

Schedule-III

Schedule of Financial Powers of Head of Postal Division

Sl. No.	Item of Expenditure	Extent of Financial Powers Delegated	Rules, orders, authority
1	2	3	4
1	ADDITIONS TO PAY		
	(a) Overtime allowance: (for all eligible categories)	As per monthly ceiling prescribed by the concerned Circle/Regional Head for the divisions under them	Subject to OTA Rules and also general orders issued by the department from time to time.
	(c) Boat allowance to Postmen, village postmen and such other officials who have to incur expenditure regularly on boat hire	Up to a limit of Rs.500/- in a month in any one case	MOF (C) endst. No. F.56-1/ 47 dated 20-10-47
	(d) May sanction house rent allowance to holders of permanent and temporary posts provided that: - i)The allowance is at the rates sanctioned by Government, and ii)The holders of the posts are entitled to rent free accommodation and no rent free accommodation is available at the place	As indicated in column (2)	DGP&T No. 18/11/58-CI dated 28-11-58
	(e) Outstation allowance to village postmen	May sanction at the rate and scale fixed by Directorate	Subject to general orders issued by the department from time to time
2	CONTINGENT EXPENDITURE (NON-RECURRING)		
	(a) May sanction non-recurring contingent expenditure, powers for which are not provided for specifically.	Up to Rs.5,000/- in each case.	Schedule-V read with Rule-13 (2) of DFPRs
	(b) Embedding of cash/mail chests, purchase of technical	Up to Rs.5,000/- in each case	Schedule-V read with Rule-13 (2) of DFPRs

	books/maps, painting of Letter boxes, Sign boards, notice boards etc.		
	(c) Purchase of equipments and consumables connected with computers and other equipments	Up to Rs.5,000/- in each case	Annexure to Schedule V of DFPRs
	(d) May purchase furniture and fittings for offices, including tiffin rooms, rest rooms, holiday homes, inspection rooms/quarters etc.	Per annum per office:- Divisional Office- Rs.30,000/- Sub-Divisional Office- Rs.15,000/- Gazetted HO-Rs. 75,000/- HSG HO/MDG/HSG SO -Rs.50,000/- LSG SO-Rs.30,000/- Time Scale SO- Rs.15,000/- EDSO/EDBO-Rs.5,000/-	Annexure to Schedule V of DFPRs. The power delegated is subject to overall annual ceiling of Rs. Two Lakh only for the Division as a whole and also after framing of necessary norms on the subject by Directorate
3	CONTINGENT EXPENDITURE (RECURRING)		
	(a) May sanction all rates and taxes legally assessed on buildings and vehicles in their charge	Full Powers	Annexure to Schedule V of DFPRs
	(b) Water, electricity and Gas charges	Full Powers	Annexure to Schedule V of DFPRs
	(c) Renting of buildings for office use	Without FRAC:- A1 & A city-Up to Rs.5,000/-per month B1 & B2 city-Up to Rs.4,000/- per month Other cities-Up to Rs.3,000/- per month	Rule-13 (2) and Annexure to Schedule V of DFPRs This is subject to hiring of building as per SOA, prevailing market rate of rent being paid by Govt./Semi-Govt. organizations for similar type of accommodation and Govt. approved rate of rent for the locality. A quarterly report on all such hiring cases should be sent to PMG with a copy to the DAP. These case should also be seen at the time of inspection
	(d) Fixed Stationary charges and fixed contingent allowance	Full Powers in accordance with the scale/norms fixed by	Rule 341 of Postal Manual Vol.-II

		the department from time to time	
	(e) Replacing, repairing, cleaning, oiling, shifting, purchase of spare parts for repairing, for electrical/light fittings, fans, air and water coolers, typewriters, instruments, minor equipments & apparatus, including electric stencil cutters (duplicating machines) telephone instruments, photocopiers, fax machines, franking machines etc	Up to Rs.2,000/- in each case.	Annexure to Schedule V of DFPRs
	(f) Repair of boats, bicycles, mopeds, motorcycles, 3 wheelers, tricycles, handcarts	Up to Rs.500/- in each case	Annexure to Schedule V of DFPRs
	(g) Maintenance of gardens	Up to Rs.1,000/- per month in each case	Annexure to Schedule V of DFPRs
	(h) Legal charges, and obtaining copies of judgements	May incur an amount payable at the rate and scale fixed by the Govt. from time to time	Annexure to Schedule V of DFPRs
	(i) Advertisement charges for calling tenders for mail contracts, buildings etc, and advertisements of products, services and initiatives of the Department	Up to Rs.5,000/- in each case through DAVP	Annexure to Schedule V of DFPRs. Advertisements to be released through DAVP only.
	(j) Hiring of accommodation for holding examinations and for other purposes e.g. holding customer meet etc.	Up to Rs. 5000/- in each case	Annexure to Schedule V of DFPRs
	(k) Hiring of generators, water/air coolers, heaters, air-conditioner, other equipment like franking machines etc.	Up to Rs.5,000/- in each case.	The power should be utilized only after issue of norms/guidelines on the subject by Postal Directorate.
	(l) Hot and cold weather charges	Up to Rs.5,000/- only in each case	Annexure to Schedule V of DFPRs
	(m) Emergent purchase of articles of stock & stationery not ordinarily available in the stock	Up to Rs.50,000/- per annum after obtaining Non-Availability Certificate from PSD concerned.	Rule 13 (2) read with Annexure to Schedule V of DFPRs.
4	Repairs of Buildings		
	(a) May sanction petty works -	Up to Rs. 10000/-	Annexure to Schedule V

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

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

	<p>(b) Holding of customer meets: preparation folders, hiring/transport of equipment/staff, tea/coffee/other soft drinks & snacks, and other activities necessary for conducting customer meets</p>	<p>Up to Rs.5,000/- for each meet with a ceiling of Rs.1,000/- on hiring, Rs.100/- per head on tea, snacks etc. and Rs.50/- per head on stationery and ancillaries</p>	<p>Rule 13 (2) of DFPRs</p>
	<p>(c) May provide to members of staff undertaking any activity that facilitates marketing of products/services or initiatives of the Department:</p>	<p>Per annum per person:- i)Visiting Cards-Up to Rs.500/- ii)Reimbursement of cell phone charges-Up to Rs.4,000/- A maximum of ten persons in a Class-I division and six persons in Class-II division</p>	<p>Rule 13 (2) of DFPRs</p>

Schedule-III
Schedule of Financial Powers of Head of Postal
Division

Questions and Answers

Question 01: What is the financial power delegated to the Head of Postal Division for sanctioning overtime allowance for employees?

Answer: The overtime allowance (OTA) is subject to the monthly ceiling prescribed by the concerned Circle/Regional Head for the divisions under them. The sanction must also comply with the OTA rules and general orders issued by the department.

Question 02: What is the maximum monthly boat allowance a Head of Postal Division can sanction for postmen and village postmen?

Answer: The Head of Postal Division may sanction up to **Rs. 500 per month** for boat hire expenses incurred by postmen, village postmen, and other officials in similar situations.

Question 03: What is the maximum limit for purchasing equipment and consumables related to computers and other equipment, as per Annexure to Schedule V of DFPR?

Answer: The maximum limit for purchasing equipment and consumables related to computers and other equipment is **Rs. 5,000** in each case, as per the Annexure to Schedule V of DFPR.

Question 04: What is the limit of contingent expenditure the Head of Postal Division can sanction for non-recurring expenditures?

Answer: The Head of Postal Division can sanction non-recurring contingent expenditure up to **Rs. 5,000** in each case.

Question 05 What is the annual limit for purchasing furniture and fittings for offices, including tiffin rooms, rest rooms, holiday homes, and inspection rooms/quarters, as per the provided guidelines?

Answer: The annual limit for purchasing furniture and fittings for different offices is as follows:

- **Divisional Office:** Rs. 30,000
- **Sub-Divisional Office:** Rs. 15,000
- **Gazetted Head Office (HO):** Rs. 75,000
- **HSG Head Office (HO)/MDG/HSG Sub-Office (SO):** Rs. 50,000
- **LSG Sub-Office (SO):** Rs. 30,000
- **Time Scale Sub-Office (SORs):** Rs. 15,000
- **EDSO/EDBO:** Rs. 5,000

Question 06: How much can the Head of Postal Division sanction for the maintenance of gardens?

Answer: The Head of Postal Division can sanction up to **Rs. 1,000 per month** for the maintenance of gardens.

Question 07: What is the maximum amount the Head of Postal Division can spend on renting a building for office use in a B1 city?

Answer: The Head of Postal Division can sanction up to **Rs. 4,000 per month** for renting a building in a B1 or B2 city. (A1 & A- 5000, Other city -3000)

Question 08: Can the Head of Postal Division sanction expenditure for hiring a generator for office use?

Answer: Yes, the Head of Postal Division can sanction expenditure up to **Rs. 5,000** for hiring equipment such as generators, provided it complies with Postal Directorate norms.

Question 09: How much can the Head of Postal Division spend on repairs to a rented building?

Answer: The Head of Postal Division can sanction up to **Rs. 2,500 per annum** for repairs to a rented building, subject to specific conditions.

Question 10: What is the financial power delegated for hiring accommodation to hold examinations or customer meets?

Answer: The Head of Postal Division can sanction up to **Rs. 5,000** for hiring accommodation to hold examinations, customer meets, or similar purposes.

Question 11: What is the sanction limit for expenditure on repairs of office equipment such as photocopiers, fax machines, or typewriters?

Answer: The Head of Postal Division can sanction repairs for office equipment up to **Rs. 2,000** per case.

Question 12: What is the maximum limit the Head of Postal Division can sanction for advertising charges related to mail contracts and advertisements?

Answer: The Head of Postal Division can sanction up to **Rs. 5,000** for advertisement charges through DAVP for calling tenders for mail contracts and advertisements of products and services.

Question 13: How much can the Head of Postal Division spend annually on holding customer meets?

Answer: The Head of Postal Division can sanction up to **Rs. 5,000** per customer meet, with limits on the cost of refreshments and stationery.

Question 15: What is the maximum amount the Head of Postal Division can sanction for emergent purchases of stationery?

Answer: The Head of Postal Division can sanction emergent purchases of stationery up to **Rs. 50,000** per annum, after obtaining a Non-Availability Certificate.:

Question 15: Can the Head of Postal Division sanction expenditure for hiring a staff member's cell phone charges?

Answer: Yes, the Head of Postal Division can sanction up to **Rs. 4,000** per annum for the reimbursement of cell phone charges for staff.

Question 16: What is the maximum amount the Head of Postal Division can spend on hiring equipment such as franking machines, water coolers, and heaters?

Answer: The Head of Postal Division can sanction up to **Rs. 5,000** per case for hiring such equipment.

Question 17: How much can the Head of Postal Division sanction for non-recurring expenditure related to embedding cash/mail chests, purchase of technical books, etc.?

Answer: The Head of Postal Division can sanction up to **Rs. 5,000** for these types of non-recurring contingent expenditures.

Question 18: What is the sanction limit for the replacement or repair of bicycles or mopeds used for official purposes?

Answer: The Head of Postal Division can sanction repairs or replacement up to **Rs. 500** per case.

Question 19: What is the financial power for writing off the value of spoiled or damaged postage stamps?

Answer: The Head of Postal Division can write off the value of spoiled or damaged postage/recruitment fee stamps up to **Rs. 1,000** per case, with an overall annual limit of **Rs. 50,000**.

Question 20: How much can the Head of Postal Division spend on repairs for electrical fittings or typewriters?

Answer: The Head of Postal Division can sanction repairs for electrical fittings or typewriters up to **Rs. 2,000** per case.

Question 21: What is the limit for the Head of Postal Division to sanction expenditures for renting a building in an A1 city?

Answer: The limit for renting a building in an A1 city is **Rs. 5,000 per month**.

Question 22: What is the maximum financial power for expenditures related to legal charges or obtaining copies of judgments?

Answer: The Head of Postal Division can sanction expenditures related to legal charges as per the rates and scale fixed by the Government, with **full powers**.

Question 23: How much can the Head of Postal Division spend on holding customer meets, including the preparation of folders and refreshments?

Answer: The Head of Postal Division can sanction up to **Rs. 5,000** per meet, with specific limits on refreshments and stationery.:

Question 24: What is the maximum expenditure allowed for the repair of boats used by postal workers?

Answer: The Head of Postal Division can sanction up to **Rs. 500** per case for the repair of boats.

Question 25: Can the Head of Postal Division sanction the purchase of consumables for computers and other equipment?

Answer: Yes, the Head of Postal Division can sanction the purchase of consumables for computers and other equipment up to **Rs. 5,000** per case.

Question 26: What is the maximum sanction for the repair of motorcycles used by postal workers?

Answer: The Head of Postal Division can sanction up to **Rs. 500** per case for motorcycle repairs.

Question 27: Can the Head of Postal Division sanction expenditure for printing rate charts or brochures for marketing purposes?

Answer: Yes, the Head of Postal Division can sanction up to **Rs. 10,000** per annum for printing rate charts, brochures, and other materials related to publicizing the department's products and services.

Question 28: What is the financial power for repairing typewriters, electric fittings, or photocopy machines?

Answer: The Head of Postal Division can sanction repairs for these items up to **Rs. 2,000** per case.

Question 29: What is the maximum amount that can be sanctioned for petty works per annum per departmental building, as per Annexure to Schedule V of DFPR?

Answer : The maximum amount that can be sanctioned for petty works per annum per departmental building is **Rs. 10,000**, as per Annexure to Schedule V of DFPR.

Question 30: What is the maximum amount that can be sanctioned for annual or special repairs/maintenance expenses per annum per departmental building, according to Annexure to Schedule V of DFPR?

Answer : The maximum amount that can be sanctioned for annual or special repairs/maintenance expenses per annum per departmental building is **Rs. 15,000**, as per Annexure to Schedule V of DFPR.

Case Scenarios for Financial Power

Case Scenario 1:

A postal division has to hire a building for office use in a B2 category city. The rent for the building is Rs. 4,500 per month.

- **Is this under financial power?**
 - **No**, the Head of the Postal Division has the power to sanction rent up to **Rs. 4,000 per month** for a B2 city. However, since the rent exceeds this ceiling by Rs. 500, this would require approval beyond the divisional head's authority.

Case Scenario 2:

A village postman has to hire a boat regularly for carrying out official duties. The monthly boat hire expenditure is Rs. 600.

- **Is this under financial power?**
 - **No**, the ceiling for Boat allowance is **Rs. 500 per month**. This expenditure exceeds the allowed amount and will require a higher authority's approval.

Case Scenario 3:

The Head of the Postal Division wishes to purchase a new photocopier for the division, with a cost of Rs. 7,000.

- **Is this under financial power?**
 - **No**, the Head of the Postal Division can sanction purchases of equipment and consumables related to computers and other equipment up to **Rs. 5,000**. Since this purchase exceeds that limit, it requires approval from a higher authority.

Case Scenario 4:

The Division needs to repair electrical equipment worth Rs. 1,800 in the office building.

- **Is this under financial power?**
 - **Yes**, the Head of the Postal Division can sanction repairs and maintenance expenses up to **Rs. 2,000** in each case for electrical fittings, fans, photocopiers, etc.