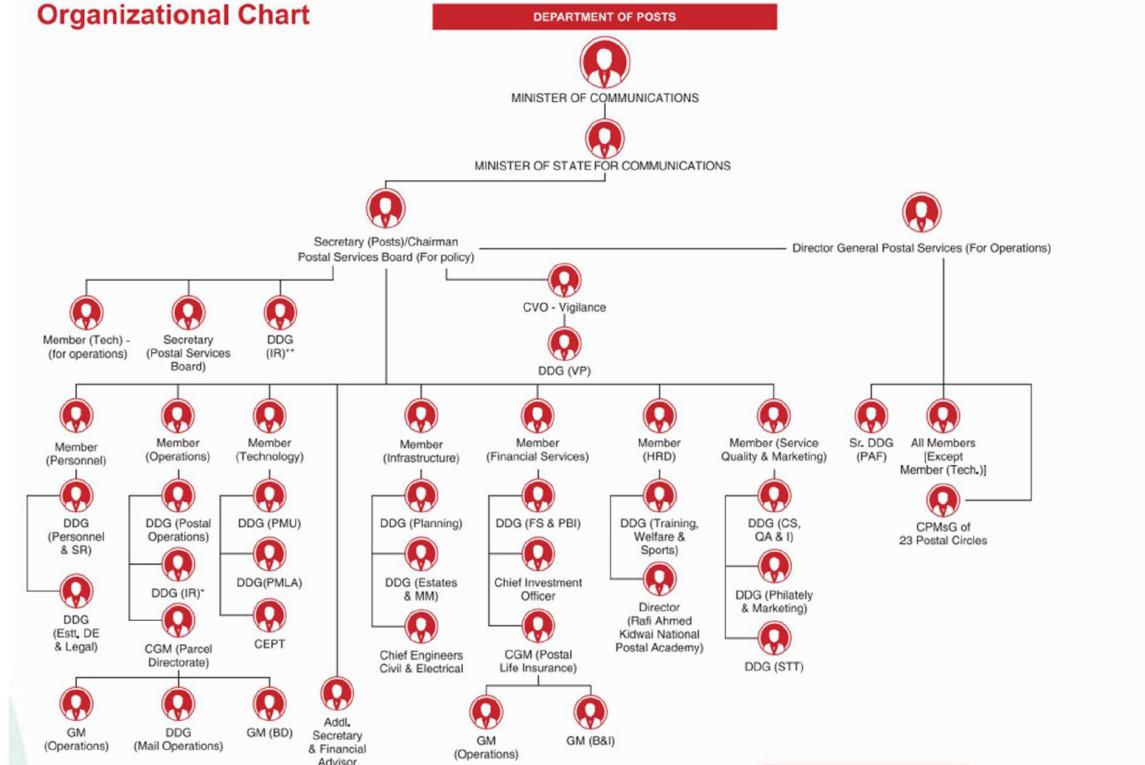


Postal Manual Volume II

Chapter-I

Organization: -

Organizational Chart



Circle: -

S.No.	Circle	HQ
1	Andhra Pradesh	Vijaywada
2	Assam	Guwahati
3	Bihar	Patna
4	Chhattisgarh	Raipur
5	Delhi	New Delhi
6	Gujrat	Ahmedabad



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7	Haryana	Ambala
8	Himachal Pradesh	Shimla
9	J & K	Srinagar
10	Jharkhand	Ranchi
11	Karnataka	Bangalore
12	Kerala	Thiruvananthapuram
13	Madhya Pradesh	Bhopal
14	Maharashtra	Mumbai
15	North Eastern	Shillong
16	Orissa	Bhuvneshwar
17	Punjab	Chandigarh
18	Rajasthan	Jaipur
19	Tamil Nādu	Chennai
20	Telangana	Hyderabad
21	Uttar Pradesh	Lucknow
22	Uttaranchal	Dehradun
23	West Bengal	Kolkata

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- Total 23 Circles headed by CPMG
- Gujrat – Gujrat + Daman & Diu + Dadra and Nagar Haveli
- Kerala – Kerala + Lakshadweep
- Maharashtra – Maharashtra + Goa
- North East – Arunachal Pradesh + Manipur + Meghalaya + Mizoram + Nagaland + Tripura
- Punjab – Punjab + Chandigarh
- Tamil Nādu – Tamil Nādu + Pondicherry
- West Bengal – West Bengal + Sikkim + Andaman and Nicobar
- Base Office Headed by Major General called Additional Director General (75% Civil + 25% Armed)



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Regional Postal Store Depots: -

- Aligarh (Uttar Pradesh)
- Nashik (Maharashtra)
- Bhubaneshwar (Odisha)
- Trissur (Kerala)
- Kolkata (West Bengal)

Security Press: -

- Nashik
- Hyderabad

Zonal Returned Letter Office (RLO)

- Eastern – Kolkata
- Western – Mumbai
- Northern – Lucknow
- Southern – Chennai



Postal Training Centre: -

- RAKNPA – 201 002
- PTC, Guwahati – 781 001
- PTC, Vadodara – 390 001
- PTC, Mysore – 570 010
- PTC, Madurai – 625 022
- PTC, Saharanpur – 247 002
- PTC, Darbhanga – 846 005

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Government solicitor or law officer: -

- Mumbai
- Kolkata
- Chennai



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Chapter III

APPEALS AND 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. Review petition under Rule 29-A of the CCS (CCA) Rules, 1965 to the President should be submitted through proper channel.

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. 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.

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. 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.



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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.

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.



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- (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—



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- (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. 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.

Chapter IV

Personal Matters

Basic Pay

127. 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.

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)

Heads of Circles may authorize the Institution of Civil Suits on behalf of the Department against the defaulting guarantors of combined offices for recovering deficits against Guaranteee in all cases



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in which there is reasonable prospect of the dues being realized 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.

133. Institution of criminal proceedings

- A criminal prosecution in a non-cognizable 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 email to the Head of the Circle

135. Conduct of criminal prosecutions

- An officer on receiving the orders of the Head of the Circle to prosecute in a non-cognizable case, should at once prefer a written complaint to the nearest Magistrate empowered to take cognizance of the case.

138.

- The officer conducting the prosecution should remember that though there may be several cases against the same person, he can at one trial be charged with three charges only of the same kind.
- Three charges can be tried together only if the three offences were committed within the period of 12 months from the first to the last.



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146. Employment of Government Pleader

- 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.

152. Service on Juries

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

174-A. Funeral Expenses: -

- 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.

Chapter V

Basic Pay

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



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- d) Record Suppliers, Daftaries and Selection Grade Daftaries in Postal Stores Forms and Seals, Aligarh and other Postal Store Depots

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

- a) Departmental Sub-Postmasters - ('C', 'B' & 'A' Class Offices)
 - b) Treasurers / Asstt. Treasurers
 - c) Cashier in S.R.O./H.R.O.
 - d) Sorting Assts. 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.
 - 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) Office Assts. in Postal Store Depots, Kolkata & Nashik and Postal Stores Forms and Seals Depots, Aligarh.
- 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.
- Note: -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, unless otherwise specifically provided. These provisions are not applicable in the case of Stamp Vendors who are required to furnish security
- 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.

192. Official exempted from giving security: -

- 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 Assts. 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.

194. Nature of Security: -

- The security given must be in one of the following forms: -
- POSB
- Government Promissory Notes or POSC
- Personal bond with two sureties.
- The security taken from acting postmen and village postmen must always be in the form of a personal bond.



211. Signature to be affixed in presence of a departmental officer: -

- The witness in personal bond should be above the rank of Postman.

218. Verification of Securities: -

- 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,

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.

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



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the expiry of six months from the date of death or insolvency, or from the date of the notice of withdrawal.

225. Pledge of the Security: -

- 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.

227. Passbook of Security Deposit Accounts: -

- 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.

240. Alteration of form of Security: -

- 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.

243. Disposal of Withdrawal Bonds: -

- 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 (6

months), 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.

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: —

- 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.
- 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.
- 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.

249. Persons whose security is inadmissible

- 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.

250. Appointment to posts requiring security: -

- **Temporary Post Candidate** – within one months
- **Permanent Post Candidate** – within three months

- HOD can increase the times from one to three months from temporary post and three to six months from permanent post.

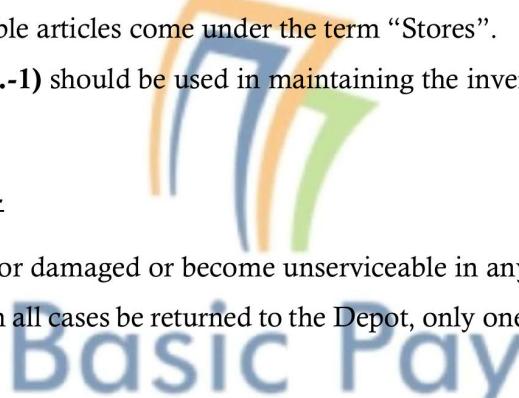
260. Unclaimed Deposit: -

- 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”

Chapter VI
Stock

269-B Classification and inventory of Stock: -

- 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”.
- The form of stock book (**S.K.-1**) should be used in maintaining the inventories of both dead stock and stores



270. Examination of Lock: -

- 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
- In no circumstances should a duplicate key be made or procured locally.
- 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

271.

- 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



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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.

- 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.
- 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
- 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 or Head Assistant of the Circle Office.

272. General Stock Book: -

- A general stock book (**Form S.K.-1**) must be kept in every office.

274. Stock Register of Bag: -

- 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)**]

275. Stock register of forms, books and petty articles

- A stock register for all varieties of forms should be maintained by all the Post Offices in **Form S.K.-1 (b).**

277. Emergent Indents: -

- It should be maintained in **S.K.-2 or Genl.-18** 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.
- Emergent indents should be prepared in triplicate.



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282. Supply of articles in compliance with indents: -

- 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.

286. Schedule of Form

- The Head of the Circle must prescribe the two six monthly periods for which forms are to be supplied to each office in the circle.

287. Master Schedule: -

S.No.	Form No.	Supplied From	Supplied to
1.	SK-4	Head of Circle	First Class Head Post Office
2.	SK-5	Head of Circle	Supdt. PO
3.	SK-5 (R)	Head of Circle	Supdt. RMS
4.	SK-4	Head of Circle	PTC
5.	SK-4	Supdt. Of Post Offices	Second Class Head Post Office
6.	SK-4 (S)	Supdt. Of Post Offices	Sub Post Office
7.	SK-5	Supdt. RMS	Record Office

- 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% in case of forms for departmental use only, or of 10% 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% in respect of certain forms for use by the public



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288.

- The master schedule of forms, will however be thoroughly reviewed after every 5 years.

292. Distribution of Forms: -

- **Regional Form Depot Aligarh:** -
 - PSD - Delhi, Jammu & Kashmir, Ambala, Ludhiana, Jaipur, Aligarh, Lucknow, Dehradun, Shimla
- **RFD Nashik:** -
 - PSD – Ahmedabad, Bangalore, Mumbai, Nagpur, Bhopal, Raipur
- **RFD Bhuvneshwar:** -
 - Hyderabad, Vijayawada, Patna, Bhuvneshwar, Ranchi
- **RFD Trissur:** -
 - Kochi, Chennai, Madurai.
- **RFD Kolkata:** -
 - Kolkata, Guwahati, Silchar



302.

- Invoice of articles returned to the Depot (Form S.K.-3) should be prepared in triplicate by means of carbonic paper.

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341-A Fixed Stationary Charges for Post Office: -

- Cost of closing and sealing one bag daily = Rs.5/- per month
- Cost of candles = Rs.25/- per month
- Cost of fixing 100 seals to closed insured envelops = Rs.10/-per month
- Cost of twine/Rubber bands for 100 labelled bundles prepared or VP parcel posted = Rs.1.50/- per month
- Cost of stationary charge of each supervisor staff of Post Office/SBCO = Rs.12/- per month
- For each clerical staff of Postal/SBCO = Rs.14/- per month
- Cost of stationary for each mail/cash overseers = Rs.17/- per month
- Cost of stationary for each mail peon and dept stamp vendor = Rs.8/- once in month
- IP/ASP holding independent charge of Sub Division = Rs.450/-

366. Stationary Register in Form: -

- SK-8

371. Indents for stationary: -

Indent relating to Half Year ending	Latest date of submission by record Clerk to Supdt.	Latest date for submission by Supdt. To Store Depot.
30 th Sept	10 th Feb	25 th Feb
31 st March	10 th Aug	25 th Aug

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

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.

Basic Pay

Chapter IX
Contracts

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

- 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

- 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.

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 (2-5% of estimated value of Goods) 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./GeM under the revised scheme of single point registration.
- (c) Public Sector Undertakings, which are registered with the Department or D. G. S. & D/GeM

430. Security for performance of contracts

- The security deposit may be demanded and the actual amount of security deposit to be obtained may, subject to a minimum of 3% and a maximum **of 5%** of the amount of contract in each case, be decided by the Heads of Departments according to the circumstances of the case.

431. Forms of Contract

- Form M-50 - Agreement to be executed by contractors for conveyance of mails by wheeled carriages mail carts drawn by horses, mules or camels



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- 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 contracts 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 (a) - The revised Tender form i.e. (Technical Bid)
- Form M-51 (b) - The revised Tender form i.e. (Price Bid)

Chapter – X
Land & Buildings

449.

- The cases in which it is necessary to hire a building, a tender in form Genl-22 should be called for.
- The lease for the building rented should be drawn up in form Genl-8

450. Ownership: -

- 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.
- 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

454.

- All land, the property of Department should ordinarily be sold through Revenue Department.

457.

- Permanent departmental buildings and land, the value of which does not exceed Rs.1 Lakh may be sold under the sanction of Head of Circle.

460.

- The boundaries should be carefully verified by a responsible officer of Dept. not the below the rank of Divisional officer.

465. Transfer of land and buildings between the various departments of the Central Government

- In the case of transfer of land and buildings to or from commercial department (other than the railway) 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.

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.

502.

- 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.



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- 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 estimates along with 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.

529. Post Office or Railway Mail Service buildings at Railway stations or on Railway land: -

- The question of revision of basis of levy of rent for RMS buildings has been under consideration of the Railway board in consultation with Postal Department and it has been decided that the rent for these buildings shall be calculated on the following basis.

(a) Interest Charges: -

- i. On capital invested after 01.04.1964 at the prevalent dividend rate = 6%
- ii. On capital invested prior to 01.04.1964 = 4.5%

(b) Depreciation and Maintenance charges for civil work

- I. Depreciation charges = 2% of the original cost of building but excluding cost of the land.
- II. Maintenance Charges = 2.4% of original cost including but excluding cost of the land.
- III. For residential building = **3.9%** of the original cost of the building but excluding cost of land.

(c) Depreciation and Maintenance charges of electrical installation = 8% of the original cost but excluding cost of land.

(d) RMS building constructed under Deposit Scheme

- 6% of market value of land.
- The dept of posts is liable to pay at the usual rate, up to 3 months from the date of actual surrender or up to date on which dismantlement of the building is commenced, whichever is less in cases where 3 months' notice of vacation has not been given to the Railway concerned.

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

539.

- In all cases where departmentally owned accommodation is provided for canteens or grain shops 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.

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

559

- Tiffin rooms will be provided for offices with a staff of four or more clerks.
- 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.

580

- Fire Extinguishers and refills are not stock items and purchases should be made against the rate or running contracts entered into by the GeM/D.G. Supplies and Disposal.

586

- In all cases in which non-residential accommodation belonging to the Dept of posts is let out to private person a lease deed in form Genl-8A should be executed immediately.

588

- Arrangement should be made to collect the rent monthly in advance and tenant should be asked to deposit 6 months' rent as security for prompt payment of Govt dues.
- 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.

Chapter XI
Miscellaneous Rules

- National week is celebrated from 6 to 13 April
- National flag should be on the extreme right when displayed in a straight line with flags of other countries.
- The national flag shall be hoisted first and lowered last.
- When the United Nation flag is flown along with the national flag, it can be displayed on either side of the National Flag.
- “Vande Matram” should be sung or played at the beginning and “Jana Gana Mana” at the end of the function.

616.

- Except where it is specifically prescribed ink, other than blue, should not be used on official correspondence or in official records.

619

- In communication with officers of the department subscription “Yours faithfully” should be used.

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 form.



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- For correspondence of important nature, form Corr-40 should be used.

637

Office of a Superintendent, Post Offices

S.No.	File Head	Class of Correspondence
1	A	Creation and revision of establishment; opening and closing of post offices and mail lines; changes in the status of offices.
2	B	Appointments, nominations, transfers, deputations, leave, punishments, security bonds, service books and all other personal matters, excepting pensions and gratuities
3	C	Pension and Gratuities
4	D	Post office buildings and runners' huts.
5	E	Accounts, travelling allowances and transit pay; references from the Audit office
6	F	Robberies; losses; fraud; serious irregularities committed by post office officials.
7	G	Due mail and sorting lists; postal notices; notices of hours of business; opening and closing of letter boxes.
8	H	Experimental establishments
9	I	Monsoon arrangements, ordinary and extra ordinary.
10	J	Indents and requisitions; sanctions of contingent expenditure.
11	K	Information for annual report.
12	L	Petty irregularities; miscellaneous.

Office of a Superintendent, Railway Mail Service

S.No.	File Head	Class of Correspondence
1	A(Procedure)	General orders in regard to procedure. Books of procedure and other publications. Rules regarding mails, unregistered articles,



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<https://www.basicpay.in>
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		paid station bundles, unpaid station bundles, registered articles, registered bundles and parcel mail articles.
2	B (Personal)	General rules regarding appointments, leave, punishments, pensions and gratuities., security bonds, service books etc. Appointments, nominations, transfers, deputation, leave, punishments, pensions and gratuities, security bonds, service books and all other personal matters, Character sheets and gradation lists, Appointment etc. of candidates.
3	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.
4	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 Delhi town delivery Bags; sizes of bags, etc. Letter-boxes; hour of clearance. Hours of business in mail offices.
5	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.



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6	F.- (Accommodation)	Rules regarding mail-vans and buildings, their construction, repair etc. References regarding vans and buildings.
7	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
8	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.
9	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.
10	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.
11	M.-(Camp articles)	Rules regarding camp articles generally. Movements of high officers and instructions for the disposal of their camp articles.
12	Z.- (Miscellaneous)	Matters not included under any of the other heads or not requiring separate classification.

- When an official is transferred or deputed for a period exceeding 3 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.
- Paper relating to casual leave should not be made part of the personal file at the end of each year all the papers relating to the casual leave should be destroyed and a fresh series of paper started.

666.

- No personal communication from dept official is to be sent free “On Service” on any account.
- If breach of these instruction is noticed the official at fault should be called upon to pay double the charges which he should have paid in first instance the recovery should be made by means of postage stamp.

694-C Maps of Postal Circle: -

- A Skelton Postal Map of the circle should be submitted to DG in the month of June each year in which all the correction necessitated by changes during the past year must be incorporated to enable the map retained by the DG to brought up to date.

696. Annual Reports: -

- The annual report to the Head of Circle must be submitted by the 1st May and the annual reports to the DG must be submitted before 16th June.

708. Alphabetical list of Post Offices & Postal Guide: -

- These are published each year in the m/o Sept and its supplementary in April of the following year.

721. Departmental Identity Card (Ms-95): -

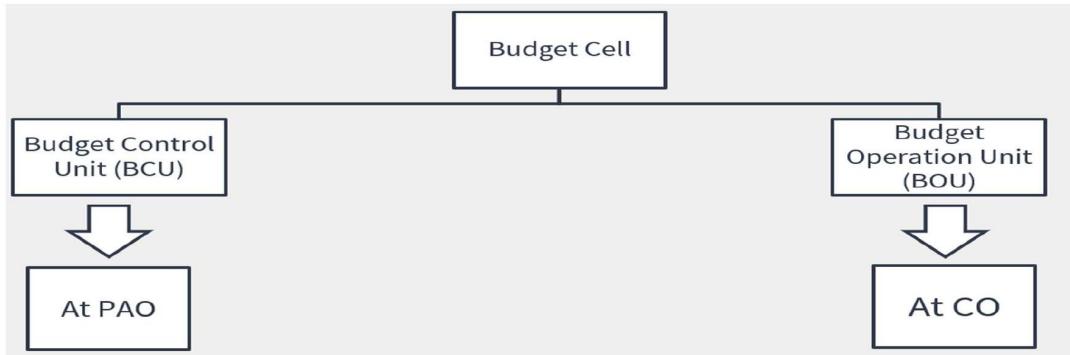
- The normal life of Ms-95 is 4 years.

Budget Estimate and Control

743.

- All expenditure in connection with the Dept of Posts is incurred against the grant sanctioned each year for the purpose under different specified head in the budget estimates of the dept.

- The responsibility for the preparation of the Budget estimates of Department of Posts lies with the Secretary Department of posts, also called Chief Accounts Authority. Each circle shall have Budget Cell headed by Chief Postmaster General, which comprises two units



- wherein BCU and BOU shall be looked after by Head of Postal Accounts Office and Director Postal Services (HQ) respectively as per the overall supervision of HOC.
- Budget Control Unit of the Circle is responsible for preparation & compilation of Demand for grants non-Scheme, for the circle based on the data from all its subordinate units and act as link coordination with Budget division of the Postal directorate
- The authorities empowered to sanction grant of money for expenditure are: -
 - Parliament for all items of expenditure which are classed as “Voted”
 - The Govt of India in the Ministry of Finance in respect of items which are classed as “charged”

756-A

- Non-plan/Non-Scheme/Revenue expenditure is what the government spends on the so-called non-productive areas, such as salaries, subsidies, loans and interest, while Plan/Scheme/Capital expenditure pertains to the money to be set aside for productive purposes, like various projects of ministries.
- With the budget 2017-18, the classification of Plan and Non-Plan expenditure has been phased out.
