies-Stores”, should watch the progress of expenditure against allotments with the help of the valued issue notes that are sent by the Divisional Depot to each receiving officer, *vide* Article 163, *Initial Account Code*, Volume II (Provisional Issue).

The schedule of contingencies in Form A.C.E.-52A with all the particulars completely shown therein will be prepared by the Divisional Engineers in triplicate, one copy being submitted to the office alongwith the monthly store accounts. The second copy will be submitted to the Heads of Circles every month soon after the submission of the monthly store account to the Audit Office and the third copy retained in the Divisional office. On receipt of the copies of schedule monthly from Divisional Engineers, the Heads of Circles will be in a position to know the monthly expenditure incurred in each office and to link up this information with the monthly reports received from the Posts and Telegraphs offices concerned.

787. On receipt of these monthly returns, the Head of the Circle should have a consolidated statement prepared in his own office for the whole Circle showing the grants at his own disposal under each head as revised to the end of the month, the total expenditure to the end of the month and the balance available. This statement will thus be for the Circle the counterpart of the statements received by the Head of the Circle from his own subordinate offices. In preparing this consolidated statement, the importance of noting all outstanding liabilities as explained above should be kept in view. The Head of the Circle should at once apply for additional grants, as may be necessary, or surrender surplus provisions.

788. *Cancelled.*

789. In order that these statements may be really useful for purposes of control, it is essential that the figures contained therein should be accurate and reliable. To safeguard this it has been arranged, with the concurrence of the Postal Accounts that the several Branch Account Offices should supply the Heads of Circles with booked figures (cash and stores account figures and book debit figures separately) for each month under each detailed head immediately the monthly accounts are completed and posted to the Postal Accounts. Details of all corrections made in the initial accounts and of amounts adjusted by book transfers will also be communicated by the Branch Account offices to the several Controlling Officers in ordered to enable them to reconcile their figures with those booked in the Account offices.

789-A. The detailed procedure for the reconciliation of departmental figures of expenditure with those booked in the Account offices in respect of postal fluctuating heads will be found in Appendix No. 16 to this Volume.

790. The Director-General is also kept advised by means of a monthly return received direct from the Postal Accounts of the progress of expenditure in the Department as a whole. This is a valuable aid to the Director-General in watching the progress of expenditure under both fixed and fluctuating charges. A financial review is made by the Director-General monthly on the revenue and expenditure figures communicated by the Postal Accounts, through this monthly return and is submitted to the Ministry of Communications and the Ministry of Finance.

791. For purposes of decading whether there is need for an additional grant or the possibility of a surrender (Rule 795), estimates of probable expanditure for the year have to be made on the basis of the latest information available

in respect of actuals. As regards heads of expenditure, under which it is obvious that the outlay is fairly regular throughout the year, the rate of expenditure to the end of any month corresponds fairly to the monthly budget provision for the year and fairly accurate results could thus be obtained. In the case, however of other items of expenditure under which expenditure is commonly heavier at certain periods of the year than at others, the probable outlay for the year will be estimated by applying to the actuals a rule of proportion based on the average of the last three years figures in respect of budget and the total expenditure for the number of months for which actuals are available for the current year.

792. Heads of Circles and subordinate officers should clearly understand that the policy of the Department is to distribute the available funds early in the year as far as possible to the fullest extent compatible with the demands upon them and that normally only relatively small sums are kept in reserve as a provision for real emergencies. It must not, therefore, be expected that additional grants can be made as a matter of course during the year, nor is it permissible to expend the moneys which are available at such a rate as to involve the assumption that additions will be forthcoming.

793. The rules regarding submission of progress report for works by Divisional Engineers, etc., will be found in Chapter III of the *Posts and Telegraphs Manual* Volume X. For purposes of control of expenditure Divisional Engineers should compile monthly a progressive statement of expenditure on each major work indicating whether the balance of the sanctioned amount is insufficient to cover the expenditure to be incurred during the rest of the year or is in excess of it and send it to the Head of the Circle not later than the 15th of the following month. In the case of minor works, however, the Divisional Engineers will submit to the Head of the Circle twice a year on the 15th November and 15th February statements showing the progress of expenditure to the end of October and January. Heads of Circles in turn should also send twice a year to the Director-General's office so as to reach it by the 30th November and 28th February, statements for the periods ending October and January showing the progress of expenditure against (i) each major works, (ii) minor works in lump, and (iii) each secondary unit. These reports should take into account the anticipated requirements for the remaining months of the year and the report for the period ending January should be complete and indicate definitely the amount to be surrendered.

794. It is the duty of the Head of the Circle to watch carefully the progress of expenditure month by month and to see that, probable lapses are promptly reported and additional grants, whenever necessary, asked for by Subordinate Control units. The Heads of Circles are held personally responsible for an intelligent review of expenditure, for applying for additional grants in time and for making reasonable surrenders. The practice of deferring till the end of the year the surrender of lapses that can be foreseen earlier is strongly deprecated.

NOTE 1.—The minimum amount of lapse or extra requirement to be reported to the Director-General is fixed at Rs. 100.

NOTE 2.—Copies of all orders of surrender should invariably be furnished to the Branch Account office concerned. If the amount surrendered is Rs. 1,000 or more, or the surrender involves any novel or special feature the reason for the surrender should also be intimated to the Branch Account office concerned.

794A. *Cancelled.*

795. On receipt of monthly statements from subordinate officers, Heads of Circles should examine carefully the position in respect of budget grants and see whether the probable excesses may be covered by anticipated savings elsewhere. If necessary, redistribution of grants should be made among the subordinate officers. Any excesses, which cannot be met in this way or by permissible re-appropriation within the powers of the Head of the Circle to sanction (*Vide* Rule 35 of Schedule II of the *Schedule of Financial Powers of Officers of the Indian Posts Department*), must be reported to the Director-General.

NOTE.—Copies of all re-appropriation orders should invariably be furnished to the Branch Account office concerned. If the amount re-appropriated is Rs. 1,000 or more, or the re-appropriation involves any novel or special feature, the reason for the re-appropriation should also be intimated to the Branch Account office concerned.

796. As soon as the probability of an excess which it has not been possible to meet by the Head of a Circle by re-appropriation under the powers vested in him is noticed, it should be reported to the Director-General who will arrange to transfer anticipated savings from other Circles or make the necessary provision of funds from the reserve placed at his disposal, if any. Failing either of these courses, the question of a formal re-appropriation of funds will be considered by the Director-General, and, if in any case such re-appropriation is beyond his power, proposal, should be submitted as soon as possible for the consideration and orders of the Government of India in the Ministry of Finance. The power of the Director-General, in respect of appropriation, and re-appropriation are set forth in Schedule III of the *Book of Financial Powers*, an extract from which is reproduced as Appendix No. 4 to this Volume.

796-A. Soon after the six-monthly estimates are approved (*Vide* Rule 781 above) revised allotments are issued to the Heads of Circles. etc. in December, and copies thereof communicated to the Accounts offices concerned and the Postal Accounts. On receipt of these revised allotments, Heads of Circles, etc. should review the position of funds with

reference to the latest actuals and other information available with them and regulate the expenditure for the remaining months to keep it within the revised allotments. In case there is need for any modifications a report should be sent by the 8th January suggesting necessary modifications to the revised allotments received, supported by full and detailed explanations in each case and an analysis of the modifications under the detailed heads affected. Such of the modifications as are found to be justified will be taken into account by the Directorate in finalising the revised estimates.

796-B. The position of funds under their control should be reviewed in the beginning of March by the Heads of Circles etc. They should report the Anticipated Final Grants under several Units in the prescribed form to as to reach the D. C.'s office by the 9th March. In order that there may not be any under over estimating the Branch Account Offices will intimate to them as well as to the D.G. (POSTS). On 28th February each year, the details of all unusual heavy adjustment involving Rs. 1,000 or more made in the month of January of that year. As also all anticipated unuseful heavy adjustment of Rs. 1,000 or above, that are likely to be made in the accounts of the months of February and March of that year. A copy of the statement showing the anticipated final grant should be furnished. A simultaneously to the Director of Postal Accounts concerned.

In regard to the demands for additional requirements which cannot be met from within the Circle grants by way of re-appropriation within the powers of sanction Circles etc. separate statement should be prepared and submitted to the Director General office alongwith the statement of anticipated final grant showing the amount required and explaining clearly the reason for the additional grant. The figures are not be included in arriving at the net anticipated final grant. If the additional requirements are finally approved and funds are found available to meet them, the amounts will be taken into account by the Director General's office in framing the final grant and for reporting the final surrenders or applying for additional appropriations in respect of charged expenditure, as the case may be, to the Ministry of Finance, Communications, on the 18th March.

A separate communication will also be sent to the Circles etc., allotting additional funds to the extent fund possible or withdrawing savings, as the case may be, and a copy thereof forwarded to the Branch Audit office concerned.

796-C. On receipt of the anticipated final grant statements from the Circles they will be consolidated in the Director-General's office and the final grant for the Department as a whole framed for report to the Ministry of Finance, Communications. The anticipated net savings for the Department will at the same time be surrendered. Individual re-appropriations statements in respect of re-appropriations which are beyond the powers of the Director-General will also be prepared and submitted to the Ministry of Finance, Communications, for approval.

797. *Cancelled.*

797-A. For the purpose of appropriation audit the Director-General is required to furnish the Postal Accounts, in Form Bgt. 22 by the 7th April each year a consolidated statement of final grants by Demand and Secondary units showing all the modifications in the grant, sanctioned up to the 31st March. In order to enable him to forward the statement on the due date it should be observed as a general rule that no re-appropriation should be sanctioned by Heads of Circles after the 23rd March. In the rare cases in which need for a re-appropriation of considerable magnitude from one head to another becomes manifest after that date, they should be reported to the Director-General before the close of the year. Immediately after the 23rd March, a statement showing re-appropriations made by the Circles between the date of submission of the anticipated final grant statements and the 23rd March including the additional allotments and withdrawals made by the Director-General in March should be submitted by the Heads of Circles in the prescribed form to the Branch Account office concerned. A copy of the statement should at the same time be sent to the Director-General. It has been arranged with the Postal Accounts that the statement should after verification be forwarded by the Accounts office to reach the Director-General's office by 1st April. A statement showing the position of Final Grants as they stand on 1st April, after taking into account any modifications made after 23rd March should also be submitted so as to reach the Director-General by the 4th April.

797-B Immediately after the close of the year the preparations of the statements in Forms in Bgt. 15 and 16 showing variations of expenditure from grant should be taken up by Circles. Column II of these forms under each sub-head should be filled in and sent so as to reach the Accounts office by the 31st May positively. These will be returned by the Accounts office after filling in column III showing the expenditure for the year booked up to the accounts for March final, so as to reach the Circle office on the 15th June positively. As soon as the forms have been received back from the Accounts office, the reason for variation between column II and III should be investigated quickly in respect of all variations exceeding Rs. 500 under each secondary unit. The explanations for such variations should then be noted in separate sheets. The statements of variations thus completed under each sub-head should then be sent in convenient batches to the Accounts office. The last batch of the completed statements should be sent so as to reach the Accounts office not later than the 30th June positively.

The Accounts office will, after taking necessary action, forward the completed statements of variations (with explanations sheets of the Circles) so as to reach the Director-General's office not later than the 15th *July* positively.

A report should be submitted by the Circles so as to reach Director-General's office on the 30th June, intimating that the completed statements of variations with explanations sheets in respect of all the sub-heads have been sent to the Accounts office. In giving reasons for the variations it is important to note that the explanations given especially in connection with the larger variations should not only be accurate and intelligible but concise and illuminating. It should be brought out clearly whether the variation was inevitable and whether it could not have been foreseen.

Large amounts are sometimes adjusted under certain heads in March Supplementary Accounts and it becomes necessary to modify or revise the reasons for variations already furnished by Circles to the Branch Accounts offices. As the intention is to explain the variations between the Final Grant and total expenditure of the year (as booked up to the close of the accounts of the year), revised or modified explanations for the variations should also be furnished to the Accounts office, wherever necessary.

Irregularities noticed in Appropriation Audit

798. Some of the more frequent causes of lapses in budget grants for works are over-estimating, incorrect entries in connection with recovered stores, neglect to maintain correct valuation lists of receipts and issues of maintenance stores and inaccurate estimation of liabilities particularly in connections with railway credit notes for carriage of stores. The Disbursing Officers should pay special attention to avoid these defects.

799. Another serious irregularity which is frequently complained of in appropriation audit, is the rush of expenditure in the last few months of the financial year. Rush of expenditure is attendant with many serious evils and is strongly depreciated. Expenditure should, as far as possible, be evenly distributed throughout the year. It is far more in the public interest to surrender money that cannot be profitably utilised, in order that it may be diverted to other works which would otherwise have to lie over for want of funds, than to expend money in a hurry mainly for the reason that it is at the disposal of the spending officer. Arrangements have been made to provide for regrants of amounts that may have lapsed at the end of the preceding year owing to restricted expenditure in that year (*Vide* Rule 800 below). Disbursing Officers should surrender freely all money which cannot be spent economically.

Regrants of lapses

800. In order that progress on works which cannot be finished before the end of the financial year shall not be interrupted by the closing of the accounts on the 31st of March, lapses on capital and joint works relating to the following items will if reported once by the 5th of January and thereafter by the 10th of February at the latest, be provided for in the budget estimates of the next financial year:—

1. Buildings.
2. Railway Mail Vans.

801. Deleted.

802. In the budget estimates a new detailed head "Lump sum for regrant of lapses" is opened to show this amount with a deduct entry "Deduct on account of probable lapses in the budget year" to receive the amount that may probably lapse during that financial year.

Applications for regrants should be submitted so as to reach the Director-General by the 15th of April but care should be taken to ensure that the demands for regrants do not exceed the amounts of savings reported in the previous year under Rule 801.

803. The amounts sanctioned from the detailed head "Lump sum for regrants of lapses" for works are treated as re-appropriation to the respective detailed heads under which those works are classified. Accordingly expenditure on these works is debited to those heads and no expenditure is recorded against the head "Lump sum for regrant of lapses."

LIST OF APPENDICES

- Appendix No. 1.—List of Returns due from the Directorate.
- Appendix No. 2.—*Deleted.*
- Appendix No. 3.—Distribution of publications.
- Appendix No. 3A.—*Deleted.*
- Appendix No. 4.—*Deleted.*
- Appendix No. 5.—List of items in the Indian Budget which are not to be submitted to the vote of Parliament.
- Appendix No. 6.—Form of Memorandum to the Standing Finance Committee.
- Appendix No. 7.—Rules for the guidance of various authorities in India in disposing of claims for compensation for loss of property by Civil Officers.
- Appendix No. 8.—*Deleted.*
- Appendix No. 9.—List of Officers to whom copies of G.Os. should be supplied.
- Appendix No. 10.—Statement showing different classes of fire extinguishers and the characteristics of each class.
- Appendix No. 11.—Rules for the occupation of inspection quarters of the Indian Postal Department.
- Appendix No. 12.—Model rules governing the maintenance, etc., of inventories of Government Stores.
- Appendix No. 12A.—*Deleted.*
- Appendix No. 13.—*Deleted.*
- Appendix No. 14.—*Deleted.*
- Appendix No. 15.—*Deleted.*
- Appendix No. 16.—Reconciliation of Departmental figures for Postal fluctuating Heads controlled by Heads of Circles with those booked in the Audit Office.
- Appendix No. 17.—Central Civil Services (Recognition of Service Associations) Rules, 1993.
- Appendix No. 18.—Postal Security Instructions.
- Appendix No. 19.—Postal Buildings.

APPENDIX NO. 1

[Referred to in rule 685]

LIST OF RETURNS DUE FROM THE DIRECTORATE

Sl. No.	Nature of return	Period for which due	Due date
(1)	<i>From the Director-General Posts, to the Government of India, Ministry of Communication.</i>		
1.	Annual Report	Yearly	10th January.
2.	Confidential Reports on officers belonging to Central Services, Group A.	Do.	June.
3.	List of Officers belonging to Central Service, Group A and Group B due to retire in the following year.	Do.	1st June.
4.	List of Official publications not included in the General Catalogue of Government of India publications-printed during the last calendar year.	Do.	31st March.
5.	Annual communal statements (due to the Ministry of Home Affairs through the Ministry of Communications).	Do.	1st August.
6.	List of petitions to the Government withheld by the Director-General	Quarterly	January, April, July and October.
(2)	<i>From the Director-General, Posts to the Government of India, Ministry of Finance.</i>		
1.	Assembly edition of Budget Estimate and Budget Note.	Yearly	25th February.
2.	Three-monthly estimate of revenue and expenditure.	Do.	15th August.
3.	Detailed six-monthly estimate with explanation of variations from the Budget Estimate.	Do.	7th December.
4.	Preliminary Scheduled of Demands for next year.	Do.	7th December.
5.	Statement of losses debited to Central Government Revenues on account of Savings Bank, Government Securities and Post Office Certificate frauds regularised by the Ministry of Communications.	Monthly	Third week of the Month following that to which sanctions relate.
(3)	<i>From the Director-General, Posts to the Director of the International Bureau, Universal Postal Union, Berne.</i>		
1.	Postal statistics	Yearly	Last week of July.
2.	Postal statistics	Triennial	Last week of July (in 1941, 1944, 1947 and so on).

APPENDIX NO. 2

DELETED

APPENDIX NO. 3

[Referred to in Rule 693]

DISTRIBUTION OF PUBLICATION

1. *Mode of distribution.*—The publication issued by the Director-General are ordinarily stocked by the Superintendent; Postal Stores Depot, Delhi and distributed by him according to instructions issued by the Director-General. With the exception of a few publications, copies required in a Circle for officials use or for sale will be sent in instalments, if necessary to the Stores/Stock Depot for distribution in accordance with the lists supplied to the latter by the Head of the Circle. In addition to the number actually needed, 10 per cent of this number will be sent for stock, where from further demands, from whatever cause arising should be met by the Stores/Stock Depot. It is only when this spare stock of any publication in Stores/Stock Depot, needs replenishing, that application should be made to the Director-General through the Head of the Circle for a further supply; otherwise all correspondence in respect of a publication should be conducted with the Stock Depot. Any instances of short supply or non-supply should be brought to the notice of the Superintendent; Postal Stores Depot, Delhi.

2. *Preparation of invoices.*—The despatch of any publication sent from the Publication Branch to the Stores/Stock Depot or to Offices, as the case may be, will be advised by an invoice showing the full number due to the Circle. The invoices will be numbered in a consecutive annual series for each Stock Depot, and a blank invoice, closing each series, will be issued on the 31st March of every year. In the case of publications sent in more than one instalment, with each instalment, except the last, a numbered memo. will be enclosed bearing the words "Further supply will follow" and the memo. accompanying the final instalment, completing the supply, will bear a remark to that effect.

3. *Distribution Lists and Consolidated statement.*—A consolidated showing the number of copies of each publication required for the Circle (whether distributed by the Stores/Stock Depot or by the Publications Branch, Delhi) will be submitted by the Head of the Circle to the Director-General, together with a copy of each distribution list supplied to the Stores/Stock Depot. Whenever any change is necessary in the consolidated statement or in any of the Distribution Lists, a revised statement or list or both (as the case require) will be forwarded to the Director-General and to the Store/Stock Depot.

4. (1) *Subscription for "L'Union Postale".*—The Head of each Circle should ascertain the number of copies of the journal "L'Union Postale" which may be required by officials in his Circle; all details regarding subscribers names, etc., should be kept up in a register in the office of the Head of the Circle, the *total number* of copies of the journal required for the Circle each half year being communicated to the Director-General, together with information as to the names and addresses of only those subscribers who desire to have their copies sent to them direct by the International Bureau, Berne. Copies of the journal for subscribers other than those who desire to have their copies sent to them direct by the International Bureau will be forwarded by the Director-General to the Head of each Circle for detailed distribution.

(2) Subscriptions should be paid into the office of the Head of the Circle *at the time* that requests are made for copies, and, if any subscriptions are not so remitted, the Head of the Circle should take steps to secure payment promptly. The total amount of subscriptions for each Circle should be remitted in one sum by order to the Director-General as early as practicable.

(3) Subscribers having once registered their names for the half year should not be allowed to cancel their subscriptions during that half year. Subscriptions for a broken period cannot be recognised, as the journal can only be ordered for each half calendar year (January—June and July-December). In no case will refunds of subscriptions once paid be allowed.

5. The lists annexed will show the publications issued for use in the Department.

List I

List of publications issued from the Directorate

Sl. No.	Title of Publications	To whom supplied
1.	P&T Manual, Volume I (Legislative Enactments), Part I	Heads of Circles/Regions. Supervising officers (Post Office and Railway Mail Service). Director-General, Posts and Telegraphs audit. Director of Accounts, Posts. Head Offices. Gazetted sub-postmaster.

Sl. No.	Title of Publications	To whom supplied
		Selection grade sub-offices. Postal Stores/Stock Depots. Returned Letter Offices. Manager, Mail Motor Services. Postal Training Centres.
2.	Postal Manual, Volume II (General Regulations).	Heads of Circles/Regions. Sr. Supdt./Supdt. of Post Offices. Supervising officers (Post Offices and Railway Mail Service). Director-General, Posts and Telegraphs Audit. Directors of Audit and Accounts, Postal. Manager, Mail Motor Services. Head Offices. Sub-offices. Record offices. Postal Stores/Stock Depots. Returned Letter Offices. Manager, Mail Motor Services. Postal Training Centres.
3.	P&T Manual, Volume III (Schedule of administrative powers of officers of the Indian Postal Department.)	Heads of Circles/Regions. Senior Supdt./Supdt. POs. Supervising officers (Post Office and Railway Mail Service). Director-General, Posts and Telegraphs Audit. Director of Accounts, Postal. Head Offices. Gazetted sub-postmaster. Selection grade Sub-offices. Record offices. Postal Stores/Stock Depots. Returned Letter Offices. Manager, Mail Motor Services. Postal Training Centres.
4.	P&T Manual, Volume IV Part-I&II (Establishments).	Heads of Circles/Regions. Senior Supdt./Supdt. POs. Supervising officers (Post Office and Railway Mail Service). Director-General, Posts and Telegraph Audit. Director of Accounts, Postal. Engineering Sections, Postal Directorate. Head Offices. Postal Stores Depots/Stock Depots. Returned Letter Offices. Manager, Mail Motor Services. Postal Training Centres.
5.	Postal Manual, Volume V (Post Office and Railway Mail Service, General Regulations).	Heads of Circles/Regions. SSPOs/SPOs/SSRM/SRM. Supervising officers (Post Office and Railway Mail Service). Director-General, Posts and Telegraphs Audit. Directors of Accounts, Postal. Head Offices. Sub-offices. Record offices. Postal Stores/Stock Depots. Returned Letter Offices. Manager, Mail Motor Services. Postal Training Centres.
6.	Postal Manual, Volume VI (Post Office), Part I, II & III.	Heads of Circles/Regions. SSPOs/SPOs.

Sl. No.	Title of publications	To whom supplied
		Supervising officers (Post Office and Railway Mail Service.) Director General, Posts and Telegraphs Audit. Head Offices. Sub-Offices. Record offices. Postal Stores/Stock Depots. Returned Letter Offices. Manager, Mail Motor Services. Postal Training Centres.
7.	Postal Manual, Volume VII (Railway Mail Service).	Heads of Circles/Regions. Sr. Supdt./Supdt. of POs/RMS. Supervising Officers (Post Office and Railway Mail Service). Director General, Posts and Telegraphs Audit. Head Offices. Record Offices. Postal Stores/Stock Depots. Returned Letter Offices. Manager, Mail Motor Services. Postal Training Centres.
8.	P&T Manual, Volume VIII (Post Office and Railway Mail Service Supervising officers).	Heads of Circles/Regions. SSPOs/SPOs. Supervising Officers (Post Office and Railway Mail Service). Director General, Posts and Telegraphs Audit. Directors of Accounts, Postal. Head Offices. Postal Stores/Stock Depots. Returned Letter Offices. Manager, Mail Motor Services. Postal Training Centres.
9.	Rules for Branch Offices.	Heads of Circles/Regions. SSPOs/SPOs. Supervising officers (Post Office and Railway Mail Service). Director General, Posts and Telegraphs Audit. Directors of Accounts, Postal. Head Offices. Sub-offices which have branch office or offices in account with them. Head Record Offices. Postal Stores/Stock Depots. Returned Letter Offices. All branch offices in charge of English-knowing Branch Postmasters. Manager, Mail Motor Services. Postal Training Centres.
10.	Guides for Inspection of Post Offices.	Heads of Circles/Regions. SSPOs/SPOs. Supervising officers Post Office and Railway Mail Service (Except Inspectors, R.M.S.). Director-General, Posts and Telegraphs Audit. Head Records Offices. Manager, Mail Motor Services.
11.	Pamphlet of the Rules regarding Returned Letter Offices.	All Returned Letter Office clerks.
12.	Pamphlet of the Rules regarding Overseers.	Overseers.
13.	Telegraphic Message Code.	Heads of Circles/Regions. SSPOs/SPOs.

Sl. No.	Title of publications	To whom supplied
		Supervising officers (Post Office and R.M.S.). Postal Stores/Stock Depots. Returned Letter Offices. Head Offices. Sub-offices. Record Offices for themselves and for all sets of Mail Offices and sections (Sorting and Transit) attached to them. Manager, Mail Motor Services. Postal Training Centres.
14.	Alphabetical List of Post Offices.	Heads of Circles/Regions. SSPOs/SPOs. Supervising officers (P.O. and R.M.S.). Postal Stores/Stock Depots. Returned Letter Offices. Head Offices. Sub-offices. Record Offices for themselves and for all sets of Mail Offices and sections (Sorting and Transit) and for all sorters for their personal use attached to them. Manager, Mail Motor Services.
15.	Post Office Guide. Part I, II	Heads of Circles/Regions. SSPOs/SPOs. Supervising officers (Post Office and Railway Mail Service). Director General, Posts and Telegraph Audit. Directors of Accounts, Postal. Postal Stores/Stock Depots. Superintendent, Postal Stores Form & Seals, Aligarh. Returned Letter Offices. Head Offices. Sub-offices. Mail Offices. All Sections, Postal Directorate. Other offices as the Head of the Circle may select. Manager, Mail Motor Services.
16.	P&T Financial Handbook, Volume I (General).	All Heads of Circles/Regions. SSPOs/SPOs. Supervising officers (Post Office and Railway Mail Service). Director General, Posts and Telegraphs Audit. All Directors of Accounts, Postal. Postal Stores/Stock Depots. Head Offices. Sub-offices. Head Record Offices. Record and Sub-record offices. Postal Training Centres. Returned Letter Offices. Superintendent, Postal Forms & Seals, Aligarh. Manager, Mail Motor Services.
17.	P&T Financial Hand Book, Vol. II (Post Office and Railway Mail Service).	All Heads of Circles/Regions. SSPOs/SPOs. Director of Postal Services, New Delhi. Supervising officers (Post Office and Railway Mail Service). Director General, Posts and Telegraphs Audit. Directors of Accounts, Postal. Postal Stores/Stock Depots. Head Offices. Sub-offices.

<i>Sl. No.</i>	<i>Title of publications</i>	<i>To whom supplied</i>
		Sub-Record Offices. Postal Training Centres. Returned Letter Offices. Manager, Mail Motor Services. Postal Training Centres.
18.	Pamphlet entitled "Air Mail".	Heads of Circles, and all postal officials.
19.	Foreign Post Manual.	Heads of Circles/Regions. Director General, Posts and Telegraphs Audit. Directors of Accounts, Postal. Superintendent holding jurisdiction over offices of foreign exchange. All Head Post Offices. Returned Letter Offices.
20.	Pamphlet containing rules for guidance of depositors in Post Office Savings Bank.	All Heads of Circles/Regions. Director General, Posts and Telegraphs Audit. Directors of Accounts, Postal. All Posts Offices authorised to transact. Savings Bank business (including extra-departmental Branch Post Offices).

(N.B.— This pamphlet is issued only when any important change is made in these rules. Translations of the pamphlet in local Indian Languages should be issued only when a fresh edition of it in English published).

<i>Sl. No.</i>	<i>Title of publications</i>	<i>To whom supplied</i>
21.	Abstract of Postal Information (Pamphlet).	Branch Postmasters (including extra-departmental agents), postman and village postmen who know English.
22.	Code Names of all Departmental and Principal Combined Offices and Index Letters.	Heads of Circles/Regions. Director General, Posts and Telegraphs Audit. Directors of Accounts, Postal. Postal Stores/Stock Depots. Combined Offices.
23.	List of Officers of the Department of Posts.	Heads of Circles/Regions. SSPOs/SPOs. Director General, Posts and Telegraphs Audit. Directors of Accounts, Postal. Presidency Postmasters. Postal Stores/Stock Depots.
24.	Report on the work of the Indian Postal Department.	SSPOs. Superintendents of (Post Office and Railway Mail Service). First class postmasters. Accounts Officers, Postal Stores Accounts Branches (attached to Stores Depots).
25.	Book of Standard Printed Forms.	Heads of Circles/Regions. SSPOs/SPOs. Supervising officers (Post Office and Railway Mail Service). Director General, Posts and Telegraphs Audit. Director and Dy. Directors Audit and Accounts, Posts. Head Offices, Sub-offices, Record Offices, Postal Stores/Stock Depots, Returned Letter Offices. Postal Training Centres.
26.	Code for use in service telegrams.	Heads of Circles/Regions. Senior Supdt./Supdt. of Post Offices. All Combined Offices. Director-General, Posts and Telegraphs Audit. Postal Stores/Stock Depots. Postal Training Centres.

<i>Sl. No.</i>	<i>Title of publications</i>	<i>To whom supplied</i>
27.	Catalogue of articles supplied.	Heads of Circles/Regions. Sr. Supdts./Superintendents of Post Offices and Railway Mail Service. Inspectors of Post Offices/RMS. Head Offices. Postal Stores/Stock Depots. Returned Letter Offices. Postal Training Centres.

LIST II

List of publications issued by the Director General, Posts and Telegraphs Audit.

<i>Sl. No.</i>	<i>Title of publications</i>	<i>To whom supplied</i>
28.	History of services of Gazetted and other postal officers.	Heads of Circles/Regions.
29.	Postal Compilation of the Fundamental and Supplementary Rules	Heads of Circles/Regions. SSPOs/SPOs. Supervising officers (Post Office and Railway Mail Service). Postal Stores/Stock Depot. Head Offices. Sub-offices. Postal Training Centres. Record Offices. Returned Letter Offices. All Sections, Postal Directorate. Manager, Mail Motor Services. Accounts Officers attached to Postal Stores Depot.
30.	List of Heads of Accounts of the Postal receipts and disbursements.	Heads of Circles/Regions. Senior Supdt./Supdt. of POs/RMS. Supervising officers, Post Office and Railway Mail Services. Postal Stores/Stock Depots. Head Offices. Head Record offices. Returned Letter Offices. Manager, Mail Motor Services. Postal Training Centres.
31.	Book of Initial Accounts Forms.	Heads of Circles/Regions. Senior Supdt./Supdt. Supervising officers, Post Offices and Railway Mail Services. Postal Stores/Stock Depots. Head Offices. Sub-offices. Head Record Offices. Returned Letter Offices. Manager, Mail Motor Services. Postal Training Centres.
32.	Schedule of Financial Powers of Officers of the Indian Postal Department.	Heads of Circles/Regions. Senior Supdt./Supdt. Supervising officers, Post Offices and Railway Mail Services. Manager, Mail Motor Services. Accounts Officers. Postal Stores/Stock Depots. Head Offices. Head Record Offices. Returned Letter Offices. Postal Training Centres.

<i>Sl. No.</i>	<i>Title of publications</i>	<i>To whom supplied</i>
33.	Manual of Appointments and Allowances of Officers of the Indian Postal Department.	Heads of Circles/Regions. Senior Supdt./Supdt. of Post Offices. Supervising officers, Post Offices and Railway Mail Services. Postal Store/Stock Depots. Head Offices. Selection Grade Sub-offices other than selection grade Town sub-offices. Head Record offices and selection grade Sub-Record Offices. Returned Letter Offices. Manager, Mail Motor Services.

List III—Deleted.**List IV***List of Publications issued by Head of Circles*

34.	Rules relating to postmen, village postmen, mail peons, letter box peons and packers.	Head, sub and branch offices for issue to postmen, village postmen, mail peons, letter box peons and packers attached to the offices.
35.	Rules for Branch Offices.	Branch offices in charge of branch postmasters who do not know English
36.	Rules for the guidance of depositors in Post Office Savings Bank. Abstract of Postal Information.	All post offices authorised to transact savings bank business. Branch postmasters (including GDS), postmen and village postmen who do not know English.

LIST V—NOT PRINTED**APPENDIX NO. 3A****DELETED****APPENDIX NO. 4****DELETED****APPENDIX NO. 5***[Referred to in Note below Rule 743]*

List of items in the Indian Budget which are not to be submitted to the Vote of Parliament

The following expenditure shall be expenditure charged on the Consolidated Fund of India under the New Constitution.

<i>Details of Expenditure</i>	<i>Relevant Article</i>
1. The emoluments and allowances of the President and other Expenditure relating to his office.	112 (3) (a)
2. The salaries and allowances of the Chairman and the Deputy Chairman of the Council of States and the Speaker and the Deputy Speaker of the House of the People.	112 (3) (b)
3. Debt charges for which the Government of India is liable including interest, sinking fund charges, and redemption charges and other expenditure relating to the raising of loans and the service and redemption of Debt.	112 (3) (c)
4. The salaries, allowances and pension payable to or in respect of Judges of the Supreme Court.	112 (3) (d) (i)
5. The pensions payable to or in respect of Judges of the Federal Court.	112 (3) (d) (ii)

<i>Details of Expenditure</i>	<i>Relevant Article</i>
6. The pensions payable to or in respect of Judges of any High Court which exercises jurisdiction in relation to any areas included in the territory of India or which at any time before the commencement of the new Constitution exercised jurisdiction in relation to any area included in a Province corresponding to a state specified in Part A of the first schedule of the Constitution.	112 (3) (d) (iii)
7. The salary, allowances and pension payable to or in respect of the Comptroller and Auditor-General of India.	112 (3) (e)
8. Any sum required to satisfy any judgement, decree or award of any Court or arbitral tribunal.	112 (3) (f)
9. Any other expenditure declared by the Constitution or by Parliament by law to be so charged.	112 (3) (g)
10. The administrative expenses of the Supreme Court, including all salaries, allowances and pensions payable to or in respect of the officers and servants of the Court.	146 (3)
11. The administrative expenses of the office of the Comptroller and Auditor General, including all salaries, allowances and pensions payable to or in respect of persons serving in that office.	148 (6)
12. Grants-in-aid to the revenues of the States of Assam, Bihar, Orissa and West Bengal, in lieu of assignment of any share of the net proceeds in each year of export duty on jute and jute products to these States.	273
13. Grants-in-aid to the revenues of such States as Parliament may determine to be in need in assistance.	275 (1)
14. Certain special expenses and pensions.	290
15. <i>Deleted.</i>	291 (1)
16. Loans to States.	293 (2)
17. The expenses of the Union Public Service Commission, including any salaries, allowances and pensions payable to or in respect of the members or staff of the Commission.	322

APPENDIX NO. 6
(Referred to in Rule 756)

FORM OF MEMORANDUM TO THE STANDING FINANCE COMMITTEE

1. All memoranda for the Expenditure Finance Committee/Standing Finance Committee/Public Investment Board Memoranda and Cabinet Committee of Economic Affairs Notes may be prepared in the following format. If any further details are required to be given, the same may be prepared on separate sheet and appended to the format. (The format given in the end of this introductory text.).

2. The Expenditure Finance Committee/Standing Finance Committee/Public Investment Board Memoranda and Cabinet Committee of Economic Affairs Notes being circulated should contain concurrence/comments of Financial Advisers concerned without which proposals should not be entertained. If there are differences of opinion between Financial Advisers and the Secretary administrative Ministry/Department it should be spelt out in the Memoranda/Notes.

3. Further guidelines for the preparation of the Expenditure Finance Committee/Standing Finance Committee/PIB Memoranda and CCEA Notes as contained in GIMF OM No. 1(2)-PF. II-03 dated 07-05-2003 and enclosures thereto mentioned hereunder (after format) will also apply.

FORMAT OF EXPENDITURE FINANCE COMMITTEE/STANDING FINANCE COMMITTEE/PUBLIC INVESTMENT BOARD/CABINET COMMITTEE OF ECONOMIC AFFAIRS NOTES

1. Sponsoring Ministry/Department

2. Statement of proposal :

- (a) Whether Central Scheme or Centrally Sponsored ? In case of new CSS or CSS with changed parameters, funding pattern etc., whether approval of full Planning Commission has been obtained.
- (b) Whether there are schemes with overlapping objectives and coverage in other Ministries and states ? If so, the details of such schemes and the scope for integration.

- (c) New Proposal/Modified/Revised Cost Estimate.
- (d) Reasons and justification for proposal, indicating historical background, circumstances in which the need have arisen, whether other alternatives have been considered and what detailed studies have been made in regard to the proposal for establishing its need, its economics and other relevant aspects.
- (e) *If it is location specific, basis for selection of location.*
- (f) Has the proposal been included in the Five Year Plan and what are the provisions in the Five Year Plan and in the current annual plan? Is any modification proposed?
- (g) What is the estimated yield from the Project and what are the economic implications.
- (h) In case of ongoing scheme/project, present status and benefits already accrued to the beneficiaries may also be furnished.
- (i) Have other concerned Ministries and Planning Commission been consulted and if so, with what results.
- (j) Whether any evaluation had been done? If so, broad findings of such evaluation studies may be given.
- (k) Has the proposal or its variant been gone into by any Committee, Departmental or Parliamentary, if so, with what result and what decisions have been taken.
- 2(1).** What are the development “outcomes” and “outputs” of the scheme/project? The development outcomes and outputs should be specified in measurable monitorable terms alongwith baseline data against which the impact of the scheme will be assessed. (An illustration of the distinction between “outcomes” and “outputs” is available under the National River Conservation Programme - setting up an STP/Laboratory is and “output” while improvement of river water quality to a prescribed standard is a development “outcome”).

[(No.MOF (DDE) No. 1(1)-PF.II/05 Dt.30-06-2005)]

The undersigned is directed to refer to Department of Posts U.O. No.7-10 /89-GFR(Plan Expenditure)/(FC)(P) on the above mentioned subject.

Necessary clarifications, asked for, have been given vide para 2 of this Department’s O.M. even number dated 13.05.2002, according to which schemes costing upto Rs. 5 crores can be approved by the Secretary of the Ministry/Department concerned in the normal course subject to fulfillment of the conditions listed in para 6 of the O.M. dated 18.02.2002. No further approval of the Minister in charge in such cases will however be necessary. [(MOF&CA(DOE)No.1(3)PF.II/2001(Pt.II)Dt.27-12-2002)].

3. Programme Schedule :

- (a) Has the project/scheme been worked out and scrutinised in all its details?
- (b) What is the schedule for construction, indicating the position separately relating to plant and machinery and civil works, raw materials, manpower etc. together with year-wise phasing.
- (c) *Whether physical and financial targets match with each other?*
- (d) What is the target date for completion and when will the expected benefits commence?
- (e) If the project involves dislocation of human settlements, the resettlement costs should be included fully in the project cost. The resettlement Plan should also be indicated in the project implementation schedule. The resettlement cost may be worked out on the following basis :
- (i) *The cost of land required to resettlement would be as indicated by the District/State Authorities;*
- (ii) The compensation to be paid to the displaced persons. This compensation cost is dependent on the rates indicated by District/State Authorities. Thus the total compensation cost may be worked out on the basis of these rates. [1(5) PF. II/96 dated 6-8-97].

4. Expenditure Involved

- (a) What is the total expenditure (non-recurring and recurring) :

Indicate the position year wise and also whether any budget provision has been made and if not, how it is proposed to be arranged? Has any expenditure been incurred already?

- (b) Details of the scheme of financing clearly bringing out the financial obligations undertaken by the PSU/ Ministry with or without the proposal under consideration. In other words, details of commitment on account of on-going project to be funded from internal resources of the PSU may be given in the EFC Note alongwith the requirement and availability of funds for the project under consideration. In case of schemes/programmes, Five Year Plan Outlay for the Ministry/Department and commitments on on-going schemes/programmes alongwith the requirement and availability of funds for the scheme/programme may be furnished [1(7) P.F. II/ 92 dated 23-06-92].
- (c) What is the foreign exchange component (separately for non-recurring and recurring expenditure) ? What are the items of expenditure involving foreign exchange and expenditure on foreign experts ? Has clearance if E.A.D. been obtained and has availability of credit facilities been explored and if so, with what result ?
- (d) Phasing of expenditure (non-recurring and recurring).
- (i) on constant prices.
- (ii) *on completion cost [1(5) PF-II/96 dt. 06-08-97].*
- (e) Reference date and basis of cost estimates of various components.

5. Reliability of Cost Estimates and other parameters :

- (a) Has pre-project investigations been arrived out in detail and details of area where changes in project parameters could be anticipated ?
- (b) To what extent cost estimates are firmed up ?

6. Operational Capabilities

- (a) Operational capability of PSU/Department/Implementing Agency/Ministry to undertake the tasks required for the implementation of the proposal under consideration. For this purpose track record of the PSU in respect of the projects already implemented/under implementation may be highlighted and also steps proposed for ensuring timely execution of the project under consideration.
- (b) In case of RCE proposals, variance analysis of cost increase due to price escalation, variation in exchange rates/custom and other statutory duties and levies, change in scope, under estimation, addition/alteration, etc. is to be given. [1(5) PF-II/96 dt. 6-08-97]
- (c) In case of continuing Social Sector Schemes of :
- (i) Estimate of committed liabilities as the end of previous plan;
- (ii) Whether this has been transferred to States/non-plan head.

7. Add statements showing :

- (i) the number of posts required and the pay scales, together with basis adopted for staffing, both in current year and future years;
- (A separate proposal for creation of posts may be sent to JS(Pers), Department of Expenditure at least two weeks before the circulation of EFC Note)
- (ii) expenditure on buildings and other works and its basis and phasing; and
- (iii) expenditure on stores and equipment.

8. Liability :

Information is to be given if benefits accruable from the projects/schemes are quantifiable and can be translated in monetary term [1(5) PF-II/96 dt. 06-08-97].

- (a) Financial IRR
- (i) at constant prices,
- (ii) on completion cost basis.
- (b) Economic IRR

-
- (i) at constant prices,
 - (ii) on completion cost basis.
9. Whether Nodal Officer (Chief Executive for the project) has been appointed. If yes, give details about his status, past experience in implementing such projects, number of years left for superannuation, etc. (M-12016/5/97-PAMD) dt. 29-12-97).

For RCE proposals

- 10. Date of approval of original cost or firmed cost.
- 11. Original or firmed up approved cost together with FE component.
 - (i) fixed cost,
 - (ii) Completion cost [1(5) PF-II/96 dt. 06-08-97]
 - (For projects approved before August, 1997, there may not be any approved completion cost.)
- 12. Present cost (completion cost) together with FE component [1(5) PF-II/96 dt. 06-08-97].
- 13. Earlier project completion schedule.
- 14. Revised project completion schedule.
- 15. Brief reasons for time overrun in clear terms.
- 16. Annexure analysis *of increase in completion cost under : [1(15)PF-II/96 dated 06-08-1997]
 - (a) Escalation
 - (b) Exchange rate variation
 - (c) Change in scope
 - (d) Statutory levies
 - (e) Additional/Deduction
 - (f) Under estimation
 - (g) Other (Specify)

Annexure analysis should be worked out with reference to latest instructions contained in OM No. 1(6)/PF. II/91 dt. August 24, 1992.

- 17. Complication of increase in cost on account of time overrun.
- 18. Real status of physical progress of the project.
- 19. Expenditure increased and commitments made so far.
- 20. Head of revision in capital cost estimates on cost of production and profitability with reference to after approved capital cost of the project.
- 21. Whether, at the stage when funds to the extent of 50% of the approved cost were released, the statutory review of the cost estimates was done by the project authorities and the administrative Ministry. If so[1(6)/PF-II/S7 dated 16-11-1987 and 1(6)/PF-II/91 dated 24-08-92].
 - (a) The date when, as a result of mandatory review, project authorities and the administrative Ministry became aware that the cost of the project is likely to be exceeded by more than 5% of the originally approved cost due to reasons other than price escalation, exchange rate variations statutory levies etc. and the date when RCE was drawn up and brought before EFC. [1(6)/PF-II/87 dated 16-11-1987 and 1(6)/PF-II/91 dated 24-08-92].
 - (b) A statement showing commitments made by the project authorities/Administrative Ministries in the EFC/PIB Memorandum regarding reliability of cost estimates, pre-project investigations, land acquisition, completion schedule etc. and during the PIB meeting with regard to the project at the time of seeking project approval and the status regarding their fulfillment. [1(1)/PF-II/85 dated 14-10-98].
 - (c) Have the Reasons for the time and cost overrun been gone into thoroughly and responsibility fixed ? If so, details in this regard be indicated. [1(1)/PF-II/85 dated 17-09-91].

22. Whether the issue of cost and time overrun was brought before EC/QPR ? [M-12016/5/97-PAMD dt. 19-12-97]. If so, details of decision taken in EC/QPR & further follow up action.

23. For RCE proposals requiring CCEA approval, report/recommendations of the Standing Committee and Action Taken Report may be appended.

*24 Whether on EFC Memo Financial Adviser's concurrence/comments have been obtained ? If so, details thereof [66(14)-PF II/98 dated 11-8-1998].

*25. Supplementary Information.

*26. **Points on which decisions/sanctions are required.**

* Items at Sl. No. 24, 25 and 26 are common to the original and RCE proposals.

OFFICE MEMORANDUM

Guidelines for Formulation, Appraisal and Approval of Government funded plan schemes/projects.

In pursuance of the need felt by the Government to reform investment approval and implementation procedures, the Government had set up a Committee in September, 2001 to examine the existing procedures and suggest measures to simplify and expedite the process. The Committee divided its task in two parts, Part-I concentrating on issues that arise from the conceptualization of the project to the stage of investment approval, and Part II covering all implementations and operational issues starting from the stage of investment approval till the commissioning of the project. The report covering Part I has since been received and examined by the Government. The Committee has emphasized the need for increased rigor and capacity building at the project **formulation** and **appraisal** stage.

2. Rigorous project **formulation** and **appraisal** have a major bearing on the relevance and impact of projects as well as on their timely implementation. The Committee has identified indifferent quality of project **formulation** and **appraisal** as major factors which contribute to bottlenecks at the implementation stage and consequential time and cost overruns. Failure to identify constraints in the availability of land, inadequate environmental impact analysis and lack of consultation with stakeholders at the time of project formulation can retard the implementation and impact of the project at a later stage. Additional time and effort spent at the project **formulation** and **appraisal** stage would be time well-spent and result in qualitative improvement in terms of ultimate project impact.

3. After having considered the matter carefully, the following guidelines are laid down for **formulation** and **appraisal** of Government funded plan schemes/projects, covering all sectors and Departments :

(i) **Project identification : Feasibility report :** The project preparation should commence with the preparation of a Feasibility Report (**FR**) by the Administrative Ministry. The project will be considered for 'in-principle' approval by the Planning Commission for inclusion in the Plan based on the FR. The FR should focus on analysis of the existing situation, nature and magnitude of the problems to be addressed, need and justification for the project in the context of national priorities, alternative strategies, initial environmental and social impact analysis, preliminary site investigations, stakeholder commitment and risk factors. The FR should establish whether the project is conceptually sound and feasible and enable a decision to be taken regarding inclusion in the Plan and preparation of a DPR. The FR should present a rough estimate of the project cost. Consultation with stakeholders should be held to ensure involvement of stakeholders in the project concept and design. The Financial Adviser should be involved in this exercise.

(ii) **In-principle approval of Planning Commission :** The Administrative Ministry should send the FR to the Planning Commission for 'in-principle' approval, to enable the project/scheme to be included in the Plan of the Ministry/Department.

(iii) **Preparation of DPR :** The Administrative Ministry should prepare the DPR for the project/scheme after obtaining 'in-principle' approval of the Planning Commission. The various stakeholders in the project should continue to be associated while preparing the DPR. The services of Experts/Professional Bodies may be hired for preparation of the DPR, if considered necessary. The Financial Adviser should also be associated. The DPR must address all issues related to the justification, financing and implementation of the project/scheme. A generic structure of the DPR is at Annexure I. The Terms of Reference (**TOR**) for preparation of the DPR should cover all aspects of the generic DPR structure. In addition, sector/project specific aspects should be incorporated in the TOR as required. The requirements of the EFC/PIB format may also be kept in view.

(iv) **Inter-ministerial consultations :** The final DPR should be circulated alongwith draft EFC/PIB Memo to the Department of Expenditure, Planning Commission and any other concerned Ministries for seeking comments before

official level appraisal. Techno-economic clearance should also be obtained from agencies like CEA and CWC wherever required. Thereafter, the EFC/PIB Memo alongwith appraisal note/comments of the relevant Ministries and Planning Commission should be placed before EFC/PIB for consideration.

(v) **Time frame :** The time frame for the appraisal of projects under the project cycle is as Annexure II. A time period of 16 weeks is prescribed for appraisal of projects (excluding the time taken for preparation of DPR). Earlier instructions contained in OM No. 1(2)/PF.II/94, dated 18-4-1994 stand modified accordingly.

(vi) **Applicability :** These guidelines will apply to **ALL** plan schemes/projects, including social sector schemes/projects, costing Rs. 50 crores and above over a 5 Year Plan Period. In sectors where a number of sub-projects are taken up under a scheme, this limit will apply to the umbrella project under which the sub-projects are included. In respect of Plan schemes and projects which continue from one Plan period to another, the requirement for preparation of FR/DPR and observing EFC/PIB procedures will be regulated by instructions contained in OM No. 1(3)/PF.II/2001, dated 10th May, 2002 and 10th July, 2002 (**Annexures III & IV**).

(vii) Instructions regarding expenditure on pre-investment activities are contained in Para 4 of OM No. 1(3)/PF.II/2001, dated 18th Feb., 2002 (**Annexure V**). It may be noted that expenditure on preparation of FR/DPR for social sector projects/schemes is likely to be much lower than for commercially viable projects in the infrastructure sectors.

(viii) Guidelines regarding preparation of FR/DPR in Para 3(i)—3(iii) will also apply to railway projects which are required to be placed before the Expanded Board for Railways.

4. Delegation of powers for project appraisal and approval : The delegation of powers for project appraisal and approval as well as for revised cost estimates has been prescribed *vide* this Department's O.M. dated 18-2-2002 (**Annexure V**). The level of delegation will be reviewed at the end of each Five Year Plan Period, or earlier, if required.

5. Identical process for Public Sector Projects requiring budgetary support or entailing contingent liability on Government : The process for seeking approval would be identical both for new Public Sector Projects requiring budgetary support as well as those entailing contingent liability on Government.

6. Evaluation : Evaluation arrangements for the project, whether concurrent, mid-term and/or post-project, should be spelt out in the DPR. It may be noted that continuation of projects/schemes from one Plan period to another will not be permissible without an independent, in depth evaluation. Evaluation work may be outsourced to reputed institutions, if required. It may be noted that Planning Commission and Ministry of Statistics and Programme Implementation have an ongoing programme for evaluation. Duplication with these evaluations may be avoided.

7. Capacity Building : DO & PT is being separately requested to provide a special thrust on building skills for project formulation and appraisal under ongoing efforts for human Resource Development. These efforts should be dovetailed with efforts of Administrative Ministries.

8. Time and cost overrun : An accountability mechanism is laid down in the Planning Commission's D.O. No. O-14015/2/98-PAMD, dated August 19, 1998 addressed to Secretaries of all Departments/Ministries in respect of time and cost overrun (**Annexure VI**). This mechanism should be enforced strictly.

9. These guidelines will not supersede any specific dispensation approved for a Ministry/Department by the Cabinet/CCEA.

10. These guidelines shall come into force from July 1, 2003. No projects/schemes to which these guidelines apply shall be considered for appraisal/approval without FR/DPR with effect from July 1, 2003.

11. These guidelines issue with the approval of Financ Minister.
(GOI, MOF(D.O.E.) O.M. No. 1(2)-PF-II/03 Dt. 07-05-03)

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GENERIC STRUCTURE OF THE DPR

- (i) **Context/background :** This section should provide a brief description of the sector/sub-sector, the national priority, strategy and policy framework as well as a brief description of the existing situation.
- (ii) **Problems to be addressed :** This section should elaborate the problems to be addressed through the project/scheme at the local/regional/national level, as the case may be. Evidence regarding the nature and magnitude of the problems should be presented, supported by baseline data/surveys/reports. Clear evidence should be available regarding the nature and magnitude of the problems to be addressed.
- (iii) **Project Objectives :** This section should indicate the Development Objectives proposed to be achieved, ranked in order of importance. The deliverables/outputs for each Development Objective should be spelt out clearly. This section should also provide a general description of the project.
- (iv) **Target beneficiaries :** There should be clear identification of target beneficiaries. Stakeholder analysis should be undertaken including consultation with stakeholders at the time of project formulation. Options regarding cost sharing and beneficiary participation should be explored and incorporated in the project. Impact of the project on weaker sections of society, positive or negative, should be assessed and remedial steps suggested in case of adverse impact.
- (v) **Project strategy :** This section should present an analysis of alternative strategies available to achieve the Development Objectives. Reasons for selecting the proposed strategy should be brought out. Involvement of NGOs should be considered. Basis for prioritization of locations should be indicated (where relevant). Options and opportunity for Leveraging Government Funds through public-private partnership must be given priority and explored in depth.
- (vi) **Legal Framework :** This sector should present the legal framework within which the project will be implemented and strengths and weakness of the legal framework in so far as it impacts on achievement of project objectives.
- (vii) **Environmental impact assessment :** Environmental impact assessment should be undertaken, wherever required and measures identified to mitigate adverse impact, if any. Issues relating to land acquisition, diversion of forest land, rehabilitation and resettlement should be addressed in this section.
- (viii) **Ongoing initiatives :** This section should provide a description of ongoing initiatives and the manner in which duplication will be avoided and synergy created through the proposed project.
- (ix) **Technology issues :** This section should elaborate on technology choices, if any, evaluation of options, as well as the basis for choice of technology for the proposed project.
- (x) **Management arrangements :** Responsibilities of different agencies for project management and implementation should be elaborated. The organization structure at various levels as well as monitoring and co-ordination arrangements should be spelt out.
- (xi) **Means of Finance and Project Budget :** This section should focus on means of finance, evaluation of options, project budget, cost estimates and phasing of expenditure. Options for cost sharing and cost recovery (user charges) should be considered and built into the total project cost. Infrastructure projects may be assessed on the basis of the cost of debt finance and the tenor of debt. Options for raising funds through private sector participation should also be considered and built into the project cost.
- (xii) **Time frame :** This section should indicate the proposed 'Zero' date for commencement and also provide a PERT/CPM Chart, wherever relevant.
- (xiii) **Risk analysis :** This section should focus on identification and assessment of project risks and how these are proposed to be mitigated. Risk analysis could include legal/contractual risks, environmental risks, revenue risks, project management risks, regulatory risks, etc.
- (xiv) **Evaluation :** This section should focus on lessons learnt from evaluation of similar projects implemented in the past. Evaluation arrangements for the project, whether concurrent, mid-term or post-project should be spelt out. It may be noted that continuation of projects/schemes from one Plan period to another will not be permissible without an independent, in depth evaluation being undertaken.
- (xv) **Success criteria :** Success criteria to assess whether the Development Objectives have been achieved should be spelt out in measurable terms. Base-line data should be available against which success of the project will be assessed at the end of the project (Impact assessment). In this regard, it is essential that base-line surveys be undertaken in case of large, beneficiary-oriented projects.

Success criteria for each Deliverable/Output of the project should also be specified in measurable terms to assess achievement against proximate goals.

(xvi) Financial and economic analysis : Financial and economic analysis of the project may be undertaken where the financial returns are quantifiable. This analysis would generally be required for investment and infrastructure projects, but may not always be feasible for social sector projects where the benefits cannot be easily quantified.

(xvii) Sustainability : Issues relating to sustainability, including stakeholder commitment, operation and maintenance of assets after project completion, and other related issues should be addressed in this section.

Note : Requirements of the EFC/PIB format may also be kept in view while preparing the DPR.

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TIME FRAME FOR APPRAISAL AND APPROVAL OF PROJECTS/SCHEMES

The project cycle would commence with the submission of the Feasibility Report (**FR**) to the Planning Commission by the Administrative Ministry/Department—

(i)	Decision on “in-principle’ approval based on FR	4 weeks
(ii)	Preparation of DPR by Administrative Ministry/Deptt. and circulating the same alongwith draft EFC/PIB Memo.	The time limit will vary from project to project. The time limit for preparation of the DPR should be stipulated by the competent authority while according approval for preparation of the DPR.
(iii)	Comments to be offered on DPR and draft EFC/PIB Memo by Planning Commission and concerned Ministries/Agencies.	6 weeks
(iv)	Preparation of final EFC/PIB Memo based on DPR and comments received, and circulating the same to Planning Commission, Department of Expenditure and other concerned Ministries/Agencies.	1 week
(v)	Convening EFC/PIB meeting after receiving final EFC/PIB Memo	4 weeks
(vi)	Issue of Minutes of EFC/PIB	1 week
(vii)	Submission for Approval of Administrative Minister and Finance Minister (for projects of Rs. 50 crores and above but less than Rs. 100 crores)	2 weeks
(viii)	Submission for Approval of Cabinet/CCEA (for projects of Rs. 100 crores and above)	4 weeks

Note : Wherever the recommended time frame is not adhered to any stage, the concerned organization should work out an appropriate trigger mechanism to take the matter to the next higher level for timely decision making.

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*ANNEXURE III***Expenditure Finance Committee—Fresh appraisal by SFC/EFC for continuation of on-going schemes from 9th Plan to 10th Plan.**

The undersigned is directed to refer to this Department's Office Memorandum No. 1(4)-PF-II/97 dated 15-5-1998 on the above subject.

2. The Planning Commission has completed a Zero Based Budgeting exercise for all the Plan schemes of various Ministries. The Core Committee constitute by the Planning Commission for this purpose has recommended merger, modification or weeding out of various schemes, as well as transfer of certain schemes to the State Governments. Based on these recommendations, the Planning Commission has also conveyed its decision regarding these schemes.

3. Accordingly, for continuation of the schemes from 9th Plan to 10th Plan, the schemes falling under the following categories will require appraisal and approval in terms of O.M. No. 1(3)/P.F. II/2001 dated 18-2-2002 of Department of Expenditure :—

- (i) The Schemes requiring modification as suggested by the Planning Commission or as proposed by the administrative Department.
- (ii) Merger of schemes with modifications in basic parameters of the constituent schemes.

4. For schemes not falling under the above categories, fresh consideration by the EFC would not be required for continuation of the schemes from 9th Plan to 10th Plan provided all the following conditions are fulfilled :—

- (a) No major change in the content or parameters of the scheme is proposed.
- (b) No change in the pattern of assistance to the States, in the case of a Centrally Sponsored Scheme, is envisaged.
- (c) The projected requirement of funds for implementing the scheme over the Plan period is within the outlay approved by the Planning Commission.
- (d) The Planning Commission has not proposed modification/weeding out of the Scheme.
- (e) While approving the scheme for implementation during 9th Plan, the competent authority (CCEA etc.) should not have specifically decided to terminate the scheme at the end of 9th Plan.

5. Where these conditions are met, the administrative Ministry could approve the continuance of the scheme for the current financial year/Tenth Plan period. The Financial Adviser of the concerned Ministry would ensure that the above conditions are met in all cases which are continued without fresh consideration.

(MOF(DOE) OM No. 1(3) PF -II/ 201 Dt.10-05-2002.

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ANNEXURE IV

Expenditure Finance Committee—Fresh appraisal by SFC/EFC for continuation of on-going schemes from 9th Plan to 10th Plan.

The undersigned is directed to refer to this Department's Office Memorandum of even number dated 10-5-2002 on the above subject.

2. As per para 4 of the above O.M., fresh consideration by the EFC is not required for continuation of the schemes from 9th Plan to 10th Plan provided all the conditions mentioned in the above para are fulfilled. In such cases, the Administrative Ministry/Department have been delegated the powers to approve the continuance of the scheme in consultation with the Financial Advisor. However, instances have come to notice where the subject matter Divisions within a Ministry have continued the schemes without such approvals and without any scrutiny within the Ministry. This is contrary to the spirit of delegation of powers for continuing the schemes.

3. Under the circumstances, the Administrative Ministries/Departments are requested to ensure that before approving the continuation of the schemes in the 10th Plan as per para 4 of the above-mentioned O.M., the schemes are subjected to rigorous scrutiny within the Ministry, *inter-alia*, with regard to the following :—

- (i) Evaluation of the performance in the 9th Plan.
- (ii) Need for improvements.
- (iii) Phasing of expenditure in the 10th Plan for each component of the scheme.
- (iv) Setting of physical and financial milestones/targets for the 10th Plan for each component of the scheme.

4. The Financial Adviser of the concerned Ministry shall invariably be involved with such scrutiny. They would ensure that the schemes are scrutinized as above before approving the same for continuation in the 10th Plan. While the Administrative Ministry is free to evolve an appropriate format for such scrutiny, it may be advisable to use the existing EFC format for this purpose.

[(MOF(DOE) O.M. No.1(3)-PF-II/2001.Dt.10-07.2002)].

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OFFICEMEMORANDUM

Subject : Public Investment/Expenditure—Guidelines for Appraisal and Approval

A need has been felt to prioritize the projects/schemes and take-up only such projects/schemes, which are financially and economically viable and have higher returns. There is also a need to avoid thin spreading of resources and multiplicity of schemes with similar objectives. Therefore, it is necessary to strengthen decision making process for investments. At the same time, the process should be simple and quick so that the challenges of the competitive economic environment can be met effectively. These considerations will require optimum level of delegation in the system for appraisal and approval of the proposals. Accordingly, the following guidelines/financial limits for appraisal and approval of public investments/expenditure are being prescribed :

2. Appraisal of Plan schemes/projects :

Financial limits of Plan scheme/project	Appraisal Forum
(a) Upto Rs. 5.00 crores	Ministry/Department concerned in normal course.
(b) Above Rs. 5.00 crores but less than Rs. 25 crores	Standing Finance Committee of the Department concerned under the Chairmanship of Secretary with Financial Adviser and Joint Secretary/Director of the concerned Division as members with provision for inviting representatives of the Planning Commission, D/o Expenditure and any other Department that Secretary or Financial Adviser may suggest.
(c) Rs. 25 crores and above but less than Rs. 100 crores.	Departmental Expenditure Finance Committee (EFC). Departmental EFC will be Chaired by Secretary of the Administrative Department. It will include the Financial Adviser as the Member Secretary, and the representatives of Planning Commission and D/o Expenditure as members.
(d) Rs. 100 crores and above but less than Rs. 200 crores.	Main Expenditure Finance Committee (EFC). Main EFC will consist of Secretary (Expenditure) who will Chair the meeting, Secretary (Planning Commission) and Secretary of the Administrative Department. FA will be the Secretary of this EFC.
(e) Rs. 200 crores and beyond.	Public Investment Board (PIB)/Main EFC Chaired by Secretary (Expenditure) Projects/schemes where financial returns are quantifiable will be considered by PIB, others by the EFC.

- (i) It is clarified that SFC/EFC/PIB will be the appraisal forum for any scheme/project. Their recommendations will require approval of competent authority as indicated in para 3 below.
- (ii) In respect of Scientific Ministries/Departments, the appraisal forum (EFC) will continue to be chaired by the concerned Administrative Secretary irrespective of the outlay.
- (iii) Navratna and Miniratna PSUs have enhanced powers for taking investment decisions as per guidelines issued by the Department of Public Enterprises. This delegation will be continued.
- (iv) For schemes/projects involving setting up of new Autonomous Organizations, EFC will be chaired by Secretary (Expenditure) irrespective of their outlays or nature of the Ministry/Department.
- (v) Specific approval of Department of Expenditure for creation of new posts in relaxation of standing economy orders will be necessary irrespective of the recommendations of EFC/PIB.
- (vi) At present all projects being posed to PIB are considered in the pre-PIB meeting Pre-PIB process in respect of projects with outlay upto Rs. 500 crores has been dispensed with and the proposals will be considered by PIB directly.

3. Authority for Approval

(a) **Original Cost Estimates :—**

Project/scheme Outlay	Approval Authority
Less than Rs. 50 crores	Minister in-charge of Administrative Ministry.
Rs. 50 crores and above but less than Rs. 100 crores	Minister of Administrative Ministry and the Finance Minister
Rs. 100 crores and above	Cabinet/CCEA
Proposals for new autonomous organisations irrespective of outlay	Cabinet/CCEA

(b) **Revised Cost Estimates :—**(b)(1) **RCE cases less than Rs. 100 crores :—**

- (i) RCE cases with outlay of less than Rs. 100 crores arising due to change in statutory levies, exchange rate variations and price escalation within the approved project time cycle and the cases involving further cost increase upto 20% can be approved by the authority as per para 3(a) above in consultation with the Planning Commission.
- (ii) RCE cases involving increase of more than 20% after excluding the increase due to change in statutory levies, exchange rate variations and price escalation within the approved project time cycle will require appraisal at the forum as per para 2 above and approval as per para 3(a) above.

(b)(2) **RCE cases of Rs. 100 crores and above :—**

- (i) Revised Cost Estimate (RCE) which arises entirely due to change in statutory levies, exchange rate variations and price escalation within the originally approved project time cycle will be approved by the administrative Ministry/Department concerned in consultation with the Planning Commission.
- (ii) The First RCE, which is upto 10% of the originally approved cost estimates [after excluding the increase within the originally approved project time cycle due to three factors mentioned in (i) above] will be approved by the Administrative Ministry in consultation with the Planning Commission.
- (iii) First RCE, which exceeds 10% but are upto 20% of the originally approved cost estimates [after excluding increase within originally approved project time cycle due to three factors mentioned in (i) above] shall be appraised by the Planning Commission and will be approved by the Administrative Minister and the Finance Minister.
- (iv) First RCE which exceeds 20% of the originally approved cost estimates [after excluding increase within originally approved project time cycle due to three factors mentioned in (i) above] due to reasons such as time overrun, change in scope, underestimation, etc. shall be posed to EFC/PIB for appraisal and thereafter to CCEA for approval.
- (v) Second or subsequent RCE less than 5% of the latest approved cost [First or previous RCE] (after excluding increase due to changes in statutory levies, exchange rate variation and price escalation within the existing approved project time cycle) will be appraised by the Planning Commission and decided with the approval of the Administrative Minister.
- (vi) Second or subsequent RCE involving increase of 5% or more of the latest approved cost (first or previous RCE) (after excluding increase due to changes in statutory levies, exchange rate variation and price escalation within the approved project time cycle) will require appraisal by EFC/PIB and approval of the CCEA.

(b)(3) **Criterion for appraisal forum and level of authority for approval of RCE will be cost overrun and not time overrun.**

- (b)(4) The existing procedure prescribes that RCE cases should be decided by the same authority, which had approved the original proposal notwithstanding any subsequent delegation of powers. This applies to RCE cases of the Ministries as well as Navratna and Miniratna CPSUs also eventhough they have powers, subject to certain conditions, to decide new investments. It is now decided that powers for deciding RCE cases are delegated to the authorities as per powers for fresh approvals.
- (b)(5) Where the revised/firmed up cost estimates of scheme/project exceeds the limit of competent authority who approved the original cost of the scheme, the approval of higher competent authority will be obtained.
- (b)(6) While processing the RCE cases the contents of Planning Commission's D.O. No. O-14015/2/98-PAMD dated 19-8-1998 regarding consideration of cost & time overruns and fixation of responsibility by the Standing Committee may be kept in mind.

4. Expenditure on pre-investment activities etc. :—

- (a) The delegation of powers for sanctioning pre-investment activity like preparation of Detailed Feasibility/ Project Reports will be as follows :

Expenditure/Financial Limit	Appraisal/Approval Authority
Upto Rs. 2.00 crores for preparation of DFR and pre-investment activities (including detailed study for preparation of Feasibility Report but excluding land acquisition/infrastructure facilities) subject to availability of budget/plan funds.	Secretary, Ministry/Department concerned.
Proposals of PSU upto Rs. 10 crores for preparation of DFR and pre-investment activities excluding land acquisition/infrastructure facilities, if not funded from Budget and PSU is profit making.	Ministry/Department concerned.
All other cases	Appraisal by Committee of PIB (CPIB), and approval by the authority as per para 3 (a) above.

- (b) For projects of Ministries of Coal and Road Transport & Highways expenditure on pre-investment activities beyond Rs. 20 crores only will require consideration by Committee of PIB.
- (c) The delegation of powers to Ministry of Power to sanction estimates for preconstruction works and for development of infrastructure facilities in respect of Hydro Electric Project will be governed by the Ministry of Power letter No. 16/31/2000-DO (NHPC) dated 8-6-2001.

5. Costing of the project/scheme :—

- (a) The cost of the proposal will be inclusive of all components under which expenditure is required to be incurred (like revenue, capital and loans etc.). At present, the costing of the project is done at constant prices. It has now been decided to make it obligatory for the Department to compute the project cost both on constant prices and completion cost basis so that IRR/ERR can be calculated for both scenarios.
- (b) The completion cost may be worked out by taking into account the average rate of inflation in the following manner :—
- Labour component of the project cost may be updated using the average (of 12 months) of consumer price index for industrial workers.
 - For all other components of cost, except labour, the average (of 12 months) of wholesale price index for all commodities may be used.

6. The delegation of financial powers contained in this OM will be exercised only where necessary/requisite funds are available in the Annual Plan and the Five Year Plan outlay as per phasing of the project/scheme. The powers will further continue to be governed by procedural and other instructions issued by Government from time to time like general economy instructions etc. This order supersedes this Department's OM No. 1(5)-PF II/96 dated 6-8-1997. This order will not supersede any specific relaxation granted to a Ministry/Department by the Cabinet/CCEA.

This order will be effective from the date of issue.

This has the approval of the Finance Minister.
(MOF(DOE) O.M.No.1(3)-PF-II/2001Dt.18-2-2002).

ANNEXURE -V(i)

Public Investment/Expenditure—Guidelines for appraisal and approval

A. The undersigned is directed to refer to O.M. of even number dated 18-2-2002 on the above subject. The following further clarifications are issued.

2. References are being received seeking clarification on the authority to approve Plan investment upto Rs. 5 crores in view of the position indicated at paras 2 and 3 of the O.M. referred to above. It is clarified that the guidelines issued vide above referred O.M. do not envisage change in the approval authority in respect of projects/schemes with cost limit which was earlier upto Rs. 1.5 crore (prior to issue of the guidelines) and which has been now enhanced to Rs. 5 crore. The schemes costing upto Rs. 5 crore can, therefore, be approved by the Secretary of the Ministry/Department in the normal course subject to fulfillment of the conditions listed in para 6 of this Department's O.M. dated 18-2-2002.

3. Further, in para 6 of the above said O.M., it has been mentioned that "This Order supersedes this Department's O.M. No. 1(5)-PF II/96 dated 6-8-1997." The above line is modified and substituted to read "This Order supersedes the corresponding provisions made in this Department's O.M. No. 1(5)-PF. II/96 dated 6-8-1997 only to the extent that some of those provisions are modified by this order." It is clarified that the position with regard to the other issues mentioned in the O.M. dated 6-8-1997 and not covered under O.M. dated 18-2-2002 remain unchanged.

4. Para 3(b)(4) has a sentence which states that "It is now decided that powers for deciding RCE cases are delegated to the authorities as per powers for fresh approvals." This sentence is modified to read as "It is now decided that powers for deciding RCE cases are delegated to the authorities as per the provisions in para 3(b)(1) and 3(b)(2) above." (MOF(DOE)O.M.No.1(3)PF-II/2001Dt.13-05-2002).

Clarification

(B) References are being received seeking clarification on the authority for approval of RCE cases of Navratna/Miniratna Companies with reference to para 3(b)(4) of this Department's O.M. of even number dated 18-2-2002 and para 4 of O.M. dated 13-5-2002. The position is clarified as under :

As per the extant orders, the powers for deciding RCE cases are delegated to the authorities as per the provisions in para 3(b)(1) and 3(b)(2) of this Department's O.M. dated 18-2-2002. The Navratna and Miniratna PSU have been delegated specific enhanced powers for taking investment decisions as per guidelines issued by the Department of Public Enterprises. It is clarified that the powers for deciding RCE cases of Navratna and Miniratna PSEs are delegated to their Board of Directors in the same manner as powers for fresh approvals. However, it is applicable only in respect of their own projects. The RCE cases of JVs where the powers for approval do not vest with the Board of Directors of Navratna/Miniratna Cos. will continue to be approved by the Competent Authority/Government by following the procedure laid down in this regard. (MOF(DOE)O.M.No.1(3)-PF-II/2001Dt.08-10-2002)

C. The undersigned is directed to refer to Department of Posts U.O. No. 7-10.89-GFR (Plan Expenditure)/(FC)(P) on the above mentioned subject. Necessary clarifications, asked, have been given vide para 2 of this Department's O.M. of even number dated 13.05.2002, according to which schemes costing upto Rs.5 crores can be approved by the Secretary of the Ministry/Department concerned in the normal course subject to fulfillment of the conditions listed in para 6 of the O.M. dated 18.02.2002. No further approval of the Minister in charge in such cases will however be necessary. (MOF&CA(DOE) No. 1(3)/PF-II/2001 (Pt.ii) Dt. 27.12.2002)

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ANNEXURE VI

The Cabinet Committee on Economic Affairs at its meeting held on 25-6-98, *inter alia*, decided as under :

“In every case where the project cost over-run is over 20% and is accompanied by time over-run of over 10%, or such other time and cost over-run norms as may be deemed appropriate by the Planning Commission for different types of projects, the revised cost estimates should be brought up for approval of the Cabinet Committee on Economic Affairs only after responsibility is fixed for the cost and time over-runs. The Committee directed further that the Planning Commission should devise an appropriate mechanism for fixing the responsibility”.

2. In pursuance of the above decision, the Planning Commission has devised the following mechanism for fixing the responsibility :

- (a) Set up a Standing Committee in each Ministry/Department to be headed by Additional Secretary or Joint Secretary and with representatives from Planning Commission, Department of Expenditure and Department of Programme Implementation as members. The Administrative Ministry/Department would act as Secretariat and would be responsible for providing documents/information as may be required by the Committee.
- (b) The report of the Standing Committee would be signed by all the members of the Committee and appended to the PIB/EFC memoranda in case of PIB/EFC cases and in other cases the report in respect of projects of Rs. 200 crores and above would be submitted by the concerned Ministry to the Committee headed by Finance Secretary. Recommendations made by the Committee and action taken thereon by the concerned Ministry/Department would be placed before the CCEA. In the case of non PIB/EFC cases costing less than Rs. 200 crores, the recommendations made by the Standing Committee and action taken thereon would be submitted by the Ministry/Department directly to the CCEA.
- (c) The background note circulated for the Standing Committee should, *inter alia*, include : (i) a brief but comprehensive and self explanatory note on the reasons for cost and time over-run, (ii) a detailed chronology of events, starting from the date of approval, and (iii) the duly filled in check list (copy enclosed).

3. The above mechanism for fixation of responsibility would be **applicable to all cases being posed to the CCEA.**

4. In cases where Administrative Ministries/Departments are competent to sanction increase in project cost within the delegated powers, it would be for them to fix the responsibility for cost and time over-runs.

5. I, therefore, request you to set up a Standing Committee as mentioned above and ensure that the cases which require fixing the responsibility are brought before it without any delay.

6. This issues with the approval of Deputy Chairman, Planning Commission.
(Planning Commission D.O.No.14015/2/98-PAMD Dt.19-08-1998)

C—FUND CONSTRAINTS

Failures	Agency/person responsible
<p>*General</p> <ul style="list-style-type: none"> ➤ Requirement not properly assessed ➤ Sanctioned without adequate funds ➤ Late request for release ➤ Delayed release of funds ➤ Additional projects taken up affecting fund availability for this project ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤
<p>*Foreign loan/grant</p> <ul style="list-style-type: none"> ➤ Not tied up on time ➤ Tied up but delay at DEA ➤ Alternative funding not identified ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤
<p>*Internal Resources</p> <ul style="list-style-type: none"> ➤ Inadequately assessed ➤ New projects taken up affecting Funding of the project ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤
<p>*Domestic borrowing</p> <ul style="list-style-type: none"> ➤ Over-estimation of ability to borrow ➤ Advance action not taken ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤
<p>*Matching resources from States etc.</p> <ul style="list-style-type: none"> ➤ Due consent of contributors not obtained ➤ Funds not released on time ➤ Released but partly ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤

D—TECHNICAL/DESIGN PROBLEMS

Failures	Agency/person responsible
<p>*Faulty Technical Parameters</p> <ul style="list-style-type: none"> ➤ 1st stage clearance required but not obtained ➤ Poor quality of DFR 	<ul style="list-style-type: none"> ➤ ➤

Failures	Agency/person responsible
<ul style="list-style-type: none"> ➤ Short-listing of Consultants not done ➤ Alternatives not adequately defined ➤ Lay-out Plans/Designs not got approved from Competent authorities ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤
<p>*Change in Scope/Quantity/Technology</p> <ul style="list-style-type: none"> ➤ Inadequacy of investigations/surveys ➤ Change in size/scale ➤ Additions foreseeable but not foreseen ➤ Additions not foreseeable (New regulations, environmental etc.) ➤ Underestimation ➤ Wrong choice of technology ➤ Non-identification of alternative technologies in advance ➤ Non-identification of suitable vendors ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤ ➤ ➤ ➤
<p>*State of preparedness of the PSU</p> <ul style="list-style-type: none"> ➤ Project team not appointed on time ➤ Statutory clearances not obtained in advance ➤ Lay-out Plans/Designs not prepared on time ➤ Basic engineering not done on time ➤ Delay in technical clearance ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤

E—TENDERING/CONTRACTING

Failures	Agency/person responsible
<p>*Advance action</p> <ul style="list-style-type: none"> ➤ Size/specifications etc. not finalized ➤ Contractors/suppliers not identified ➤ Contract terms not formulated properly ➤ Job packages unprofessionally made ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤
<p>*Time schedule for tendering</p> <ul style="list-style-type: none"> ➤ Not drawn up 	<ul style="list-style-type: none"> ➤

Failures	Agency/person responsible
<ul style="list-style-type: none"> ➤ Delay in preparation of tender documents ➤ Delay in issuing tender notice ➤ Delay in opening and evaluation of Tenders ➤ Delay in awarding the contract ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤
<p>*Ineffectiveness of contractual clauses</p> <ul style="list-style-type: none"> ➤ Liquidity Damages Clause not included ➤ Liquidity Damages Clause not invoked ➤ Liquidity Damage Clause not adequate ➤ Poor performance of the contractor ➤ Contractors' failure due to Missing Linkages ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤ ➤

F—IMPLEMENTATION PLAN AND MONITORING MECHANISM

Failures	Agency/person responsible
<p>*Commissioning Schedule</p> <ul style="list-style-type: none"> ➤ Commissioning schedule not realistic ➤ Sequencing and scheduling of activities not professional ➤ No Bar Chart/PERT diagram prepared ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤
<p>*Implementation Plan</p> <ul style="list-style-type: none"> ➤ Key personnel not placed on time ➤ Delay in finalization of modalities for execution ➤ Linkages not properly assessed ➤ Risk/uncertainties not identified ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤ ➤
<p>*Monitoring Mechanism at Project Level</p> <ul style="list-style-type: none"> ➤ Nodal Officer (Chief Executive) for the project not designated ➤ Periodical review was not done ➤ Progress reviewed but no Corrective Actions taken ➤ Others (Specify) 	<ul style="list-style-type: none"> ➤ ➤ ➤ ➤
<p>*Monitoring Mechanism at Ministry level</p> <ul style="list-style-type: none"> ➤ Not set-up 	<ul style="list-style-type: none"> ➤

Failures	Agency/person responsible
➤ Progress not monitored periodically	➤
➤ Progress reviewed but no action taken	➤
➤ Problems not brought before EC/QPR	➤
➤ Brought before EC/QPR but not resolved	➤
➤ Others (Specify)	➤

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APPENDIX No. 7**[Referred to in Rule 151]****RULES FOR THE GUIDANCE OF VARIOUS AUTHORITIES IN INDIA IN DISPOSING OF CLAIMS
FOR COMPENSATION FOR LOSS OF PROPERTY BY CIVIL OFFICERS**

[Government of India, Finance Department letter No. F. 3(I)-Ex, II/38, dated the 11th June, 1938]

All cases in which it is proposed to grant compensation to civil officers for the accidental loss of their property should be referred to the Government of India, Finance Department, through the Administrative Department concerned.

2. Compensation will not ordinarily be granted to an officer for any loss to his property which is caused by an Act of God as, *e.g.*, earthquake, floods, etc., or which is due to an ordinary everyday accident, which may occur to any citizen, *e.g.*, loss by theft or as result of a railway accident, fire, etc. The mere fact that, at the time of the accident, the officer is technically on duty or is living in Government quarters in which he is forced to reside for the performance of his duties, will not be considered as a sufficient ground for the grant of compensation. These points should borne in mind while submitting proposals to the Government of India.

3. This supersedes the orders contained in the Government of India, Finance Department, Resolution No. E.B., dated the 7th January, 1919.

APPENDIX NO. 8

(DELETED.)

APPENDIX No. 9**List of officers to whom copies of G.Os. should be supplied**

Officer to whom copies of all G.Os. should be supplied

- (1) Heads of Circles.
- (2) Accountant-General and all Directors, Deputy Directors, Audit and Account, Posts and Telegraphs.
- (3) Director, Postal Life Insurance, Kolkata.
- (4) Director, Postal Training Centre, Saharanpur.
- (5) Director, Postal Staff College India, Ghaziabad.

Officers to whom copies of G.Os. relating to Post Office and R.M.S. should be supplied

- (1) Superintendents and senior Superintendents of post offices and R.M.S. in charge of Divisions.
 - (2) First class postmasters, 2nd class postmasters and sub-postmasters in the selection grade except those in charge of no-delivery sub-offices.
 - (3) Inspectors posts and R.M.S.
 - (4) Head record officers, record or sub-record officers in the selection grade.
 - (5) All recognised Trade Unions/Associations.
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APPENDIX No. 10

(Referred to in Rule 580)

**STATEMENT SHOWING DIFFERENT CLASSES OF FIRE EXTINGUISHERS,
THEIR CHARACTERISTICS AND STANDARD FOR PROVISION OF FIRE-PROTECTION APPLIANCES
TO BUILDING OF POSTAL DEPARTMENT**

Fire risk expected	Place	Type of fire possible	Type of Extinguisher	Normal requirements	Remarks
1	2	3	4	5	6
Light Hazard	Administrative and general offices, residences, etc.	Burning of wood, Textile, paper, general domestic risks, chimney fires.	Soda and Acid. 2 gallons.	One per 2,500 sq. ft. with a minimum of 2 building. (office or residence) with 2 spare refills each. Also 1 water bucket kept ready filled.	Alternatively the compressed gas type with water or calcium chloride may be used especially on delicate articles liable to be damaged by chemical action. Units shall be so located that a person will not have to travel more than 100 ft. from any point to reach the nearest unit.
Extra Hazard	Store rooms containing highly inflammable materials, motor cars, oil and petrol engine, coal, etc. Power rooms, engine generator rooms, H.T. switch board rooms, battery rooms, etc.	Burning oil, petrol, grease, paints, spirit, etc., oil engine coal, H.T. arcing, etc.	Foam type, 2 gallons.	1 per 500 sq. ft. with a minimum of 2 per room with 4 spare refills for each extinguisher and a minimum of 6 sand buckets already and accessible for use.	Units shall be located that a person will not have to travel 50 ft. from any point to reach the nearest unit.

Note 1.—Large stores, viz. PSDs, CSDs will also have adequate arrangements for water supply with fire hydrants and hose pipe in cabinets ready for use. The number and size of fire extinguishing apparatus and organization will depend upon the size of each office as laid down by the head of the Circle keeping in view the above standards. Special fire fighting organization must be arranged wherever necessary. All apparatus should be kept tested and ready for use within ready reach.

Note 2.—In the case of very small rooms containing equipments, the grouping as under is permissible :—

- (1) Switch room, mater room, M.D.F. room, special services room.
- (2) Battery room, power room etc.

It is not absolutely necessary that the extinguisher should in every case be fitted inside the rooms. These can be installed in corridors and verandahs with advantage provided they are easily accessible in an emergency.

Note 3.—The makers instructions regarding various types of Fire Extinguishers are reproduced below :—

- I. “Minimax” New Type—½ gallon capacity C.T.C.—
 - (i) Unscrew the plunger cap, remove the cartridge and check the fluid level.
 - (ii) Make sure that the plunger rod is pulled out to its fullest extent.
 - (iii) See that the packing gland out is tight.
 - (iv) See that the jet is not chocked.
- II. “Minimax”—½ gallon capacity C.T.C.—
 - (i) See that the union is screwed on as tightly as possible and the gland not through which the plunger passes is adjusted so that the plunger is tight push-fit.

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- (ii) See that the filler cap closing the orifice through which the C.T.C. is poured into the appliance is tightly screwed down and the washer is in good condition.
 - (iii) Check the level of the liquid and if necessary pour additional C.T.C. to bring contents to ½ gallon. This check should be carried out once every six months.
- III. “Minimax” Soda acid (“A”, “B”, “G”, “GWT”) type :—
- (i) See that the plunger at the base has not been driven in as by this means alone can the appliance be set off.
 - (ii) Examine the nozzle and test the aperture with a piece of wire to make certain there is no obstruction.
 - (iii) Test the condition of the liquid by allowing a few drops to trickle on to a piece of pink litmus paper. The contents are in good condition if the litmus paper turns blue.
 - (iv) See that the nozzle aperture is on the side opposite to the handle. If this is not so, the jet will not come out in a straight line.
 - (v) Verify that the appliance is not leaking at the “Union”. If it is leaking the Union should be screwed on tightly and the rubbing round the interior case replaced if necessary.
- IV. Foam type (Fire snow) :—
1. This has to be re-charged every year—Check the date of last charge to see when the extinguisher need the next re-charge.
 2. Remove the extinguisher from its bracket and unscrew the cap. If the cap does not unscrew easily then :—
 - (a) Tap round with wooden mallet.
 - (b) Apply kerosene oil to threads to dissolve any hard matter thus enabling the cap to be easily removed.
 3. Inspect all working parts and renew rubber washers and springs if necessary. Oil springs and apply grease to cap threads.
 4. Remove the inner container carefully without spoiling any of the solution into the outer body.
 5. Test the two solutions by mixing a tea spoonful of the inner container liquid with 4 tea spoonfuls of the outer liquid. The resulting foam should immediately increase to 8 times volume. If it does not, then the solution must be renewed.
 6. If the existing solutions are in good order then each solution be created by stirring in its container.
 7. Test the springs of the cap by screwing the cap several turns on the body and make sure that the bayonet joint fits.
 8. Replace the inner container carefully and screw cap down with the handle in the open position. When you are sure the cap threads are tight then turn the handle to “closed position”.
 9. See that the nozzle is clear by introducing a piece of wire.
 10. Examine the outside of the extinguisher to see whether it is corroded and required repainting. If there is any hole in the container the extinguisher is useless and must be replaced.
- V. Soda Acid Type—“Facto and Wizard” :—
1. Remove the extinguisher from the bracket and unscrew cap.
 2. Inspect the cap washer and if perished renews. Apply grease to spindle and cap and threads.
 3. Remove acid bottle carefully.
 4. Stir the soda solution and if the level is below that indicated add fresh water. After two years, the solution should be renewed.
 5. Replace acid bottle carefully with point downward, screw cap on tightly with the spindle pulled out to its full extent.

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6. See the nozzle is clear of any foreign matter by inserting a piece of wire.
 7. Examine the outside of the extinguisher to see whether it is corroded and required repainting. If there is any hole in the container the extinguisher is useless and must be replaced.
- VI. "Fire King" (Bengal Chemical and Pharmaceutical Works Ltd.) :—
1. The solution of "Soda bicarb" should be inspected and if there is any loss due to evaporation it should be made up by adding fresh water to restore the solution to the original volume. After two years the solution should be renewed.
 2. The washers for fitting the nozzle and the upper flange must be examined and renewed if found stiff or perished.
 3. The outer covering should be examined for possible leaks. If there are any holes in the outer container, the extinguisher must be replaced by a new one.
 4. The striker should be cleaned by removing the cap if necessary and greased to ensure free movement.
 5. The nozzle should be examined by a piece of wire to see that it is not blocked.

They require comparatively little attention. During inspection it should be seen that they are in a clean condition and in the event of their not being used they should be re-charged at least once a year according to the instructions given on each charge supplied.

APPENDIX NO. 11

(Referred to in Rule 610-B)

RULES FOR THE OCCUPATION OF INSPECTION QUARTERS AND INSPECTION ROOMS OF THE DEPARTMENT OF POSTS

1. The inspection quarters and rooms are directly under the officer-in-charge (an officer of the rank of Group B or above) of the buildings in which they are situated, nominated by the Head of the Circle.
2. The officers on tour on official duty will be given preference in reservation and accommodation in Inspection Quarters.
3. The Head of Circle may get the inspection quarters/rooms vacated in case of any emergent situation after giving a notice of 24 hours to the occupant(s).
4. The Head of Circle may enter into reciprocal arrangements with other Central and State Government, Public Undertakings etc. where such arrangements do not exist, for the purpose of accommodation of officers of the Department of Posts in the State Government/Undertaking, Circuit House/Guest Houses and vice versa. These reciprocal arrangements may generally be on the condition that the officers of the State Government/Public Undertaking will be treated on a par with the officers of the Department of Posts in the matter of charges, services etc. in the respective Inspection Quarters/inspection Rooms/Rest Houses/Officers' Guest Houses and *vice versa*. However, priority in such arrangements will continue to be given to the officers of the Department of Posts while on official duty.
5. The officers who have retired from the Department of Posts or who are on leave, may also be permitted to occupy the Inspection Quarters/Rooms when these are not required for the touring officers/officials on duty. Similar treatment may be given to others also.
6. Provision of Inspection Quarters/Inspection Rooms does not form part of the trade union facilities. Controlling officers of Inspection Quarters and Inspection Rooms may exercise their discretion for utilization of the Inspection Quarters/Rooms to Circle and National level office bearers while on tour in exceptional cases when Inspection Quarters/Rooms are not required by others as pointed out in paras (2), (4) & (5) above.
7. The retired/serving officers of the foreign postal administrations visiting India on official/private account may also be permitted to occupy the Inspection Quarters/Rooms on the terms and conditions mentioned in these rules.
8. The applications for occupation of Inspection Quarters/Rooms should normally be submitted to the Officer-in-Charge sufficiently in advance so that reservation of the Inspection Quarters/Rooms could be done and reservation slip issued in advance.
9. No officer is to be normally permitted to occupy the Inspection Quarters/Rooms at his/her headquarters. When an officer is transferred to or from a station or is returning from long leave, he/she may be permitted to occupy the accommodation for a period not exceeding 10 days provided these rooms/quarters are not immediately required by officers on tour in connection with official duty. Occupation of Inspection quarters by an officer on leave/transfer for period exceeding 10 days and upto 60 days is to be only with the prior permission of the Head of the Circle. Permission to occupy Inspection Quarters beyond 60 days will be given very sparingly and only with the personal approval of the Director General (Posts). Further, before granting such permission, it will also be considered whether the officer has applied for Govt. accommodation but has not been allotted the same and also not refused the allotment even if it is of one type below the officer's entitlement. In cases where an officer continues to occupy Inspection Quarters unauthorisedly, payment of damage rent will be mandatory, in addition to any disciplinary action which may be taken by the department. All Heads of Circles should forward all cases for occupation of Inspection Quarters for a period of more than 60 days well in advance along with their personal recommendations, according to the proforma given below and cases will be considered purely on merits.

PROFORMA

To,

The Director General,
Department of Posts, Dak Bhawan,
New Delhi-110 001.

Subject :—Permission to occupy inspection quarters beyond a period of 60 days.

PART A

(To be filled in by the Officer requesting permission to occupy the Inspection Quarter)

- (i) Name and Designation of the Officer:-
- (ii) Pay Scale:-
- (iii) Present Pay:-
- (iv) Inspection Quarter where staying:-
- (v) Date of occupation:-
- (vi) Date of completion of 60 days:-
- (vii) Period for which permission is sought:-
- (viii) Reasons :-
- (ix) Whether Post-attached/ear-marked quarter for the post exists, and if so, why is it not occupied:-
- (x) (a) if not, whether Officer is entitled for Postal Pool/ General Pool accommodation:-
- (b) & whether the Officer has applied for the same:-
- (c) & appropriate time by when the Officer will be offered accommodation:-
- (d) whether Officer has been offered any other accommodation even it is one type below his/her entitlement:-
- (xi) Whether the Officer has refused acceptance of accommodation offered, if so, the reasons thereof :-

I, hereby declare that the information furnished by me at paras (i) to (xi) above are correct to the best of my knowledge and that, if any information is found incorrect, I am liable to be charged damages rates of licence fee besides any other disciplinary action which the department may deem fit.

Signature
Name & Designation of the Officer

PART-B

(To be filled in by the Head of the Circle)

Personal recommendation of the
Head of the Circle:-

The information furnished by the Officer at paras (i) to (xi) above has been checked and found to be correct.

Signature
(Head of the Circle)

10. An Officer on tour may occupy the Inspection Quarters for a period not exceeding ten days at a time. Any further occupation will be as per the provisions contained in Para (9) above.
11. Where two or more officers/officials requisition accommodation in the Inspection Quarter/Room simultaneously, for the same period, senior officers/officials be generally given preference. In other cases the preference is to be given strictly according to date of receipt of requisition on first come first serve basis. In case officers/officials on urgent duty requisition accommodation, at short notice, then the Heads of Circles may give priority to such cases even by canceling the previously made reservations after giving due consideration to the facts of case.
12. The officers on training are also to be treated on a par with the officers on tour while on duty for the purpose of grant of accommodation in the Inspection Quarters/Rooms.
13. The tariffs for Inspection Quarters/Rooms are to be as fixed by the Department from time to time.
14. No HRA is permissible to officers/officials on transfer during their stay in the Inspection Quarters/Rooms. The period for this purpose is to be counted from the date of joining duty in the case of officers/officials on transfer at the new stations and for others from the date of their first arrival at the station.
15. Long term stay of officers in Inspection Quarters/Inspection Rooms may be permitted when atleast 2 suits excluding the suite occupied by the officers on long term basis are available in the Inspection Quarters/Rooms for the use of touring officers.
16. A Register in the form of General-28 is to be maintained at the Inspection Quarters/Rooms, in which all officers in occupation of the Inspection Quarters/Rooms are required to enter their names, designation, present pay, date and time of arrival and departure as also the use of Air Conditioner/Room Heater etc. along with due rent calculated and entries towards its payment to the Caretaker/Officer-in-Charge.
17. All officers/officials who occupy the Inspection Quarters and Inspection Rooms have to pay in cash without fail to the Officer-in-Charge/Caretaker the rent and other charges due before they vacate the Inspection Quarter/Rooms. Any case of failure on their part to do so is to be brought to the notice of the Head of the Circle. Any mistake in calculation of the rent etc. is also to be brought to the notice of the Officer-in-Charge for appropriate action.
18. The Officer-in-Charge has to maintain a list of furniture and other articles in the Inspection Quarters/Rooms and a copy of it is also to be kept with their concerned Caretaker. The Officer-in-Charge will verify the stock once a year and inspect the functioning/maintenance of the Inspection Quarters/Inspection Rooms every quarter. He will also check the register maintained in each Inspection Quarter/Rooms every quarter to ensure that the charges have been correctly paid by the officers occupying the Inspection Quarters/Rooms.
19. The Head of the Circle will depute an officer of higher rank to inspect the Inspection Quarters once a year who will verify the stock/furniture maintenance etc. of the Inspection Quarter/Room and submit his report to the Head of the Circle. This inspection is normally to be done along with other inspections at the same station.
20. The facilities for preparation of snacks/meals may be made at each Inspection Quarter/Room preferably by employing a Caretaker conversant with this work. The Head of the Circle may fix a rate table for standard items, like tea, coffee, breakfast, vegetarian and non-vegetarian lunch/dinner, taking into account the local factors. A duly authorized rate list of such items is also to be available with the Caretaker in the Inspection Quarters/Rooms.
21. All Officers occupying the Inspection Quarters/Rooms are liable to pay for any damage they or their dependents/ attendants may cause to the building, fittings, furniture etc.
22. No part of the Inspection Quarter/Room is to be used for any purpose other than for which it is intended.
23. Any complaint or suggestion regarding the functioning/maintenance/reservation etc. may be sent to the Head of the Circle who will take necessary steps in the matter.
24. (a) With effect from 4.8.2005, the revised tariff for Inspection Quarters for officers of the Department of Posts while on duty/leave (Casual & earned), Central and State Government Officers and retired officers of the Department of Posts for period upto 10 days is as follows:-

Pay upto Rs. 16,400/-	Rs. 8/- per day (More than six hours) (Includes charges for electricity and refrigeration)
Pay beyond Rs. 16,400/- (Rs. 16,401/- & above)	Rs. 12/- per day (More than six hours) (Includes charges for electricity and refrigeration)

(ii) For others - Rs. 40/- per day

- (iii) The charges for the use of:-
 Air-conditioner Rs. 8/- per day or a part thereof.
 Room heaters Rs. 2/- per day or a part thereof.
- (b) Inspection Rooms: Rs. 5/- per day irrespective of pay.
- (c) Rates for officers for stay in Inspection Quarters/Inspection Rooms for periods exceeding 10 days:-
 (i) For period exceeding 10 days and upto 60 days (with permission of the controlling authority i.e. Head of the Circle):-

Pay upto Rs.16,400/-	Rs. 8/- per day (Includes charges for electricity and refrigeration)
Pay beyond Rs. 16,400/- (Rs. 16,401/- & above)	Rs. 12/- per day (Includes charges for electricity and refrigeration)

The charges for the use of :-

Air-conditioner Rs. 8/- per day or a part thereof.

Room heaters Rs. 2/- per day or a part thereof.

(ii) For period beyond 60 days (With permission of the DG Posts):- 10% of the basic (including special pay).

25. When two or more officers occupy one unit of inspection quarters or inspection rooms at one and the same time, the following charges shall be recovered as rent in addition to the full charges for the use of air-conditioner/room heater, as the case may be:-

- (1) When two officers share one unit of inspection quarters or inspection rooms. 3/4th of rent from each
- (2) When more than two officers share one unit of inspection quarters or inspection rooms. 1/2 of the rent from each

26. These rules are to be prominently exhibited in each Inspection Quarter/Inspection Room.

ANNEXURE

List of Inspection quarters and Inspection rooms

Name of Circle	Location of IQ	Location of IR
Andhra Pradesh	IQ, Dak Sadan, Hyderabad GPO Building Hyderabad - 500 001 IQ Hyderabad GPO	
	IQ Bangara Hills, Hyderabad-500 001	
	IQ Hanamkonda HO - 506 001	
	IQ Warangal HO -506 002	
	IQ Kurnool HO - 518 005	
	IQ Tirupati HO -518 005	
	IQ Tirumal Hills PO -517 505	
	IQ Guntakal O/o RMS AG Dn.	
	Gunyskal -518 802	
	IQ Chittor- 517 001	

	IQ Anantapur HO-515 001
	IQ SRO, Anantpur-515 802
	IQ Vizag, LB Colony PO-530 001
	IQ Visakhapatnam Fortward PO-530 001
	IQ O/o. PMG Visakhapatnam-530 001
	IQ SRO Rajamundry RS-530 001
	IQ Kakinada HO-533 001
	IQ Amalapuram HO-533 201
	IQ Rajamundry HO
	IQ SRO Kazipet RS-500 001
	IQ Vijayawada HO-522 007
	IQ Arundalpet HO-522 007
	IQ Gudur HO-524 101
	IQ Gandhi Chowk, Khammam PO-507 001
	IQ SRO Khammam-520 001
	IQ Bhimavaram HO-534 201
	IQ SRM Stg. Vijayawada-520 001
ASSAM	Amenity Block Meghdoot Bhawan Complex, Guwahati-781 001
	CR Building Milonnagar, Dibrugarh-786 003
BIHAR	O/o. CPMG Bihar circle, Meghdoot Bhawan, 6 th Floor, Patna GPO Complex, Patna-800 001
	O/o. PMG North Bihar, Gaushala Road, 3 rd Floor, Muzaffarpur-842 001
	PTC Darbhanga-846 005
CHHATTISGARH	Civic Centre Bhilai
Jaba;pur HPO	
	Raipur HPO
DELHI	Meghdoot Bhawan, Link Road, New Delhi - 110 001

	Foreign Post, Kotla Road, New Delhi-110 002	
	Asif Ali Road, New Delhi-2	
GUJARAT	Shahibag, Ahmedabad-380 004	
	GPO Compound, Ahmedabad-380 001	
	Rajkot HO, Rajkot-360 001	
	Bhavanagar HO	
	Jamnagar	
	Dwaraka	
	Junagarh	
HARYANA	CPMG Office, Ambala, 107 Mall Road, Ambala-133 001	
	Karnal HPO	
	Faridabad Sector 16/A	
HIMACHAL PRADESH	GPO Building Shimla-171 001	RMS Mandi
	Dharamsala	Rampur Kaza, Reckong Peo
	Mandi	Solan, Kasauli, Nahan, Nalagarh, Parwanoo Poounta Sahib
	Kullu	Dehra, Kangra
	RMS Shimla	Una
	Dalhousie	Hamirpur, Bilaspur, Nahaun
JAMMU & KASHMIR	Jammu-180 012	Katra
	Srinagar-190 001	Kathua-184 101
	Udhampur-182 101	Rajouri-185 131
	Baramulla	
JHARKHAND	O/o. CPMG Ranchi, 2 nd Floor, Doranda HO, Ranchi-834 002	
KARNATAKA	Museume Road	
	Bangalore GPO	
	Fraser Town PO Bangalore	

	Postal Trg. Centre, Mysore	
	Madikeri HO (SK)	
	Kollur	
	Dharwad	
KERALA	Thiruvananthapuram-695 004	
	Thevera & MMS, EKM IQ	
	East Nada, Guruvavur PO Building Guruvavur-680 101	
	Kozhikoda, O/o. PMG NR, Calicut	
MADHYA PRADESH	Khajuraho, Chhatarpur Dn.	
	Tower Building Central T.T. Nagar, Bhopal	
	Shajapur (HPO)	
	Indore City SSPO's Building	
MAHARASHTRA— <i>Contd.</i>	Dadar HPO premises, Dr. B. R. Ambedkar Road, Dadar (E), Mumbai-400 014	
	Airport Sorting Office, Mumbai-400 099	
	Juhu Post Office, Mumbai-400 049	
	Vashi Post Office Building, New Mumbai	
	Mumbai Sorting Dn. Office, MRA Road, Mumbai-400 001	
	Nariman Point PO, Mumbai-400 021	
	Mapuca	
	Calangutle Goa	
	Vindya IQ, Dak Viha, Civil Lines, Nagpur-440 001	
	Berar IQ, Dak Vihar Civil Lines, Nagpur-440 001	
	Pune-442 001	
	Mahabaleshwar PO	
	Lonavala	
	Ahmednagar HO Building,	

	Ahmednagar-414 001	
	Shrirampur HO Building, Shrirampur, Dist : Ahmednagar	
	Solapur HO Compound, Solapur-413 001	
	O/o. Postmaster Nashik Road, HO	
MAHARASHTRA— <i>Concl.</i>	O/o. Postmaster Nanded HO	
NORTHEASTERN	Shillong (Inspn. Bungalow)	
	P & T Colony, Unit-IV, Bhubaneswar-751 001	
ORISSA	Ashok Nagar PO, Bhubaneswar-751 001	
	Puri	
	Berhampur (GM) HPO, Berhampur-760 001	
	Sambalpur	
PUNJAB	Amritsar HO	
	Chandigarh GPO	
	Jalandhar City HO	
	Ludhiana City HO	
	Patiala HO	
	Circle Office Sector-17-E, Chandigarh	
RAJASTHAN	Jaipur GPO	
	Udaipur HO	
	Shastri Nagar, Jodhpur	
	Jodhpur HO	
	Mt. Abu (Sirohi)	
	Jaisalmer HO	
	Tonk HO	
	Ajmer HO	
	Meghdoot Bhawan, Shastri Nagar, Ajmer	
TAMIL NADU	O/o. CPMG Chennai	

TAMIL NADU— <i>Concl'd.</i>	Teynampet PO	Erode HPO, Erode-636 001
	Vadapalani PO	Salem HPO, Salem-636 001
	Kanchipuram HO	Mettupalayam HPO Mettupalayam-641 301
	Vellore HO	
	Pondicherry HO	
	R. S. Puram HPO, Coimbatore Bazar	
	Coonoor HO, Coonoor-643 001	
	Coonoor R. S., Coonoor-643 102	
	Udhagamandalam HPO Udhagamandalam-643 001	
	Suramangalam HPO, Salem-636 005	
	O/o PMG Madurai	
	Kodaikanal	
	Kanniyakumari	
	Madurai	
	Rameswam	
	Tiruchirapalli HPO Compound	
	Nagapattinam HO	
	Tanjore HO	
	Tiruvarur HO	
	Kumbakonam HO	
	Chidambaram HO	
UTTAR PRADESH	O/o. CPMG Lucknow	
	DAP Lucknow	
	Agra HPO Campus	
	PSF & S Aligarh	
	Bulandshahar	
	Jhansi RMS	
	Mathura Jn. RMS	

UTTAR PRADESH— <i>Contd.</i>	HPO Compound Allahabad	
	Ghazipur HO	
	Varanasi PSD, Mamooorganj, Varanasi	
	Varanasi HO	
	Varanasi Cantt. HO	
	2 nd Floor, HPO Complex Bara, Chauraha, Kanpur	
	Bareilly HO	
	Moradabad HO	
	Meerut HO	
	Golghat Compound, Gorakhpur	
	Gorakhpur RMS Building	
	Gonad RMS Building	
	SSPO's Azamgarh	
	Deoria	
	Ballia	
	Campus of PTC Saharanpur	
UTTARANCHAL	Dehradun HO	
	Ranikhet HO (Almora)	
	Nainital	
	Badrinath	
	Hardwar PO	
	Mussoorie PO	
	Rishikesh PO	
	Srinagar (Pauri)	
	Uttarkashi (Tehri)	
WEST BENGAL	CPMG Kolkata-700 012	
	CPMG Kolkata-700 012	
	CPMG Kolkata-700 012	

CPMG Kolkata-700 012

CPMG Kolkata-700 012

CPMG Kolkata-700 012

CPMG Kolkata-700 012

CPMG Kolkata-700 012

CPMG Kolkata-700 012

RLO Building, Kolkata

Barabazar HPO, Kolkata-700 007

Darjeeling HO

Silliguri HO

Gangtok HO- 737 101

Jalpaiguri HO

Shantiniketan PO, Birbhum

Tamluk HO, Tamluk

APPENDIX NO. 12

[Referred to in Rule 269-B and 269-C]

MODEL RULES GOVERNING THE MAINTENANCE, ETC. OF INVENTORIES OF GOVERNMENT STORES

(Issued under Government of India, Finance Department, letter No. D 3271F. dated the 19th May, 1930)

1. A reliable list, inventory or account of all stores in the custody of Government servants must be maintained in a form prescribed by the competent authority to enable a ready verification of stores and check of accounts at any time, and transactions must be recorded in it as they occur.
2. Priced lists, recording both quantities and values, must be maintained in cases where the stores are intended to be converted into money or where it is desired to distribute their cost over the works, items or objects on which they are actually used. In such cases, the expenditure on stores must be charged to a stores suspense head in the first instance.
3. Purely numerical inventories, recording quantities only, will suffice in cases when the stores are intended solely for the service of the Department keeping them and it is not desired to distribute their cost. In such cases the expenditure on stores must be charged off finally to the service concerned.

Note.—In some cases it may be found necessary to show prices against some articles, say, when, for facility of identification or other reason. It is desirable to distinguish costly articles from cheap articles bearing the same general description. Such articles should not be treated as priced articles if the requirements of this rule are otherwise satisfied

Losses not due to depreciation should be grouped under the following heads :—

- (a) Losses due to theft.
 - (b) Losses due to neglect.
 - (c) Losses due to an act of God.
 - (d) Anticipation losses on account of superfluous or obsolete stores or purchases in excess of requirements.
4. The lists, inventories, or account of stores will in all cases be subject to such internal check as may be prescribed by the competent authority, whether or not they are subject to any check by the Audit Officer.
 5. A physical verification of all stores must be made at least once in every year under rules prescribed by the competent authority and subject to the condition that the verification is not entrusted to a person—
 - (i) who is the custodian, the ledger keeper, or the accountant of the stores to be verified, or who is a nominee of, or is employed under the custodian, the ledger keeper, or the accountant.

Or

- (ii) who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified.

The verification must never be left to low-paid subordinates, and in the case of large and important stores, it should be, as far as possible, entrusted to a responsible officer who is independent of the superior executive officer-in-charge of the stores.

The verifying officer should record a certificate of verification with its results in the stock book under his dated signature.

Note.—In cases where the results of verification are included in the Inspection Note a reference thereof should be cited in the certificate recorded in the stock book. If no discrepancies are noticed, this fact should also be specified in the certificate.

6. In making a physical verification, the following instructions must invariably be observed :—
 - (a) Verification must always be made in the presence of the officer responsible for the custody of the stores or of a responsible person deputed by him.
 - (b) All discrepancies noticed must be brought to account immediately, so that the stores account may represent the true state of the stores.

-
- (c) Shortage and damages, as well as unserviceable stores, must be reported immediately to the authority competent to write off the loss.

7. Balances of stores must not be held in excess of the requirements of a reasonable period. In order to ensure the observance of this rule, a periodical inspection must be made by a responsible officer, who must submit a report of surplus and obsolete stores to the authority competent to issue orders for their disposal. The inspection must be made six-monthly in the case of perishable stores and once a year in the case of other stores unless there be good reason to the contrary. Stores remaining in stock for over a year should be considered surplus unless there is any good reason to treat them otherwise.

8. The previous sanction, the competent authority should be obtained to the sale of stores regarded as surplus or obsolete, and to the write off the value of stores.

9. Where a priced inventory is maintained, it is essential that the values recorded therein shall not be materially in excess of the market value of the stores. The Head of the Department concerned must issue instructions to govern—

- (a) the fixation of prices with reasonable accuracy;
- (b) the periodical review and revision of rates; and
- (c) the agency to be employed in periodical re-valuation.

Note.—The ‘market value’ of an article, for this purpose, means the cost per unit at which the article, or an article of a similar description, can be procured at a given time, from some suitable public markets. It should be inclusive of carriage and incidental charges, and may even include a responsible provision for wastage, breakage and depreciation, when these are inevitable.

10. All losses must be duly recorded and formal sanction of the competent authority must be obtained in respect of them even though no formal correction or adjustment of accounts is involved.

10.(a) Losses due to depreciation must be analysed and recorded under the following heads, according as they are due to—

- (1) Normal fluctuation of market prices;
- (2) Fair wear and tear;
- (3) Lack of foresight in regulating purchases;
- (4) Neglect after purchase.

APPENDIX NO. 12-A

Deleted.

APPENDIX NO. 13

Deleted.

APPENDIX NO. 14

Deleted.

APPENDIX NO. 15

Deleted.

APPENDIX NO. 16

[Referred to in Rule 789-A]

**RECONCILIATION OF DEPARTMENTAL FIGURES FOR POSTAL FLUCTUATING HEADS
CONTROLLED BY HEADS OF CIRCLES WITH THOSE
BOOKED IN THE AUDIT OFFICE**

Introductory

1. This Appendix deals with the procedure for reconciliation of departmental figures for postal fluctuating charges to be followed in Head Post Office, Postal and Railway Mail Service Divisional Offices and Circle Offices. To explain the difficulties and the methods by which it is proposed to overcome them, it is desirable to explain in some detail the make up of the two records that have to be reconciled and also the objects of the reconciliation.

2. Money required for the expenditure of the postal branch of the department is drawn on bills on the authority of various offices from the head post offices (including their sub and branch offices) and once it is drawn from the post office it is regarded as spent. The head post office as the custodian of the money has accordingly to render an account of its transactions which is supported by the bills. Again in a large number of transactions, e.g., bills of Railways for the carriage of material and of mails, charges for stationery and printing, etc., the expenditure is brought to account in the Posts and Telegraphs Account Offices on the authority of competent officers of the Posts and Telegraphs Department. The sum of the cash expenditure disbursed from post offices and of the book adjustments effected in the account offices represents the total expenditure of the department and its accounts are those prepared month by month by the account office. The process that begins when the competent officer authorised the drawal of money or the acceptance of a bill and ends with the closing of the monthly accounts in the audit offices takes a considerable amount of time during which fresh expenditure has continuously to be authorised. In order that such authorities to incur expenditure are not issued in excess of the total grant for expenditure placed at the disposal of drawing and controlling officers, the latter must maintain a record of the moneys drawn or authorities issued by them. The Chief Controlling Officer in a circle is the Postmaster-General/General Managers, Telecommunications and all subordinate controlling and drawing officers submit to him a monthly return of expenditure incurred on their authority. The head of the circle adds his own quota and compiles an account for the whole circle. It is this account which has to be reconciled with the official and formal accounts prepared in the audit offices. Reconciliation does not consist merely of a comparison of the two corresponding totals in the two accounts to ascertain the existence of differences. It is a greater necessity that the differences should be traced to the source and action taken to correct and remove the mistakes.

3. The description given in the preceding paragraph makes it clear that while both the account include the same items of expenditure, the stages through which the circle figures are obtained are not the same in the two cases. In the official accounts prepared in the account offices each head post office (including its sub and branch offices) is treated as one unit while in the circle office accounts each disbursing and controlling officer—a first class postmaster or a superintendent—form a unit for which separate figures are recorded. Actually, one and the same head post office, especially if it be a first class office, may have to issue money to or on behalf of several drawing and controlling officers. On the other hand, there are cases in which one drawing and controlling officer draws money from two post offices.

4. The other series of difficulties encountered in reconciliation relates to book adjustments. These are carried out on the demand of the department to which payment is due. The demands are scrutinised and passed by the proper controlling officer who proceeds immediately to enter its amount in his record of expenditure, but the actual adjustment in favour of the creditor department appears in the official accounts after the lapse of a considerable interval. As a result the two sets of accounts although purporting to relate to the same period include different transactions and different amounts.

5. A fresh procedure as set forth in the detailed instructions attached has therefore been devised in which an attempt has been made to remove these defects. The objects which have been kept in view are briefly described below :—

- (i) The cash expenditure figures incorporated in the circle office compilations should be such as have been duly verified as having been booked by the account offices in their monthly compilations of accounts.

- (ii) All transfer and book entries made either at the instance of circle offices or at that of account offices should be brought under control by establishing a continuous contact at every stage between the two accounts and executive branches of the administration.
- (iii) The details of all book adjustments will be furnished by the account office monthly to the respective controlling officers, e.g., 1st class postmasters. Superintendents of Post Offices and Railway Mail Service Divisions and Heads of Circles who are responsible for incurring the liability and controlling the expenditure. This will enable them to ensure an effective reconciliation between their own figures and those of audit.
- (iv) All differences between the account office and departmental figures should be properly analysed in order that their adjustment in subsequent months may be watched and controlled. Circle Offices should have with them a set of figures arranged by post offices and not merely by disbursing units, e.g., Superintendents and first class postmasters, so that they may be able readily to locate the unit where the differences have occurred.

Section I—Audit verification of figures of cash expenditure

1. Procedure in first class post offices—(a) Each first class post office has to pay out money on account of at least two controlling units and for these payments it has to submit detailed accounts to the audit authorities. A first class postmaster is his own controlling officer and is also the controlling officer for all towns sub-offices and consequently payments relating to and on account of the expenditure of head post offices and the town sub-offices constitute one control unit. Again, as the largest post office in the revenue district or a postal division it has to pay out money to meet the expenditure of, or relating to, post offices which are placed under the control of the Superintendent of the postal division. The expenditure of such post offices as well as of the offices of the Superintendent of the postal division itself constitute the second control unit.

(b) The expenditure relating to the first disbursement unit, namely the head post office and its town sub-offices as well as that relating to the second control unit is brought to account under the same Abstract B-II. Again expenditure relating to the Office of the Superintendent of the postal division is recorded under Abstract B-I. Before the introduction of the procedure prescribed in this Appendix the details of the three aggregate of expenditure were classified under head, sub and branch offices and were recorded in the same contingent register in Form A.C.G.-18 in chronological order irrespective of the control and payment unit to which it related. As a result, therefore, the entries in the contingent register did not follow an order which could be made the basis for further compilations. They had to be sorted and re-totalled if at any time it became necessary to obtain the expenditure relating to any one of the two or more control units. This mixing up was also the chief source of difficulty in locating the source of discrepancies between the audit office and circle office figures.

(c) To avoid both the defects it is hereby prescribed that each first class head post office should maintain as many separate volumes of the contingent register in Form A.C.G.-18 as there are control units on whose account it has to pay out money and for which it is responsible for submitting detailed accounts. In the alternative, at the discretion of the postmaster one volume of the register may be divided into several independent sections, one section being reserved for the exclusive use of each disbursement and control unit.

(d) The abstract contingent bill is prepared from the contingent register. It includes the monthly or periodical total for each head of account. Following the sections of the contingent register the abstract contingent bills should also be prepared in separate sections. Each sections should have its own independent sub-total and there should be a grand total at the end for all the sections taken together. The monthly not payable contingent bills should also be prepared in the same way in separate sections for each control unit.

(e) To obtain the verification of the audit authorities first class post offices should prepare a monthly statement in Form 'A' showing the expenditure under each head of fluctuating expenditure separately for each controlling officer. As these statements are to be sent after check and completion in the audit offices, to the various controlling officers the number of copies should be sufficient to enable (i) one copy being kept for record in the post office, (ii) one being retained in the audit office, and (iii) one being sent by the audit office to each of the controlling officers concerned. The necessary copies should be prepared by carbon and all copies except the office copy should be sent to the audit office with the monthly cash accounts. The copies should bear the address of each of the controlling officers to whom each is to

be sent by the audit office. The statement will include all expenditure under heads of fluctuating expenditure. Such of it as is controlled by first class post masters and divisional superintendents will be posted from (i) the contingent register as regards contingent expenditure, (ii) individual bills and other schedules as regards other expenditure. Fluctuating expenditure controlled by higher authorities will be posted from bills and schedules.

(f) As indicated in Form A expenditure not controlled by local authorities should be exhibited separately from expenditure controlled by them.

2. Procedure in 2nd class post offices—Second class post offices will follow *mutatis mutandis* the procedure laid down in paragraph 1 above for 1st class post offices. In the case of most of them the entire expenditure is controlled by the Superintendent of post offices. Only two copies of statement A will have to be sent to audit.

3. Procedure in head record offices—Post offices are not responsible for the detailed accounting of railway mail service expenditure and will not therefore be required to prepare a Form A for such expenditure. This duty will fall on head record offices which should follow the procedure laid down above for second class post office.

4. Procedure for circle offices—Circle offices will similarly prepare statements in Form A for their own expenditure under fluctuating heads and send them in duplicate to audit offices by the 3rd of each month.

5. Procedure in audit offices—(a) Audit offices will verify the figures shown in statements in Form A and enter in the appropriate columns those booked in their accounts,

(b) Brief particulars of all changes and of the heads of accounts and the control unit concerned, made by the audit offices either before or at the time of verification, will be entered in the remarks column of Form A at the time of verification. After completing the statements in this manner audit offices will return them to the officers whose designations are indicated on the form so as to reach the latter by the 15th of each month.

Section II—Disposal of statements—Form A

6. In offices of superintendents of post offices—As the same superintendent may be the controlling officer for expenditure disbursed by more than one post office, superintendents of post offices shall consolidate, in Form AA, the verified figures reported by each post office in its Form A. The totals reached in Form AA will then represent the total expenditure pertaining to their divisions under each head of account. The figures of expenditures under heads of not controlled by divisions should also be consolidated in this form but should be shown separately.

7. In first class post offices and head Record offices—A similar consolidation in Form AA will not be required by those offices as the statement in Form A itself will exhibit their total expenditure.

Section III—Procedure for dealing with book adjustments in controlling offices not being circle office

8. All controlling offices, i.e., 1st class postmasters and superintendents, of post offices and railway mail service divisions, should maintain a record of all bills received from other departments. Book debits relating to all kinds of expenditure should be recorded in a register in Form E which will be maintained in the controlling officers to show the bills of other departments which have been accepted for adjustment by book debit. A suitable number of pages should be allotted to each head of account in the register.

9. Deleted.

10. At the end of each month the figures for liabilities recorded under each head of account in the register in Form E should be totalled. Procedure described in Section VIII should then be followed to work out the un-adjusted balance under each head of account from month to month.

Section IV—Preparation of statement showing the progress of expenditure for purpose of control—Form B

11. Form B has been prescribed for this purpose, and will be maintained by 1st class postmasters and superintendents, offices and railway mail service divisions. In the case of 1st class postmasters and superintendents, railway mail service, the verified figures of audit as shown in statements in Form A, and in the case of superintendents, post offices, the net totals of Form AA will be carried into the appropriate columns of statements in Form B.

12. If any changes made by audit are not acceptable to a controlling officer, he should settle the matter by correspondence with the audit. Pending final settlement, he should for the purpose of Form B adopt without any modification the figures given by audit in Form A.

Section V—Procedure in case of non-receipt of statements—Form A—duly verified by audit

13. In case of non-receipt of these statements in any month, controlling officers will remind the audit offices and at the same time ask the disbursing offices concerned to send copies of this form submitted by them to the audit offices. This

should be done as a measure of precaution in order, if necessary, to complete the subsequent processes on the basis of figures unverified by audit. If statements (Forms AA and B) are furnished to the circle office on the basis of figures unverified by audit they should be followed up as soon as possible by statements prepared on the basis of figures verified by audit. Prompt action should be taken to obtain verified figures from audit for this purpose.

Section VI—Important caution

14. All controlling officers should bear in mind that sanctions to expenditure which has still to be disbursed do not affect the figures of expenditure actually incurred. Such sanctions should be taken into account in calculating the probable expenditure for the remainder of the year. Similar remarks apply to liabilities for which bills have not been received from other departments and have not been returned to them after acceptance.

15. The statement in Form B will be drawn up in two sections (i) heads controlled by $\frac{1^{\text{st}} \text{ class postmaster}}{\text{superintendent division}}$ and (ii) heads not controlled by $\frac{1^{\text{st}} \text{ class postmaster}}{\text{superintendent division}}$. In respect of the latter, totals under each head of account will be carried from statement in $\frac{\text{Form A by } 1^{\text{st}} \text{ class postmaster or superintendent, railway mail service}}{\text{Form AA superintendent, post offices}}$, to column 5 of statement in Form B. Other columns of Form B will remain unfilled in respect of this class of expenditure. For expenditure controlled by the subordinate authorities all columns will be filled in.

Section VII—Completion of statement—Form B

16. First class postmasters and superintendents, railway mail service, will fill in column 5 headed 'Actual expenditure including accepted liabilities during the month in cash' by transcribing the figures shown by audit against each head of account in Form A. Superintendents, post offices, will fill in this column by transcribing the net figures against each head of account in Form AA.

17. Columns 6 headed 'Actual expenditure including accepted liabilities during the month book debits accepted' will be filled in by posting the totals against each head of account as shown in the register in Form E referred to in Section III.

The other columns of statement (Form B) will be completed as usual. After completion in all respects a copy of the statement in Form B will be despatched to the head of the Circle not later than the 19th of each month. Superintendents of post offices will also attach a copy of Form AA to statement in Form B.

Section VIII—Procedure for reconciliation of book adjustments in controlling offices not being circle offices

18. It has been arranged with the Postal/Telecom Accounts that the detailed lists of book debit items will be furnished by the audit monthly in Form G (Part I) to the authorities responsible for incurring the liabilities and controlling the expenditure. To enable the audit office to classify the lists correctly the name of the controlling unit should invariably be specified on the bills or vouchers by the countersigning controlling offices.

19. On receipt of monthly statements of book adjustments from the audit office by the end of the following month register maintained in Form E should be written up and the columns for 'Adjustments' and 'Unadjusted balance' provided at the bottom of this register filled in. When the register is thus completed, a balance statement in the following Form should be prepared therefrom and submitted so as to reach the circle office by 5th of the 2nd following month :—

Head of Account	Adjustment made by audit	Unadjusted balance	Remarks

Note.—Owing to the late receipt of the monthly statements showing details of book adjustments made by audit, the register in Form E cannot be closed and the figures of unadjusted balance under each head cannot be communicated through Form B, which is due for submission to the circle office on 19th of the following month.

A copy of the statement in Form G received from the audit office and an extract from the register in Form E for each month after it has been duly completed and closed should also be submitted to the circle office alongwith the balance statement prescribed above.

20. For reconciling the book adjustments, the entries appearing in Form G received from audit should be traced in the register in Form E maintained in the controlling offices. The month of adjustment and where necessary the detailed classification should be noted against the original entries in this register in appropriate columns. When the classification and/or amounts adopted by the audit office disagree, the discrepancies should be examined. If the alternations made in audit are accepted, the original entries of the register should be corrected. Changes in classification should be effected by transferring the original entry to the correct head of account with consequential corrections in the progressive total of the current month.

21. If they are disputed, they should be settled by correspondence, the departmental figures being taken as correct in the meanwhile. The register after being completed should be closed and an analysis made at the end showing :—

- (i) The unadjusted opening balance.
- (ii) Total liabilities accepted.
- (iii) Total amount adjusted in audit.
- (iv) Closing balance representing unadjusted liabilities.

A list of items which remain unadjusted for more than 3 months should be submitted to the circle office by the middle of September, December, January, February and March indicating the action taken for their adjustment.

Section IX—Corrections in statements—Form B

22. Corrections should not be carried out in these statements by subordinate controlling officers after they have been submitted to the head of the circle. If any changes are necessary they should be made in the next months statement with suitable explanatory remarks.

23. Corrections advised by the head of the circle should be carried out by means of plus or minus entries against the heads concerned. The net effect of these entries should be shown again by plus or minus entries against the totals.

Section X—Procedure in circle offices

A.—GENERAL INSTRUCTIONS

24. The following instructions should be borne in mind by the Heads of Circles—

- (i) Grants should not be allotted to subordinate controlling officers for expenditure which the latter are not in a position to regulate and control such as liveries and uniforms, etc. Allotments for such expenditure should appropriately be retained by the Heads of Circles in their own hands.
- (ii) Changes in classifications involving Rs. 10 or less should not be made in any one item, as such changes are not carried out by audit.

B.—SCRUTINY OF MONTHLY CONTINGENT BILLS AND CHANGES MAKE IN CIRCLE OFFICE

25 to 27. Deleted.

C.—MAINTENANCE OF A BOOK-DEBIT REGISTER—FORM E

28. A register—in Form E—similar to the one referred to in Section III will be maintained in the circle office to show the bills of other departments which have been accepted by for it adjustment by book debit. A suitable number of pages should be allotted to each head of account in this register to note therein the particulars of bills accepted by the circle office. These bills should be posted immediately after acceptance.

29. Deleted.

30. When the circle office figures have been posted in this register, the total of column 3 should be given and the total figure shown at the bottom under 'Departmental figures—Circle Office'. The lump total for each subordinate authority as communicated in column 6 of Form B, should also be noted below the entry of the circle at office at the bottom of this register. The total amount of liabilities accepted during the month for the entire circle should be struck out in this register. This total should then be ready for transfer to column 5 of Form F.

D.—CASH EXPENDITURE

31. The statements of progress of expenditure—Form B—will being to be received in the circle office from the 19th of each month. These statements should first be checked and mistakes, if any, rectified.
32. The final entries thus modified will be consolidated in Form C. The figures of statement in Form A in respect of the circle office, which will have been received from audit after verification, will also be carried to Form C, for arriving at the total figures of the circle.

E.—RECONCILIATION OF CASH FIGURES

33. The totals of cash expenditure as well as of liabilities for the entire circle are now ready for reconciliation with those booked in the accounts of the audit office. This will be done though the statement of fluctuating charges which will continue to be received from audit as at present. It has been arranged with the Postal/Telecom Accounts that this statement will be accompanied by lists of book adjustment items and other transfer entries in Form G.
34. As stated in paragraph 18, the audit office will send details of book debits direct to the authorities responsible for incurring the liability and controlling the expenditure. The statement in Form G, which is to be sent to the circle office alongwith the monthly statement of fluctuating charges, should therefore contain (i) details of book adjustments pertaining to the circle office only, and (ii) the lump total under each head of account for each subordinate authority. The aggregate of (i) and (ii) should agree with the booked figure for that month.
35. The total of book adjustments and transfer entries should be deducted from the total monthly figure to arrive at the total cash payment under each head of account. The figures of cash payment thus deducted should be entered in column 4 of Form C. The difference of columns 3 and 4, if any, should be entered in column 5.
36. If there is no difference between column 3 and 4 the figures of cash expenditure should be treated as reconciled. If this does not happen, the differences relating to each head of account should be dealt with as prescribed in Section XII.

F.—DISPOSAL OF STATEMENTS—FORM G

37. **Reconciliation of other transfer entries**—The Circle Office should then take up the reconciliation of transfer entries and book adjustments intimated by audit in Form G. This form provides that (i) the transfer entries made by the audit office, and (ii) book adjustments with other departments should be shown separately.
38. The transfer entries made by audit should then be examined. If they are accepted they should be carried into column 6 of statement in Form F, described in paragraph 43, by plus or minus entries against 'Progressive total' of the heads of account concerned in the current month. Disputed items should be settled by correspondence.

G.—RECONCILIATION OF BOOK ADJUSTMENTS IN THE CIRCLE OFFICE

39. The procedure described in Section VIII should apply *mutatis mutandis* to Circle Office as well in respect of liabilities incurred by it.
40. When all the adjustments, communicated by audit through Form G, have been posted in the register in Form E, the adjustment figures should be totalled. The analysis portion provided at the bottom of each page should also be filled in and the unadjusted balance of the Circle Office proper worked out on each page in the space provided for.
41. On receipt of the balance statement referred to in paragraph 19 from the subordinate authorities, the figures shown therein under columns 'Adjustment made by audit' and 'unadjusted balance' against each head of account should be transcribed to the analysis portion provided at the bottom of the register in Form E. When all the figures have thus been collected in the Circle Office register, the monthly total of each page should be given to arrive at the total adjustments made by audit and the total unadjusted balance for the entire circle. The later figure should then be ready for transfer to column II of Form F.

H.—INTIMATION OF CORRECTIONS TO SUBORDINATE CONTROLLING OFFICERS

42. Intimations should be sent to subordinate controlling officers of changes made in circle offices to enable the former to correct their registers. Some changes may become necessary on receipt of statements of fluctuating charges from audit offices accompanied by statements of book adjustments and other transfer entries or due to mistakes detected while checking the 'B' Statements. These should be intimated in ordinary letters or by such other means as may be found convenient by circle offices.

I.—REPORT ON PROGRESS OF EXPENDITURE

43. A register in Form F should be maintained monthly in the Circle Office for each abstract. The figures for column 5 should be collected from statements C and E and posted there. An extract of columns 10 and 11 of this Register should be furnished to the Director-General by the 15th of the second month following. A certificate should also be furnished monthly at the same time that the departmental figures have been reconciled with the audit figures and that there are no differences excepting those furnished in the extract referred to above. The position of differences between audit and departmental figures should also be reviewed on receipt of the statements of fluctuating charges from audit for March Final and Journal Entries and communicated to Director-General separately as soon as the postings are completed in Form E.

J.—MAINTENANCE OF A CONSOLIDATED REGISTER—FORM H

44. The circle offices may, if they consider necessary, maintain a consolidated register in Form H to show separately 'cash payments' and 'book debit', of each spending unit under various heads of fluctuating charges. This register should be posted monthly from the figures shown in column 5 and 6 of Form B as revised by the circle office or after reconciliation with the audit office figures as may be considered necessary. The circle office figures should also be included in the register. The object of this register is to show at a glance the figure of each spending unit under fluctuating heads. The names of the spending units need not be copied every month. Fly leaves may be inserted for recording the major, minor and detailed heads of account.

SECTION XI—RESULTS OF THE RECONCILIATION

45. If the procedure prescribed in the foregoing paragraphs is followed properly the following results will be secured :—

- (i) There should be no discrepancies in the cash expenditure figures.
- (ii) Discrepancies in book adjustments will be confined to items accepted by executive officers but not adjusted in audit. A watch should be kept on such items and suitable action initiated when they become old. The controlling officers will know by experience how long the various classes of items ordinarily take before they are adjusted. If undue delay occurs, the department which submitted the bill should be reminded.
- (iii) Other discrepancies will be due to transfer entries made by audit on its own initiative. They will be received by circle officers properly detailed and listed in Form G.
- (iv) In March Final accounts the discrepancies mentioned in (ii) should be reduced to negligible proportions if they are not entirely eliminated. Those mentioned in (iii) should be adjusted every month and if any residue is left, it should be eliminated in March Final accounts.

Section XII—Difference how treated

46. In view of the above, occasion for reconciliation of figures should not arise in ordinary circumstances. Such an occasion would arise in case of difference the details of which are not known. If any such difference arises but does not exceed Rs. 200 or 10 per cent, whichever may be less, under a secondary unit of appropriation, no reconciliation need be undertaken, unless the cause of discrepancy is easily ascertainable and its adjustment can be effected without any inconvenience. The audit office figure should be accepted as correct in such cases.

APPENDIX NO. 17

(To be abolished in Part-II, Section 3, sub-Section (i) of the Gazette of India.)

No. 2/10/80-JCA (Vol. IV)

Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

NEW DELHI,
the 5th November, 1993

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution, after consultation with the comptroller and Auditor General in relation to persons serving in the Indian Audit and Accounts Department, and in supersession of the Central Civil Services (Recognition of Service Associations) Rules, 1959 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules, namely :

1. **Short title and commencement**—(1) These rules may be called the Central Civil Services (Recognition of Service Associations) Rules, 1993.
(2) They shall come into force on the date of their publication in the official gazette.
2. **Definition**—In these rules, unless the context otherwise requires :—
 - (a) “Government” means the Central Government.
 - (b) “Government servant” means any person to whom the Central Civil Services (Conduct) Rules, 1964, apply.
3. **Application**—These rules shall apply to Service Associations of all Government servants including civilian Government servants in the Defence Services but shall not apply to industrial employees of the Ministry of Railways and workers employed in Defence Installations of Ministry of Defence for whom separate Rules of Recognition exist.
4. **Service Associations already recognised**—A Service Association or a Federation which has been recognised by the Government before the commencement of these rules and in respect of which the recognition is subsisting at such commencement, shall continue to be so recognised for a period of one year from such commencement or till the date on which the recognition is withdrawn, whichever is earlier.
5. **Conditions for recognition of Service Associations**—A Service Association which fulfils the following conditions may be recognised by the Government, namely :—
 - (a) An application for recognition of Service Association has been made to the Government containing Memorandum of Association, Constitution, Bye-laws of the Association, Names of Office-Bearers, total membership and any other information as may be required by the Government;
 - (b) The Service Association has been formed primarily with the object of promoting the common service interest of its members;
 - (c) Membership of the Service Association has been restricted to a distinct category of Government servants having common interest, all such Government servants being eligible for membership of the Service Association;
 - (d)(i) The Association represents minimum 35 percent of total number of a category of employees provided that where there is only one Association which commands more than 35 percent membership, another Association with second highest membership, although less than 35 per cent may be recognised if it commands atleast 15 per cent membership;
 - (ii) The membership of the Government servant shall be automatically discontinued on his ceasing to belong to such category;

- (e) Government employees who are in service shall be members or office bearers of the Service Association;
- (f) The Service Association shall not be formed to represent the interests, or on the basis, of any caste, tribe or religious denomination or of any group within or section of such caste, tribe or religious denomination;
- (g) The Executive of the Service Association has been appointed from amongst the members only; and
- (h) The funds of the Service Association consist exclusively of subscriptions from members and grants, if any, made by the Government, and are applied only for the furtherance of the objects of the Service Association.

6. Conditions subject to which recognition is continued—Every Service Association recognised under these Rules shall comply with the following conditions, namely :—

- (a) The Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Service Association;
- (b) The Service Association shall not espouse or support the cause of individual Government servants relating to service matters;
- (c) The Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party;
- (d) All representations by the Service Association shall be submitted through proper channel and shall be addressed to the Secretary to the Government/Head of the Organisation or Head of the Department or Office.
- (e) A list of members and office bearers, and up-to-date copy of the rules and an audited statement of accounts of the Service Association shall be furnished to the Government annually through proper channel after the general annual meeting so as to reach the Government before the 1st day of July each year;
- (f) The Service Association shall abide by, and comply with all the provisions of its constitution/bye-laws;
- (g) Any amendment in the constitution/bye-laws of the Service Association, after its recognition under these Rules, shall be made only with the prior approval of the Government;
- (h) The Service Association shall not start or publish any periodical, magazine or bulletin without the previous approval of the Government;
- (i) The Service Association shall cease to publish any periodical, magazine or bulletin, if directed by the Government to do so, on the ground that the publication thereof is prejudicial to the interests of the Central Government, the Government of any State or any Government authority or to good relations between Government servants and the Government or any Government authority, or to good relations between the Government of India and the Government of a foreign state;
- (j) The Service Association shall not address any communication to, or enter into correspondence with, a foreign authority except through the Government which shall have the right to withhold it;
- (k) The Service Association shall not do any act or assist in the doing of any act which, if done by a Government servant, would contravene any of the provisions of the Central Civil Services (Conduct) Rules, 1964; and
- (l) Communications addressed by the Service Association or any office-bearer on its behalf to the Government or a Government authority shall not contain any disrespectful or improper language.

7. Verification of Membership—(1) The verification of membership for the purpose of recognition of a Service Association shall be done by the Check-Offi-System in pay-rolls at such intervals and in such manner as the Government may by order prescribe.

(2) The Government may, at any time, order a special verification of membership if it is of the opinion, after an enquiry, that the Service Association does not have the membership required under Sub-clause (i) of clause (d) of rule 5.

8. Withdrawal of Recognition—If, in the opinion of the Government, a Service Association recognised under these rules has failed to comply with any of the conditions set out in rule 5 or rule 6 or rule 7 the Government may after giving an opportunity to the Service Association to present its case, withdraw the recognition accorded to such Association.

9. Relaxation—The Government may dispense with or relax the requirements of any of these rules to such extent and subject to such conditions as it may deem fit in regard to any Service Association.

10. Interpretation—If any question arises as to the interpretation of any of the provisions of these rules or if there is any dispute relating to fulfillment of conditions for recognition it shall be referred to the Government, whose decision thereon shall be final.

Sd/-

(J. S. MATHUR)

Joint Secretary to the Govt. of India

(F. N. 2/10/80-JCA)

Government of India
Ministry of Communications
Department of Post
Dak Bhawan, Parliament Street
New Delhi-110 001

APPENDIX NO. 17

No. 13/2/94-SR

Dated : 27 April '95

ORDER

The following rules are issued under the authority of the Government of India :—

1. Short title and commencement—(1) The rules may be called the Extra Departmental Agents (Recognition of Associations) Rules, 1995.

(2) They shall come into force with effect from 1-5-1995.

2. Definition—In these rules, unless the context otherwise requires :—

(a) “Government” means the Central Government.

(b) “Extra Departmental Agent” means any person to whom P&T EDA Conduct and Service Rules, 1964, apply.

3. Application—These rules shall apply to Associations of ED Agents in the Department of Post.

4. Conditions for recognition of Associations—An Association which fulfils the following conditions may be recognised by the Government namely :—

(a) an application for recognition of Association has been made to the Government containing Memorandum of Association, Constitution, Bye-laws of the Association, Names of Office-Bearers, total membership and any other information as may be required by the Government;

(b) the Service Association has been formed primarily with the object of promoting the common service interest of its members;

(c) membership of the Service Association has been restricted to Extra Departmental Agents;

(d)(i) the Association represents minimum 35 per cent of total number of extra departmental agents provided that where there is only one Association which commands more than 35 per cent membership, another Association with second highest membership, although less than 35 per cent may be recognised if it commands at least 15 per cent membership;

OR

(ii) the membership of an E.D. Agents shall be automatically discontinued on his ceasing to belong to such category;

(e) Extra Departmental Agents who are working as ED Agents shall be members or office bearers of the Service Association;

(f) the Association shall not be formed to represent the interests, or on the basis, of any caste, tribe or religious denomination or of any group within denomination;

(g) the Executive of the Association has been appointed from amongst the members only; and

(h) the funds of the Association consist exclusively of subscriptions from members and grants, if any, made by the Government, and are applied only for the furtherance of the objects of the Association.

5. Conditions subject to which recognition is continued—Every Association recognised under these Rules comply with the following conditions, namely :—

(a) the Association shall not send any representation or deputation except in connection with a matter which is of common interest to members;

(b) the Association shall not espouse or support the cause of individual Extra Departmental Agents relating to service matters;

- (c) the Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party;
- (d) all representations by the Association shall be submitted through proper channel and shall be addressed to the Secretary to the Government/Head of the Organisation or Head of the Department or office;
- (e) a list of members and office bearers, and up-to-date copy of the rules and an audited statement of accounts of the Service Association shall be furnished to the Government annually through proper channel after the annual general meeting so as to reach the Government before the 1st day of July each year;
- (f) the Association shall abide by, and comply with all the provisions of its constitution/bye-laws;
- (g) any amendment in the constitution/bye-laws of the Association, after its recognition under these Rules, shall be made only with the prior approval of the Government;
- (h) the Association shall not start or publish any periodical, magazine or bulletin without the previous approval of the Government;
- (i) the Association shall cease to publish any periodical magazine or bulletin, if directed by the Government to do so on the ground that the publication thereof is prejudicial to the interests of the Central Government, the Government of any state or Government authority or to good relations be Extra Departmental Agents and the Government or any Government authority, or to good relations between the Government of India and the Government of a foreign state;
- (j) the Association shall not address any communication to or enter into correspondence with, a foreign authority except through the Government which shall have the right to withhold it;
- (k) the Association shall not do any act or assist in the doing of any act which, if done by E.D. Agents, would contravene any of the provisions of the P & T Extra Departmental Agents (Conduct and Service) Rules, 1964 and;
- (l) communications addressed by the Association by any office-bearer on its behalf to the Government or a Government authority shall not contain any disrespectful or improper language.

6. Verification of Membership—(1) The verification of membership for the purpose of recognition of an Association shall be done by the Check-Off-System in pay-rolls at such intervals and in such manner as the Government may by order prescribe.

(2) The Government may, at any time, order a special verification of membership if it is of the opinion, after an enquiry, that the Association does not have the membership required under sub-clause (i) of clause (d) of rule 4.

7. Withdrawal of Recognition—If, in the opinion of the Government, an Association recognised under these rules has failed to comply with any of the conditions set out in rule 4 or rule 5 or rule 6 the Government may after giving an opportunity to the Association to present its case, withdraw the recognition accorded to such Association. On grant of recognition to Association(s) in terms of rule 4 above all other Associations etc. hitherto recognised for representing EDAs shall cease to be recognised.

8. Relaxation—The Government may dispense with or relax the requirements of any of these rules to such extent and subject to such conditions as it may deem fit in regard to any Association.

9. Interpretation—If any question arises as to the interpretation of any of the provisions of these rules or if there is any dispute relating to fulfilment of conditions for recognition it shall be referred to the Government, whose decision thereon shall be final.

Sd./-

(B. P. Sharma)
Director (SR)

APPENDIX NO. 18

P. & T. SECURITY INSTRUCTIONS

Law relating to classified documents and the responsibility of government servants in connection with such documents

1. Rule 11 of the Central Civil Service (Conduct) Rules, 1964, prohibits a Government servant from communicating, without authority, to any one, including a fellow government servant, any information acquired by him in the course of his official duties. Such wrongful communication of information as well as the retention or removal of any document containing such information, is punishable under the officials Secrets Act (Act No. XIX of 1923). Extracts of the relevant provisions of the Act XIX of 1923 are given at Annexure 1 for the information of all members of the staff.

2. It is the responsibility and the direct concern of every government servant, in whatever capacity he is employed to safeguard the security of all classified information and papers to which he has access in course of his official duties or of which he comes in possession in any other way. It is his duty to bring immediately to the notice of his superior officer, or the officer responsible for security in this Department any breach of security regulations in general, and in particular, any disclosure of classified information either deliberately or inadvertently, of which breach or disclosure he may have knowledge.

Physical security

3. **Security Duty Roster**—With a view to ensure proper enforcement of the instructions regarding the safeguarding of Secret and Top Secret information and papers, each departmental office to which these instructions are circulated will have the Security Duty System. The Head of the Office should ensure that the instructions issued from time to time for the safeguarding of classified documents and information are strictly observed. Any breach of the aforesaid instructions should be brought to the notice of the higher officers, if necessary. This, however, does not absolve the other members of staff (in the Office) of their individual responsibility to comply with the aforesaid instructions. For this purpose, every official in which the section will by rotation remain in office during lunch time to ensure that no unauthorised person enters the room and has access to official records.

4. In so far as the rooms of officers are concerned, Stenos/P. As will before leaving ensure that all almirahs and windows are properly locked and that no secret files or loose papers are left unlocked.

5. If the windows of a room in which classified material is dealt with, are accessible from outside it will be checked whether they have been fitted with the iron bars. In case it is not so, suitable actions should be taken to ensure, that the windows are protected with iron bars.

6. **Custody of keys**—Every possible care should be taken to ensure the safety of keys and to prevent their falling in the hands of unauthorised persons even for a short period, which is sufficient for making a duplicate. The following rules in this connection should be observed :—

- (a) The number of keys in use for any lock should be reduced to the minimum.
- (b) As few office keys as possible should be taken out of the office.
- (c) Keys should not be carried loose in pockets or boxes, and should invariably be put in a ring.
- (d) Keys should not be marked or labelled, so that even if they are lost, the finder may not realise their importance.
- (e) The keys of lockers, almirahs etc., used for storage of classified files and papers will be carried only by officers, using such almirahs, not below the rank of a Gazetted Officer.
- (f) Duplicate keys of steel almirahs placed at the disposal of officers and sections should not be misplaced, lost or compromised. In order that the duplicate keys of such almirahs should be readily available for use in case of emergency, these keys should be kept in a secure, locked box under the custody of the officer-in-charge of security work. The register of duplicate keys will be maintained by the security unit. The box will be regularly inspected and its contents checked against the Key Register by the officer-in-charge of Security work, who will record a certificate, atleast once in three months, to the effect that the keys are intact. Action in this behalf will be initiated by the Security Unit.

- (g) The loss of a key should be reported immediately to the Officer responsible for security. Subordinate offices should submit a report to the Director-General also intimating the action taken and the lock concerned should be changed. If the key of a circulation box is lost, all boxes in the set must be considered as having been compromised till the locks are changed. Even if the key is subsequently recovered it should still be regarded as compromised, unless it is established beyond doubt that there was no opportunity for any unauthorised person to make duplicate.
- (h) The keys of all doors of office rooms shall be collected in the evening by Farash on duty and shall be deposited in the Key Board meant for this purpose. The Key Board shall be kept in the C.R. Section or such other place as may be determined by the Head of the office.

Documentary security

7. Classification and definition of classified documents—(i) There are following four types of security gradings :—

- (a) Top Secret.
- (b) Secret.
- (c) Confidential.
- (d) Personal—Not for Publication.

A document bearing any of these security classifications is known as classified documents.

(ii) 'Top Secret' grading is reserved for papers containing information of such a vital nature that, for reasons of national security. It must not be disclosed to any one for whom it is not essential to have knowledge of it for the proper performance of his duty. Such papers include references to current or future military operations, intended movements or dispositions of armed forces, shaping of secret methods of war, matters of high international and internal political policy, ciphers and reports derived from secret sources of intelligence. The distribution of papers having 'Top Secret', classification must be limited to the minimum number of persons concerned, and in such cases it will be safer to err on the side of security.

(iii) **Secret**—This marking is reserved for papers containing information the unauthorised disclosure of which, endanger national security, cause serious injury to the interests or prestige of the nation or serious embarrassment to government or would be of great advantage to a foreign nation.

Note.—This classification should be used for highly important matters and is the highest classification ordinarily used.

(iv) **Confidential**—This marking is reserved for papers containing information the unauthorised disclosure of which, while NOT endangering national security, would be prejudicial to the interests of the nation, any Government activity or individual or would cause administrative embarrassment or difficulty or be of an advantage to a foreign nation.

Note.—Most matters will, on proper analysis, be classified no higher than 'Confidential'.

(v) **Personal—Not for Publication**—This marking is reserved for communications to the members of the public when it is desired to make it clear that these communications or the information contained therein should not be published.

8. Fixation of Security Grading—(i) There is a general tendency to give a document a higher security classification than it deserves. This imposes on every one, who handles such documents, the burden of taking the various precautions, which are in fact unnecessary. Therefore, great care must be taken in actually fixing the classification. At the same time, fixing too low a classification may cause unnecessary disclosure of the contents of the documents and this may injure national interests beyond repair.

(ii) 'Top Secret', classification should be fixed only by an officer, who is authorised to deal with 'Top Secret' documents. The same officer or one superior to him may subsequently down-grade this classification; but no officer below this rank shall do so. This Department may, up-grade the security classifications of any documents which has come to it from another Ministry or Department but this revised classification will have effect only in this Department. As regards the classification, of the papers received from other Ministries/Departments, it is for the Ministry/Department, from which the documents originated, to decide at what stage it should be down-graded. Permission of the Ministry/Department concerned in this regard should therefore be solicited. Similarly a reference should be made to the Cabinet Secretariat, in respect of Cabinet papers.

(iii) Each officer of or above the rank of an Asstt. Director General in the Directorate or a Gazetted Officer in the subordinate offices shall check that a classified case coming bears the appropriate security classification, and down-grade or up-grade the classification, if he is convinced that an officer lower in rank to him had over-graded or under-graded it.

(iv) The documents as a whole will bear the highest security grading that any particular part of it may deserve. The security grading of the file or of a group of physically connected documents must be that of the highest graded document therein. All files containing classified material should have the appropriate security classification marked on the file covers also.

(v) An extract from a paper having a higher classification may be given a lower classification provided that the extract does not contain any matter which requires a higher classification. In this extract, a reference may be made to the original letter by quoting its number without mentioning the subject, i.e., without in any way disclosing the nature of the original document.

9. Marking of Classified Documents—(i) Bound Books : Books which are permanently and security bound should have the security classification printed or stamped, but not typed, on the front and back covers, the title page, as well as on all pages and on any insertions such as maps or illustrations of a classified nature.

(ii) **Documents in files** : All classified documents in a file and all forms of signals are to be marked with the security classification on every page.

(iii) Classified negatives or drawings are to be marked in such a manner that the markings will be reproduced in all copies made therefrom.

(iv) All papers marked 'Top Secret' will also bear the indication 'N. G. O.', i.e. not to go into office.

Treatment of classified documents

10. Treatment of Confidential papers—(a) A confidential paper is intended for the perusal of a limited number of persons, who have direct concern with the subject matter contained in that paper. Other employees/Sections should not normally have access to it. A paper marked 'Confidential' should be addressed to an officer by name and should be opened by the addressee or in his absence by an officer performing his duties.

(b) A confidential paper may be sent for the issue to the CR Section provided that it is first placed in a sealed cover by the Section from which it emanates.

11. Treatment of Secret Papers—(a) A paper marked 'Secret' is intended for the perusal only of the officer to whom it is addressed and a very limited number of persons whose duty is to deal with the subject contained in that paper. A secret paper should be addressed to an officer by name and should be opened by the addressee or by an officer doing his work in his absence, specially authorised by the addressee to open secret covers in his absence. In no case should a secret cover to be opened by an officer of a rank lower than an Assistant Director-General in the Directorate and by a Gazetted Officer in subordinate offices.

(b) All drafts, rough notes and other routine papers, which are no longer required after the fair copy has been prepared, must invariably be destroyed by the officer dealing with them, as soon as he signs the fair copy of the letter, note, etc. A note to the effect that this destruction has been done should be recorded on the office copy in each case. The carbon paper used for making copies shall be returned to the Section Officer/Officer concerned for custody/destruction.

(c) The number of copies of secret documents cyclostyled and typed shall be indicated in the office copy. If any spare copies are made, this fact shall also be indicated on the office copy. The typist shall note his initial at the end of each secret paper typed/stenciled by him. **Whenever a classified document has to be duplicated on the central duplicating machine in CR Section, the concerned Assistant shall be personally present during duplication.** A register shall be maintained in the CR Section as in the form given at Annexure II, for maintaining a proper account of copies made, including the smudged copies.

All copies including smudged copies shall be handed over by the Gestetner Operator to the assistant concerned against proper acquittance in the Register. The Section Officer of the CR Section shall ensure that the Register is properly maintained.

All copies received from CR Section (including smudged copies) shall be entered in the Register of spare copies of secret documents to be maintained in the Sections, in the form given at Annexure III. The distribution/disposal of the copies shall be shown in the Register. Smudged copies shall be destroyed immediately under the supervision of Section Officer or Head Assistant concerned and a note kept in the Register.

A running account of other copies, which are retained for future, shall be kept in column 8 of the Register and up-to-date balance struck on each occasion of fresh issue of copies.

Used stencil, if retained, shall be treated as a spare copy and accounted for in the Register.

All secret waste, i.e., rough drafts, stencil papers etc. of secret documents shall be carefully collected and shall be destroyed by burning in the presence of the Section Officer concerned.

(d) All spare copies of secret documents received from other Departments/Ministries or made in the Department, including telegrams, secret drafts ferroprints, tracings or negatives whose retention for further use may be necessary shall be kept separate from files in a safe in the custody of the Section Officer or the office concerned.

An account of such spare copies shall be kept in the Register of spare copies of Secret documents.

(e) The Section Officer concerned will check and weed out his stock of spare copies at frequent intervals and shall with the Branch Officer's permission destroy any paper, further retention of which is considered to be unnecessary. This destruction should be done in the presence of the Section Officer and a note to that effect should be kept in the register mentioned above, by the Section Officer.

(f) For making of copies of 'Secret' documents received from another Ministry/Office, the following procedure may be observed :—

- (i) The Ministry/Office wherefrom the 'Secret' paper originated should be informed that copies of the document are being made.
- (ii) A Strict account of the number of copies and their disposal should be maintained by the Officer concerned in the Register of spare copies.
- (iii) The security grading given in the original document should be honoured.

(g) A secret paper before being sent for despatch should be closed and sealed in an inner cover bearing clearly both the address and the security marking. The inner cover must be a new cover, which has not been used previously, so that the recipient may verify that there has been no tampering in transit. The closing and sealing of the inner cover must be done in the section dealing with the paper, and must in no circumstances, be done in the CR Section. The messenger carrying the secret covers or the receptacles containing them should not leave them unattended before their actual delivery at the destination.

12. Treatment of Top Secret papers—All precautions prescribed for secret documents also apply to top secret documents. The following additional precautions should be taken in case of the latter :—

- (a) A top secret document must invariably be addressed by name to the officer for whom it is intended and must either be placed in a top secret office box and locked, or closed in a cover and sealed in the presence of the transmitting officer. A top secret cover should be opened only by the addressee or by an officer directly superior to him, to whom the addressee's papers are submitted in the normal course. A top secret paper addressed to the Secretary may be opened by the Deputy Secretary in the absence of the Secretary. If the absence is for a short period and the cover is not marked urgent, it should wait for the addressee in the personal custody of his immediate subordinate officer.
- (b) All typing work relating to top secret papers must be done in the presence of the officer concerned. The file in any case should be retained in the officer's personal custody and such papers should be removed from the file to be given to the Stenographer as are essential for the typing work in hand. The carbon paper used for typing a top secret paper will also be produced by Stenographer with the typed material and will be destroyed by the officer. The officer may, however, if desire, retain it in his personal custody for subsequent use for top secret work. The pages of the Stenographer's note book, in which dictation of top secret matter has been taken should at the same time be removed by the officer concerned and destroyed.
- (c) All copies of top secret documents including rough drafts, notes, stencils and carbon papers must be fully accounted for. In order to facilitate this accounting it is necessary that all the copies should be serially numbered and their destruction and disposal noted in respect of each copy. This includes the imperfect copies, drafts, stencil papers, etc. Spare copies, if any, shall be kept in the personal custody of the officer, separately, from the file, and duly accounted for in the Register to be maintained for this purpose. Number of copies made *etc.* shall also be shown on the office copy.

13. Custody of Classified documents—(i) A confidential paper be stored safe custody in a locked safe, the key of which should remain in the personal custody of the Section Officer. This safe should not be used for storing unclassified papers.

(ii) Custody of Secret papers :—

(a) A secret paper should remain in the custody of the person dealing with it and no other person should be allowed to have access to it.

(b) A secret paper must not be removed from the Section. In order to minimise the risk of unauthorised removal of such papers, it should be ensured that the equipment of the Section does not provide receptacles in which such papers can be secreted for the purpose of removal. Employees working in the Section who usually bring with them, baskets, handbags, *etc.*, should, on every occasion, when taking them out, display them to the Section Officer who will make sure that no unauthorised papers are being taken away.

(c) The Section Officer will ensure that all files and papers are locked up in safes after office hours. The keys of the safes shall remain in his personal custody.

(iii) *Custody of Top Secret Papers*—A top secret paper must at all times and at all stages remain in the personal custody of the officer dealing with it.

(iv) *Custody of Classified papers in Officer's Rooms*—Classified papers should not be left lying about in an officer's room during his absence. He must ensure that whenever he leaves his desk, all classified documents are locked either in safes or boxes or in cupboards of which the keys must be with him. It is not sufficient to lock the door of the room concerned and leave classified documents open in the room.

(v) *Handing over of Classified documents on vacation of a post*—An officer having classified documents in his charge, on vacation of his post, whether on transfer or on retirement will hand over both the list and the papers to his successor obtaining the necessary receipt. In case no relief is posted as that time, all such documents under the custody of the last holder will be handed over by him before departure, to his immediate superior officer against a receipt in token of this delivery.

14. Removal of Classified documents from the office—No person of and below the rank of a Section Officer is authorised to remove any classified document from the office.

15. Shorthand Note Books—(a) Any shorthand note book disc, tape, wire, film or cylinder which has been used to record classified material, should be treated as “classified” document.

(b) Separate serially numbered shorthand Note Book marked ‘Secret’ should be issued to officers’ P.As. or Stenographers for dictation of classified material. A fresh issue should be made on an indent, which passes through the officer concerned, who will satisfy himself that the Old Book is complete and secured in his custody. The classified shorthand Note Books should be kept in officers’ secret almirahs before closing work for the day.

(c) After a ‘Top Secret’ dictation has been typed, the officer concerned should collect the relevant pages of the shorthand Note Book alongwith the fair copy and destroy the shorthand notes after the fair copies have been approved.

16. Use and Custody of Seals—(a) A top secret paper must be sealed with a special seal and not with an ordinary seal. Top secret seals are serially numbered and are issued to those officers, who are called upon in the course of their duty to deal with top secret papers.

(b) The top secret seal must be kept in the personal custody of the officer using it and he will be responsible for its safe keeping and it should normally be kept locked in an office box or safe. An account of Top Secret seals in this Department shall be kept in GB Section. Action for six-monthly verification of these seals shall also be initiated by the GB Section.

(c) The safe custody of all departmental seals is of great importance. A list will be maintained by the GB Section showing the officer to whom each seal has been issued. All such officers will be held responsible for the safe custody of these seals issued to them. Should any seal be lost or mislaid, the fact must immediately be reported to the Security Officer, who will, by frequent checks, ensure that the stock of departmental seals is kept intact. The stock taking of the seals should also be done every six months by the Section Officer, GB Section.

17. Care of Typewriter Ribbons—(a) Script of a typewriter ribbons is sometimes legible until it has been typed over 4 or 5 times. It is, therefore, necessary to ensure that no new ribbons are used for typing “Top Secret” or “Secret” material. These restrictions need not apply where adequate arrangements exact either for locking the typewriters in secure covers or where the room in which they are placed is itself locked to ensure that no person not belonging to the section, has access to them. Even in such sections/rooms, ribbons, should be changed only at the beginning of working day.

(b) In a dual colour ribbon, the red portion on which words stand out clearly should not be used to type revealing words.

(c) Ribbons used for typing should always be removed before typewriters are sent outside the building for repairs.

18. Movement of Classified Documents within the Office—(a) All classified documents, unless carried by an officer by hand, must be sent from one room to another in this Department in locked confidential boxes, Confidential papers may be sent mixed up with Secret papers but top secret papers should not be sent along with secret or confidential papers.

(b) Under no circumstances should any classified documents be carried loose in the hands of the peons.

(c) All secret files sent to CR Section by other sections should be against an acquittance. Similarly, the CR Section while returning or sending such papers to other sections, should do so against an acquittance.

(d) A movement register should be maintained by the Stenographer/Personal Assistant of every officer for all outgoing and incoming files containing classified papers which should be handed over to the successor under acquittance when there is change of incumbency.

19. Movement of papers between two Departments—(a) Top secret and secret papers when sent from one Ministry or Department to another should be enclosed in double covers, the inner cover being marked “Top Secret” or “Secret” as the case may be, and addressed by name to the officer for whom it is intended, while the outer cover should bear only the name and official address of the addressee and the frank of the despatching office. The number of the classified document may also be given on the outer cover if it does not in any way divulge the classification of the document contained in the inner covers.

(b) Top Secret papers must be accompanied by a receipt slip in the form given below :—

RECEIPT

Received file/U. O. No.dated.....
from.....

Dated :

Signature of Officer

To

Department

This slip must in each case be signed by the officer taking receipt of the paper and must be returned without delay to the officer from whom the paper is received.

(c) A confidential paper may, subject to provisions of Para. 21 below, be sent in a single sealed cover addressed by name and marked ‘Confidential’.

(d) Both secret and confidential covers should be entered in the peon book and the person receiving the cover should put his signature in the peon book in token of its receipts.

(e) *Use of Economy Slips*—Economy slips should not be used on the inner cover containing classified papers, but may be used on outer covers.

20. Movement of Classified Papers from office to the Officer’s residence or other destinations—(a) A top secret or secret paper will normally not be sent to the officer’s residence unless the despatching officer has in advance contacted the receiving officer and obtained his specific instruction that he would be ready to receive the document at his residence.

(b) A top secret paper should be accompanied by a receipt form as mentioned in paragraph 19(b) of this Chapter and the receiving officer should sign the receipt and return it to the despatching officer immediately.

(c) It must be ensured that the box or the bag in which classified documents are sent is locked and fastened to the vehicle in which the peon or the messenger is carrying it.

(d) When an officer carries any classified document to his residence he must do so only in a securely locked box, the key of which must be in his possession. This box must be kept all along in his custody till he reaches his residence where also this must be placed in a secure place to which no outsider may have access.

(e) Classified documents when carried from one place to another must be put in securely fastened bags or boxes, which must always be in the immediate possession of the carrier and must never be left unattended. It must be emphasised in this connection that the claims of personal convenience should never be allowed to outweigh consideration of security.

21. Transmission of classified documents by post—(a) All classified documents when sent by post must invariably be closed in double covers. The inner cover should be sealed and addressed by name to the officer for whom it is intended and the number particulars of the enclosures should be mentioned on that cover. The outer cover should bear the name and official designation of the addressee and the frank of the despatching office. The number of the classified document may also be given on the outer cover if it does not in any way divulge the classification of the document contained in the inner cover.

(b) Top secret papers must invariably be sent by insured post and secret and confidential papers by registered post acknowledgment due.

22. Transmission of classified documents outside the country otherwise than through post—(a) All classified papers to be despatched outside the country should be sent by diplomatic bag. Documents may be allowed to be carried by hand only with the consent in writing of the Secretary of this Department.

(b) Classified documents carried by hand should always be kept in a sealed envelope, or bag bearing the official seal or the officer's stamp on the cover and the certificate in the prescribed form which should be shown to the Customs or other competent authorities who will then allow it to pass without opening.

(e) Such covers should always be addressed to the head of the Indian Mission of the country which is the destination of the carrier.

Personnel Security

23. Administration Section will ensure that Character and antecedents of all employees are verified at the times of their employment in this Department. Since a separate Secret Section is not maintained in this Department, classified documents (other than 'Top Secret' documents) are handled practically in all the Sections. It is, therefore, necessary to ensure that no employee, whose character and antecedents have not already been verified is allowed to deal with classified papers. As far as possible only permanent and quasi-permanent employees should, therefore, be entrusted with classified documents.

24. Unconscious leakage due to carelessness or egoism often take place through personnel of all ranks. It is therefore, impressed on all employees that they should strictly follow the "Security" "Do's and Don'ts" which have been reproduced in Annexure IV and should avoid talking about their official work with other persons, whether within or without the office, unless it is absolutely necessary for the performance of their official duties.

25. Periodical re-verification of the character and antecedents of the employees, wherever necessary, shall be carried out by the Admn. Section in accordance with the existing instructions.

26. Government employees are not permitted to play cards on the lawns outside the office building. The practice of playing cards in semi-public places is not only against of the office decorum but also leads to unhealthy atmosphere, as this game often degenerates into gambling. Indoor games should not be played till late in the evening and in office premises. Apart from being objectionable, this puts strain on security arrangements in the building.

It has, therefore, been decided that :—

- (i) no employee of this Department should play cards on the lawns and other such places outside the office building forming part of the office premises;
- (ii) this game should be confined to the recreation room; and
- (iii) no indoor games should be played after 7.30 P.M. except on special occasions, as tournaments or by special permission in writing of the Head of the office etc.

These instructions apply only to recreation clubs provided accommodation in the office premises.

Any employee violating these instructions will render himself liable to disciplinary action.

Miscellaneous Provisions

Surprise Checks

27. In order to ensure that the security instructions are strictly adhered to, surprise checks shall be carried out during office hours as well as after closing hours, frequently but irregularly, by the Section Officers as well as other

Officers. It is impressed on all employees that any lapse noticed during such surprise checks may, apart from any other section that may be taken also into consideration in making an assessment of his ability, efficiency and integrity at the time of writing his confidential report.

Breaches of Security

28. Removing classified documents out of office—The occasion when classified documents are taken out of the office, should be limited as much as possible. If any person loses a classified documents after taking it out of the office, he will be required to give satisfactory reasons for its removal and to convince his superior officers that he had taken an adequate precautions for its safety outside the office.

29. Action in case of breach of security—(a) When a breach of security, occurs, the main objectives are :—

- (1) to find out what has happened;
- (2) to minimise the damage done;
- (3) to trace the culprit; and
- (4) to prevent the recurrence.

(b) The need is for swift action. If classified information has found its way into the press, an immediate enquiry must follow its publication. It should not only be the bounden duty of, but also a point of honour with, every Government employee that he should report immediately to the Security Officer any case in which security appears to have been compromised. If a classified document is found in the wrong place, the finder should forward it to the Security Officer of this Department, and not to the person for whom it was meant.

(c) If the breach of security relating to document originating in another Department occurs, the matter should be reported to that Department in order to decide what investigation should be undertaken.

ANNEXURE I

EXTRACTS—Section 5 of the

INDIAN OFFICIAL SECRETS ACT, 1923.

(1) If any person having in his possession or control any Secret official code or pass-word or any sketch, plan, model, article, note, document or information which relates to or is used in a prohibited place or relates to anything in such a place, or which has been made or obtained in contravention of this Act, or which has been entrusted in confidence to him by any person holding office under Govt. or which he has obtained or to which he has had access owing to his position as a person who holds or has held office under Government, or as a person who holds or has held a contract made on behalf of Government, or as a person who is/or has been employed under a person who holds or has held such an office or contract—

- (a) Wilfully communicates the code or pass-word, sketch, plan, model, article, note, document or information to any person other than a person to whom he is authorised to communicate it, or a Court of justice or a person to whom it is, in the interests of the State, his duty to communicate it; or
- (b) uses the information in his possession for the benefit of any foreign power or in any other manner prejudicial to the safety of the State; or
- (c) retains the sketch, plan, model, article note or document in his possession or control when he has no right to retain it, or when it is contrary to his duty to retain it, or wilfully fails to comply with all directions issued by lawful authority with regard to the return or disposal thereof; or
- (d) fails to take reasonable care of, or so conducts himself as to endanger the safety of the sketch, plan, model, article, note, document, secret official code or pass-word or information; or he shall be guilty of an offence under this Section.

(2) If any person voluntarily receives any secret official code or pass-word or any sketch, plan, model, article, note, document or information knowing or having reasonable ground to believe, at the time when he receives it, that the code, pass-word, sketch plan, model, article, note, document or information is communicated in contravention of this Act, he shall be guilty of an offence under this Section.

(3) If any person having in his possession or control any sketch, plan, model, article, note, document or information, which relates to munitions of war, communicates, it directly or indirectly, to any foreign power or in any other manner prejudicial to the safety or interests of the State, he shall be guilty of an offence under this Section.

ANNEXURE IV
SECURITY DO'S AND DON'TS

DO'S

Do read and ensure that your staff too have read all security standing orders and instructions :—

- (a) Your room,
- (b) Your documents,
- (c) Your safes and almirahs,
- (d) Your seals,
- (e) Your operating and duplicate keys.

Do ensure that on closing down for the day, nothing, to prejudice security is left down about in your office.

Do make sure of the identity of visitor first and then give him just what he need know to discharge his duty.

Do ensure that TOP SECRET matter is adequately safeguarded at all times and that all accountable classified documents are entered in a register which is regularly checked.

Do ensure that knowledge of classified matter is confined only to individual who are dutybound to know it.

Do ensure that your employees have been properly verified before employment.

Do ensure that all security waste paper is burnt daily under adequate supervision.

Do report at once to your Security Officer if you observe any breach of security in your office or elsewhere.

DON'TS

DON'T go about blind. If every one is on the look out for breaches of security, security is assured.

DON'T hesitate to have the identity of an unknown visitor established before you pass on any classified information to him.

DON'T leave your room with SECRET papers lying on your desk. Lock them up even if you leave your room for a short time.

DON'T take official documents home. If you have to, DON'T forget that the burden of their security is your PERSONAL responsibility.

DON'T have classified maps, graphs, charts, photographs, *etc.*, displayed openly on the walls in your office. Keep them covered or locked.

DON'T encourage rumours and garrulity by anyone. On the contrary suppress these firmly.

DON'T put your neck into a nose by signing receipts for SECRET papers without careful scrutiny.

DON'T throw SECRET papers into the waste paper basket. Tear such papers into small bits and ensure that all the waste paper from your room is collected and burnt before shutting up.

DON'T keep spare SECRET papers unless you must.

DON'T forget to destroy all drafts, rough notes, spare copies, steno's notes, carbons *etc.*, when you get your fair copy ready.

DON'T leave your room unlocked or unwatched at any time.

DON'T sent SECRET papers through peons unless they are locked in boxes or sealed in double covers.

DON'T make notes on SECRET subjects in your diary. If you must, destroy the notes as soon as possible.

DON'T discuss SECRET subjects on the phone which is a PUBLIC service, not a SECRET service.

DON'T fully close the doors of safes, cabinets or cupboards unless they are locked. A closed safe may give the impression that it is locked while actually it is not.

DON'T forget your keys. Security depends on the safe custody of the keys.

DON'T write official secrets in your private letters. Remember the Official Secrets Act.

DON'T display your knowledge of SECRET information. It will not impress anyone who counts, but it might land you in trouble.

SUMMARY

1. Security duty roster should be maintained.
2. The quality of the doors, windows and door locks of the room wherein security work is done should be examined to see that these are in order.
3. Every possible care should be taken to ensure the safety of keys and to prevent their falling in the hands of unauthorised persons even for a short period.
4. The following four types of security gradings :—
 - (a) Top Secret,
 - (b) Secret,
 - (c) Confidential,
 - (d) Personal—Not for publication.

Sufficient care should be taken for the correct fixation of security gradings. Instructions regarding treatment of security papers should be scrupulously followed.

5. Top secret and secret papers should remain in the custody of the person dealing with it.

A confidential paper should be stored for safe custody in a locked safe, the key of which should remain with the Section Officer/Gazetted Officer.
6. No person of and below the rank of a Section Officer/Gazetted Officer is authorised to remove any classified document from the office.
7. Any shorthand notebook, disc., tape, wire, fibre or cylinder, which has been used to record classified material, should be treated as 'classified' documents.
8. A top secret paper must be sealed with a special seal and not with an ordinary seal.
9. Script of a typewriter ribbon is sometimes legible until it has been typed over 4 or 5 times. It is, therefore, necessary to ensure that no new ribbons are used for typing 'top secret' or 'secret' materials.

Ribbons used for typing should always be removed before typewriters are sent outside the building for repairs.

10. All classified documents, unless carried by an officer by hand, must be sent from one room to another in this Department in locked confidential boxes.
11. Top secret papers when sent from one Ministry/Department/Office to another should be enclosed in double covers, the inner cover being marked 'Top Secret' or 'Secret', as the case may be, and addressed by name to the officer for whom it is intended, while the outer cover should bear only the name and official address of the addressee and the frank of the despatching office.
12. All classified documents when sent by post must invariably be closed in double covers in accordance with the instructions.
13. All classified papers to be despatched outside the country should be sent by diplomatic bag. Documents may be allowed to be carried by-hand only with the consent in writing of the Secretary of this Department.
14. Administration Section will ensure that character and antecedents of all employees are verified at the time of employment.
15. In order to ensure that the security instructions are strictly adhered to, surprise checks shall be carried out during office hours frequently but irregularly by the Section Officer as well as other officers.

16. The occasions when classified documents are taken out of office, should be limited as much as possible.
17. When breach of security occurs, the main objective is :—
 - (1) To find out what has happened;
 - (2) to minimise the damage done;
 - (3) to trace the culprit; and
 - (4) to prevent the recurrence.

FORM A

Statement showing the cash charges incurred by circle office
head post office under the fluctuating heads during
head record office
 the month of _____ 20____

Heads of Accounts	Controlling unit					Total as per audit office books	Variation between audit office and post office	Remarks
	circle office				Total			
	head post office							
..... P.O. (1st class)	Division	Division	Division	Division	Total	Head record office figures (Reason of variation being explained in Remarks column)		
1	2	3	4	5	6	7	8	9

- A. Expenditure controlled by first class postmasters or divisional superintendents.
- B. Expenditure controlled by higher authorities.

No. Dated.....

Submitted to the Deputy Accountant-General, P. & T.

No. Dated..... Signature and designation.....

Postmaster General _____ circle

Postmaster _____ post office (1st class)

Forwarded to the _____ for necessary action

Superintendent _____ Division.

Head Record Clerk _____

Signature of Audit Officer.....

[For instructions, see below.]

FORM A

IMPORTANT INSTRUCTIONS :-

- (1) In the case of 1st class head post offices, 4 copies will be prepared by carbon process, one copy will be retained for record in the post office and 3 copies will be sent to the audit office alongwith the monthly account.
- (2) In the case of 2nd class head post offices, 3 copies will be prepared by carbon process, one copy will be kept for record and two copies will be sent to the audit office alongwith the monthly account.
- (3) In the case of head record offices, 3 copies will be prepared by carbon process, one copy will be kept for record and two copies will be sent to the audit office alongwith the monthly account.
- (4) In the case of circle offices, 2 copies will be prepared by carbon process, only columns 1 and 4 being filled in, and sent to the audit office.

- (5) In giving particulars of changes made by it, audit will specify the division affected by the change.
- (6) Only columns 1 and 4 should be filled in respect of expenditure not controlled by the subordinate controlling units.

FORM AA

**Consolidated statement of cash expenditure under fluctuating heads of the
Division during the month of 20**

Head of Accounts

Disbursed by post office	A
-Do.-	B
-Do.-	C

(a) Gross Total

Deduct—amount relating to 1st class

Post office	A
-Do.-	B

(b) Net total for the postal division.

- (a) This is the gross total of the entire figures appearing in column 5 of Form A.
- (b) This is the total of expenditure relating to the superintendent of post offices.

[For instructions, see reverse]

FORM AA

IMPORTANT INSTRUCTIONS :-

This form will also facilitate the reconciliation of audit office figures with the circle figures by bringing them on to a common basis. In case of differences, circle offices will have figures with them by post offices for effecting a tally with the figures booked by audit.

FORM B

Statement showing the progress of expenditure under fluctuating heads controlled**1st class postmaster**

by superintendent of post office..... **Division** up to the end of **20**
superintendent of railway mail service
Division.....

Head of Account	Total allotment			Actual expenditure including accepted liabilities				Balance of allotment at the end of the month (column 4 minus total of columns 7 and 8)	Expenditure expected during remainder of the year to meet commitments entered into before the end of the month	Estimated further requirements for the rest of the year	Total of columns 10 and 11	Shortage of allotment of column 12 is minus column 9	Excess of allotments (where column 12 is less than column 9)	Remarks and explanation
	Allotment at end of previous month	Additional allotment received (+) or surrendered reported (—) during the month	Allotment at the end of the month	During the month		To end of the month								
				In Cash	Book-debits accepted	In Cash	By Book-debit							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

[For instructions, see reverse]

FORM B—Contd.

IMPORTANT INSTRUCTIONS :-

- (1) This form should be compiled monthly by each superintendent of post offices, superintendent of railway mail service and 1st class postmasters and despatched to the head of circle on 19th of the following month.
- (2) The figures for column 5 should be taken by Sr. Supdts. and superintendents of post offices from Form AA. This column should be filled in by Sr. Supdt. or Superintendent of railway mail service and 1st class postmasters from Form A received from the audit office.
- (3) The figure for column 6 should represent the total amount of bills of other departments accepted by the superintendents and 1st class postmasters as noted in the register in Form E maintained by them.
- (4) The figures in columns 7 and 8 represent progressive figures at end of the month. To ascertain the figures for previous month it is necessary that Form B should be prepared in duplicate, one being sent to the circle office and the other retained as office copy.
- (5) Form B should be drawn up in two sections, viz., (1) heads controlled by subordinate controlling officers' and (2) heads not controlled by them. In the latter case, the monthly expenditure against the head concerned may be intimated and column 5 need only be filled in for the information of the circle office.
- (6) Figures shown in column 5 against each head of account should be revised in red ink by the circle office in case any change is considered necessary either due to any mistake in the preparation of the statement or other causes.

FORM C

Subsidiary register showing reconciliation of actual cash circle**Payment in for the month of****20**

Head of Account	Name of controlling unit						Total of all units including the circle office	As per audit office statements of fluctuating charges	Difference	Remarks
	1st class postmaster post office	Sr. Supdt./ Superin- tendent of post offices, Division	Sr. Supdt./ Superinten- dent of railway mail service, Division					Cash payments		
1	2	3	4	5			6	7	8	9

[For instructions, see reverse]

FORM C

IMPORTANT INSTRUCTIONS :-

(1) The object of this form is to consolidate the expenditure controlled by 1st class postmasters, Sr. superintendents, superintendents of post offices and railway mail service divisions and the heads of circles against each head of account so as to arrive at the total cash figure for the circle as a whole. The figure of the unit to be noted in column 2 of this register should be those shown in column 5 of Form B as revised by the circle office. The circle office figures should be posted here from form A received from audit.

(2) When the statements of fluctuating charges for a month are received by the head of circle, he should post the figures for 'cash payments' in column 4. Then the difference, if any between column 3 and 4 should be struck out and noted in column 5. The total of column 3 should then be ready for transfer to the register in Form F.

FORM E

**Subsidiary register of items adjustable by book transfers division
Circle for
The month of 19 .**

HEAD OF ACCOUNT (MAJOR, MINOR AND DETAILED HEAD)

By Whom accepted (Designation of the officer)	Full particulars of each bill or voucher of other Department accepted	Amount of the bill	Remarks, if any	Intimation of debit by audit office			
				Month	Amount	Detailed classification	Remark, if any
1	2	3	4	5	6	7	8
	Total			Total			

Analysis

Previous unadjusted balance	Rs	Audit office adjustments—	Difference viz., unadjusted balance—
<i>Department figures—</i>		Circle office Rs.	Circle office Rs.
Liabilities accepted during the month—	Dn. Rs.Dn. Rs.
Total of circle office	Rs.Dn. Rs.Dn. Rs.
„ 1st class P.O.	Rs.Dn. Rs.Dn. Rs.
„ Do. Do.	Rs.	and so on.	and so on.
„ Supdt. P.O Divn.	Rs.		
„ Supdt. R.M.S..... Divn.	Rs.		
and so on.			
Total Liabilities	Rs.	Total Adjustments Rs.	Total unadjustments balance Rs.....
Grant Total	Rs.		[For instructions, see, reverse]

FORM E

IMPORTANT INSTRUCTIONS

(1) The controlling officer, e.g., 1st class postmasters, Sr. Supdts. and superintendents of post offices and railway mail service divisions should maintain register in Form E. In this register particulars of bills or vouchers accepted by these authorities should be noted. Separate pages should be set apart for each head of account. The monthly total of liabilities accepted against each head of account should be transcribed in column 6 of Form B.

- (2) A similar register should also be maintained by the circle office for liabilities by it. The lump total for each subordinate controlling authority as exhibited in column 6 of Form B should be noted by the circle office against each head of account under column "Departmental figures" provided at the bottom of this register. This will enable the circle office to arrive at the total figure of the entire circle for each head of account. After completing the process the total figure should be considered as ready for transfer to column 5 of Form F.
- (3) The details of book adjustments will be communicated monthly separately to each controlling and subordinate authorities by audit through the statement in Form G.
- (4) On receipt of the statement referred to in item (3) above each subordinate authority will write up his register according to instructions prescribed within. When this is completed the register should be closed and an analysis made at the bottom under "Audit Office adjustments" and "Difference, viz., unadjusted balance". A balanced statement, as prescribed in paragraph 19 should then be prepared by each subordinate authority and submitted to the circle office by 5th of 2nd following month alongwith a copy of Form G and an extract from the Register in Form 'E'.
- (5) The register in Form E should similarly be closed by the circle office. To the unadjusted balance of the circle office, the balance of the subordinate authorities as communicated in the balance statement should be added to arrive at the total balance for the entire circle for communication to Director-General through column II of Form F.
- (6) The adjustment made by audit every month in respect of book debit items should be communicated by the subordinate authorities through the balance statement to the circle office to enable the latter to post the lump figures under each head in the register in Form E maintained in the circle office and to strike out the balance therein.
- (7) On receipt of statement of fluctuating charges for March Final and Journal Entries accounts from audit, this register should be written up and closed by each controlling and subordinate authorities. The balance statements should also be submitted by the latter to enable the former to write up and close his register.
- (8) The position of the unadjusted balance communicated every month by the subordinate authorities should be reviewed by the circle office from time to time so as to ensure early settlement of liabilities within reasonable time.

FORM F

Register showing the progress of expenditure on fluctuating charges circle for the month of**20**

Heads of Account	Total allotment			Expenditure during months, including book adjustment	Expenditure up to the end of the month, including book adjustment	Balance of allotment unspent at the end of the month	Estimated further requirements for the rest of the year	Proposal for meeting additional requirement [where column 8 exceeds column 7 or for dealing with surplus (where column 7) exceeds column 8]	Unreconciled circle figures		Remarks
	Original allotment	Additional allotments received (+) or surrenders reported (—) up to the end of the month	Allotment as it stood at the end of the month						Cash	Book debits	
1	2	3	4	5	6	7	8	9	10	11	12

[For instructions see reverse.]

FORM F

IMPORTANT INSTRUCTIONS :-

- (1) The register should be maintained monthly by each abstract. The figures for column 5 should be collected from Forms C and E and lumped together. That of column 6 represents the progressive figures at end of the month.
- (2) A return in this form, excluding column 5, should be made out from this register and submitted to the Director-General separately, for each abstract for the months of June, September, October, November, December, January, February, and March and must reach the Director-General's office by the 18th of the 2nd month following that to which each relates.
- (3) Separate statements should also be sent to Director-General communicating balances in columns 10 and 11 on receipt of statement of fluctuating charges from audit for March Final and Journal Entries accounts and also the balance statements from the subordinate authorities.

FORM G

Part I—Statement showing particulars of amounts adjusted by book transfers by audit office during the month of 200

Designation of the authority countersigning document on the basis of which debit has been raised		Full particulars of each item	Amount	Detailed classification	Remarks
Designation of the departmental officer	Month of acceptance or countersignature by departmental officer				

Part II—Statement showing particulars of items of misclassification rectified by audit office during the month of at the instance of the circle office and/or the instance of the audit office

Original month (including the relevant monthly contingent bill or other particulars of reference)	Name of the post office affected by the transfer entry	Full particulars of transfer entries	Amount of debit (+) or credit (—)	Remarks

[For instructions see reverse]

FORM G

IMPORTANT INSTRUCTIONS :-

- (1) The form is in two parts. In this form, full particulars of book debits and items other than book-debits should be given separately duly agreed with the booked figures. Any misclassification of book debit items subsequently rectified by the audit office should be shown under 'book-debit'.
- (2) Changes in classification carried out at the instance of the head of circle should be shown separately from those rectified at the instance of the audit office.
- (3) In the case of book debit items, separate statement showing details of adjustment should be furnished for each controlling authority responsible incurring the liability and controlling the expenditure. The statement intended for the circle office should similarly exhibit details of book adjustment pertaining to the circle office proper and the lump totals under the respective heads for each subordinate controlling authority.

FORM H**Consolidated register showing cash payments and 'book debits' of each spending unit in circle for the year**

MAJOR HEAD.....

MINOR HEAD.....

Name of spending on unit	Detailed head		Detailed head		And so on
	Current month	Progressive Total	Current Month	Progressive Total	
<i>Cash Payment</i>					
1.					
2.					
3.					
4.					
5.					
Total					
<i>Book Debits</i>					
1.					
2.					
3.					
4.					
5.					
Total					
Grand Total					

APPENDIX NO. 19**Postal Buildings**

(1) When complete building or part of the building which could be used by Postal Administrative Authority is ready the agency should give a completion certificate that the work has been completed satisfactorily and as per specification, for the portion of the building completed and make an offer to Postal Administrative Authority for occupation of the building.

(2) Postal Administrative Authority should inspect the building jointly with officers of the Agency and of the Postal Civil Wing to ascertain whether any work still remains to be done in that portion of the building and make out a list of such works or defects in the buildings and advise the Agency to complete these works. The Agency will thereupon take action to rectify the defects or deficiencies before making over the buildings to Postal Administrative Authorities. However, taking over the building need not be held up on account of minor defects. These minor defects as far as possible could and should be removed by AGENCY even after the occupation of the building.

(3) The building will be handed over for occupation with the following documents :—

- (i) Site layout plan, floor plan, elevation and sections of the buildings (of the planning stage).
- (ii) Schedule of sanitary fittings and other fixtures.
- (iii) The soil bearing capacity with a copy of the test report if any investigations were conducted.
- (iv) The loadings for which the different floors and roof slabs are designed; and
- (v) The scope of future vertical and lateral extension for which provision has been made in the foundation and members of the structures.

(4) The following records of electrical installations and power supply should also be made over to Postal Administrative Authority at the same time of handing over the building for occupation :—

- (a) Schedule of fittings in each room.
- (b) The layout plan of electric fittings and position of distribution boards with details of electrical load for which wiring has been designed.
- (c) Circuit diagram of electrical installations.
- (d) Test results of electrical installations.
- (e) Layout plan of sub-station equipment and cables showing size and type of switch gear and mains.
- (f) Cable layout drawing of HT and LT panels including that of supply company.
- (g) Detailed circuit diagram of HT/LT panels.
- (h) Technical details of transformers.
- (i) Maintenance instructions for all sub-station equipment.
- (j) Test results of sub-station equipment including transformer oil test report.

(5) Agency should submit to the Postal Administrative Authority within six months from the date of occupation, the following completion drawings in a bound or stitched volume alongwith certificate that work has been completed satisfactorily as per specifications :—

- (1) Site layout, floor plan, elevation and sections of building.
- (2) Original tracings of all structural and architectural matters.
- (3) Layout of water supply lines and water taps.
- (4) Layout of drainage lines and sanitary arrangements.
- (5) Schedule of sanitary fittings and other fixtures.
- (6) Original or attested copies of all calculations pertaining to the design of structures.

The above records/documents should be prepared in duplicate and one set thereof will be retained as permanent record in the office of the Executive Engineer, Civil Wing.