

Financial Hand book Volume-I (2022 Edition)

Rule-1. The rules contained in this Handbook describe primarily the procedure relating to the initial and compiled accounts of officers of the Department of Posts. The general rules in the **Receipts and Payment Rules-1983**, the **Treasury Rules**, **Government Accounting Rules 1990(GAR)**, GFR-2017 and other Financial Rules issued by the Central Government.

Rule-2. Definitions

- (a) **The Accounts Officer** means the Head of an Office of Accounts.
- (b) **“The Bank”** means any office or branch of the Banking Department of the RBI, any branch of the SBI acting as the agent of the RBI and any other agency appointed by the RBI.
- (c) **The Secretary** means Secretary of Department of Posts
- (d) **The Director General** means the Director-General of Department of Posts
- (e) **The Department** means the Department of Posts
- (f) The **Head of a Circle** means a Chief Postmaster General of a Circle.
- (g) The **Head of a Department** means any authority declared under S. R. 2(10). (**DG** is Head of Department of Posts)
- (h) **For the purpose of Schedule-II-** “Schedule containing the Financial Powers of the **HOC and HOD of the Department of Posts**, Sr. DDG (PAF) and GMs (PAF) also.
- (i) **Treasury includes a sub-Treasury**

Rule-3. In respect of offices in which there are **more than one Gazetted Officers**, Heads of Departments are authorized to declare any of the Gazetted Officers, the Head of an Office for the purpose of the rules in this Handbook.

Chapter-II General Principles and Rules

❖ **Receipt of Money**

Rule 4. Any officer of the Government in his official capacity, moneys received by him as **dues of Government or for deposit in the custody of Government should be paid in full without undue delay**, into a Treasury or into the Bank to be credited to the appropriate account. In post offices, the surplus collections being remitted by the Postmasters to the **Bank or Treasury**.

Rule 5. Under Article 284 of the Constitution, all moneys received by or deposited with any Officer, **other than Revenues or public money raised or received by Government** shall be paid into the **Public Account**.

Rule 6. The Public Account is the account maintained of moneys which have passed into the **custody of Government**. Every Government servant, therefore, should, without undue delay, pay into the Public Account all moneys received by him.



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Rule 8. The Head of an Office where money is received on behalf of the Govt. must give the payer a receipt/e-receipt duly signed by him after he has satisfied himself before signing the receipt that the amount has been properly entered in the Cash Book/e-cash book (in proper GL code) and issue digital **ACG 67 (system driven)**.

Rule 9. It is ordinarily the duty of the Departmental Officers and not of the Accounts Officer, to see that the dues of the Department are regularly collected and brought to account.

❖ **Payment of Money**

Rule 12. A Disbursing Officer may permit withdrawal for all or any of the following purposes, namely- due from Govt., claims of private parties, loan and advances etc.

Rule 14. Except as otherwise provided, a payment shall only be made at the office under the jurisdiction of which the claim arises.

Rule 15. As a general rule no Authority may incur any expenditure from Public Funds until the expenditure has been sanctioned by general or special orders of the President or by an authority to whom power has been duly delegated.

Rule 17. (a) When bill presented for payment contain obvious inaccuracies or arithmetical mistakes, which can be corrected, a Disbursing officer need not return such bills but may correct them and pay the corrected amount of the bills.

(b) Similarly, when bills contain doubtful items which can easily be eliminated, the Disbursing officer should disallow the doubtful items and pay the remainder of the bill.

❖ **Endorsement**

Rule 18. All cheques, bills, etc., preferable at a Treasury for payment being non-negotiable instruments, can be endorsed only once in favor of the specific party to whom the money is to be paid.

1. When the endorsement is made on a cheque or a bill in favor of a Banker, a second endorsement can be made by the Banker in favor of a messenger or an agent for collection only.
2. In the case of a contingent bill which has been endowed in favor of a firm or suppliers, etc. the firm, etc., can re-endorse to its Banker or to a messenger for collection only, and the Banker can in turn endorse it to a messenger or an agent for collection only. Thus, in all three endorsements are permissible in such cases.

❖ **Seal and specimen Signature**

Rule 19. The Accounts Officer will supply disbursing offices under his jurisdiction with a copy of the specimen signature, who are authorized to sign payment orders on bills and vouchers or to issue letters of authority for payments to be made at such



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disbursing offices.

Rule 19-A. Every Officer who is authorized to draw funds from Post Office shall send a specimen of his signature to the Postmaster concerned through some superior or other Officer whose specimen signature is already with the Post Office.

Rule 19-B. Final payment of GPF money

- The copy meant for the Disbursing Officers of all GPF final payment authorities, issued by the Circle Postal Accounts Office shall be stamped with a special metallic embossing seal bearing the name of the office of issue.
- Disbursing officer should also be ensured that no final payment of the GPF is made without verification of the special seal and specimen signature of the Officer authorized to issue payment authorities for the GPF claims.

❖ **Claims by Government servants**

Rule 21. No payment shall be made on account of pay or allowances drawn for the first time from a disbursing office by a Government servant other than a person newly appointed to Government service, unless the claim be supported by a Last Pay Certificate in the prescribed form.

Rule 22. Unless otherwise provided in the rules, no payment may be made without the orders of the Accounts Office to a Government servant transferred from another Department or on return from leave out of India.

Rule 23. The pay, leave salary or allowances of a Gazetted Government servant, or a reward or honorarium payable to a Gazetted Government servant or any pension shall not be paid until the Accounts Officer has intimated to the Disbursing Officer the rate at which payment shall be made.

❖ **Arrear Claims**

Rule 24. No claims against the Government, other than those by one department against another or by a state Government, not preferred within two years of their becoming due can be presented without any authority from the Circle Accounts Officer, provided that such claims not exceeding Rs. 500/- if presented within three years of their becoming due may be paid without pre-check by the Circle Accounts Officer.

- The bills for claims more than two years old shall be subjected to pre-check by the Circle Accounts Officer as required under rules, even if the net amount payable after adjustment of advance due etc. is nil (irrespective of whether they are payable in cash or by book adjustment).

Rule 25. The right of a Government servant to travelling allowance, including daily allowance is forfeited or deemed to have been relinquished if the claim for it is not

preferred within sixty days from the date on which it becomes due.

Rule 26. Claims of the Department against Railways for over charges and claims of Railways against the Department for under-charges will be recognized and admitted if the claims are preferred within six months from the date of payment or presentation of bill.

Rule 27. Claims of officials to arrears of pay and allowances, increments, or other dues which are not preferred within Two years of their due shall not be investigated and authorized by the circle account office unless-

- (a) In the case of claims more than two years but not more than six years old, specific approval for investigation of such claims is received from the Head of Department.
- (b) In the case of claims more than six years old and connected records are available in the Circle Postal Accounts Office, specific approval to investigation of such claims is received from Head of Department.

❖ Notes

(1) Head of Circle authorized to sanction investigation of arrear claims which are more than six years old -The Director- General, (Posts) in exercise of powers vested in him under Rule 13(2) of DFPR, 1978, re-delegated he powers to Heads of Circles and other Officers declared as Heads of Departments to issue sanction for investigation of arrear claims which are more than 6 years old and the connected records of which are available in the Circle Accounts Office.

(2) Due date of LTC claim

- In case advance drawn - Within one month of the due date.
 - In case advance not drawn – Within three months of the due date.
- (3) **Pay-** The grant of normal increments of pay does not constitute sanctions, such claims become payable on the succeeding day of the period to which they relates.
- (4) **Deceased Officials-** If the claims not preferred within two years reckoned from the day following the day of death, the bills will have to be pre-audited under Rule 25.
- (5) **Leave Salary-** Since the claim for leave salary arises when the official enjoys the leave, the period of two year should count from the date of it becoming due in the normal course.

Rule 28. Old claims, the connected records of which have been destroyed in the Circle account office and which cannot, be verified by Circle Accounts Office may be paid if the sanctioned by the Government.

❖ **Payments to Persons not in Government Service**

Rule 30. Where a person not in the Government service claims payment for work done, services rendered, or articles supplied, the Disbursing Officer, unless otherwise expressly provided, should require-



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- a. The submission of the claim by the Head of the Circle, or other responsible Government Officer under whose immediate order the service was done.
- b. Income tax @ 2% or as prescribed by the Government to be deducted at source in all cases of payment to contractors and sub-contractors exceeding Rs.30,000 in terms of the provisions of **Section 194-C** of the Income Tax Act, 1961.

❖ **Payment of rent of buildings occupied by the Post Offices/ Department**

Rule 32. Rent of a building occupied by an office of the Department should be paid under a receipt duly signed by the owner or by crediting in to the Bank/POSB accounts of the owner according to the clauses incorporated in the agreement.

❖ **Payments by e-Money Orders**

Rule 33. When a departmental payment is required to be made either by a postal service or an e-MO, the purpose of remittance may be briefly stated by the remitting Officer on the communication/message portion.

Rule 34. In cases in which money due by the Government paid by Postal Money Order, the cost of remittance shall, in the absence of any special rule or order to the contrary, be borne by the payee.

- Pension up to Rs. 9000/- per month plus DR on pension time to time may at the request of the pensioner, be remitted by Postal Service Money Order.

❖ **Preparation of bills and their check**

Rule 35. The following general instructions regarding the preparation and form of bills should be observed by the Drawing Officer: -

- 1) Printed forms of bills as prescribed should be adopted as much as possible. Bills for all debit heads item should be drawn in separate forms printed in red ink on white paper.
- 2) All bills must be filled in and signed in ink. The amount of each bill should, as far as whole rupees are concerned, be written in words as well as in figures.
- 3) All corrections and alterations in the total of a bill whether made in words or figures, should be attested by his full signature with date of the person signing the receipt as many times as such corrections and alterations are made.
- 4) Erasures and overwriting's in any bill are absolutely forbidden and must be avoided; if any correction be necessary, the incorrect entry should be cancelled neatly in red ink and the correct entry inserted. Each such correction or any interpolation deemed necessary should be authenticated by the Drawing Officer setting his full signature with date against each.
- 5) The correct head of classification should be recorded on each bill by the Drawing Officer, the classification in the budget being taken as a guide.
- 6) Charges against two or more major heads should not be included in one bill.



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- 7) Bills requiring previous countersignature should be presented only after such countersignature.

Note-

- (a) After digitization of HR activities by the Department, the process of preparation of Bill of pay and allowances may differ on technology platform.
- (b) "Under rupees thirty only" will mean that the bill is for a sum not less than Rs. 20 but less than Rs. 30; and similarly, "under rupees eight hundred only" will mean that it is for less than **Rs. 800 but not less than Rs. 700/-**.
- (c) A bill becomes a voucher after payment.

Rule 37. The following checks should, inter alia, be adopted by a Disbursing officer in dealing with bill presented for payments-

- a) That the bill has been prepared as prescribed in Rule 35.
- b) That the claim is admissible, the authority good, the signature and countersignature, where necessary, genuine and in order and the receipt, a legal quittance.
- c) That the arithmetical computations on the bill are accurate.

Rule 38. After all the checks prescribed in the rules have been applied and the Disbursing Officer is satisfied about the admissibility of the claim, he should-

- (a) Make necessary correction, if any, in the bill under his dated initial
- (b) Endorse a pay order on the bill authorizing the treasurer to make the payment.

Rule 40. Special care shall be taken that all bills, etc., passed for payments are paid on the same day.

NOTE.-The period of validity of pay orders will be seven days from the date of the endorsement of pay order excepting the pay orders made on the bills relating to pay and allowances of the staff which are governed by different sets of rules.

Rule 42. The Disbursing Officer shall be responsible to the Accounts Officer for acceptance of the validity of a claim against which he has made payment, and for evidence that the payee has actually received the sum charged.

Rule 45. Every voucher must bear a pay order and indicate mode of payment and signed by the responsible Disbursing Officer, specifying the amount payable both in words and figures. All pay orders must be signed by hand and in ink.

- A Sub-Postmaster may make payments in the cases listed below without pay order of the Head Postmaster being previously endorsed on the vouchers-
 - (a) Where there is specific sanction of the Competent Authority and the payment has to be affected by the SPMs.
 - (b) Extra Expenditure incurred for the delivery of heavy Parcel Mail articles
 - (c) Charges for extra dispatch of mails



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- (d) Charges for conveyance of cash
- (e) Charges for escorting cash remittances
- (f) Payment of electric bills, sanitary and water charges
- (g) Funeral expenses
- (h) Payment of express delivery charges
- (i) Payment of Messenger service bills

Rule 46. All sub-vouchers to bills **must be cancelled** in such a manner that they cannot be subsequently used for presenting **fraudulent claims** or **other fraudulent purposes**.

Rule 47. Fraction of **50 paise** and above to be rounded off to the next higher rupee and fraction of less than **50 paise to be ignored**.

❖ **Personal claims of Government servants and pensioners**

- (a) HRA, DA, TA and all deducted from salary bill i.e., PLI premium/License fee/Taxes, interest on loan and advances recovery installments etc. **rounded off whole rupees**.
- (b) In case of TA bills, the rounding shall be done only at **the last stage** and not in respect of each item.
- (c) Payment on account of Pension/Relief on Pension/Death Gratuity/ Retirement Gratuity/ Commuted value of Pension and in the case of emoluments fixed by Law amounts shall be **rounded off to the next higher rupees**.

❖ **Stamps for Receipts**

Rule 48. Receipts for all sums **exceeding Rs.5000** must be stamped under Section 3, read with item 53 of **Schedule 1 of the Indian Stamp Act (Act II of 1899)** unless they are exempt from stamp duty. And Stamp duty charge on net amount not gross amount.

Rule 49. The paying officer should take special care to see that receipt stamps on paid vouchers are **punched or so defaced that they cannot be used again**.

❖ **Duplicates or Copies of Documents**

Rule 50. No Government Officer may issue duplicates or copies of receipts granted for money received, the payment of money which has already been paid, **on the allegation that the originals have been lost**.

- In the case of a bill or voucher passed by the Drawing Officer/Controlling Officer for presentation at a disbursing office **but lost either before payment or before presentation at the disbursing office**, the Government Officer who drew the original bill or voucher shall ascertain from the disbursing office that payment has not been made on it before he issues a duplicate thereof.





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- The duplicate copy issued must bear distinctly on its face the word "**duplicate written in red ink.**"
- When any kind of bill is required to be prepared in **duplicate or triplicate, only one copy shall be signed or countersigned in full**, the other copy or copies may be only initialed. If the previous audit of the Accounts Officer is required, only the original copy shall be sent to that authority.

Rule 51. Losses of Government property: - Report of losses of Govt. property should be submitted to Account office annually on the **15 may each year** in the prescribed form.

❖ **Defalcation and Losses**

Rule 52. Any defalcation or loss of public money, departmental revenue or receipts (due to whatever cause, including under assessment of revenue), stamps, stores, or other property, discovered in any office of Department of Posts, should be immediately reported by the Officer concerned to his **immediate official superior as well as to the Accounting Authority** viz., Heads of Postal Accounts Office even when such loss has been made good by the person responsible for it.

- Such reports must be submitted as **soon as a suspicion arises that there has been a loss.**
- The Head of Office where the **defalcation and loss had occurred** shall ensure that the case are properly pursed and investigated by the authorities concerned.
- When the matter has been fully investigated, a further and complete report should be submitted of the nature and extent of the loss, showing the errors or neglect of rules by which, such loss was rendered possible, and the prospects of effecting recovery.
- A copy of the sanction for the write off of such losses will, however, be forwarded to the **Accounts Officer/Accounting Authority** concerned in all cases **except petty loss.**
- **Exception-** Petty cases, that is, cases involving losses not exceeding Rs. **10000** each, need not be reported to the Audit Officer/Accounting Authority concerned.

Rule 54. Loss or deficiency concerning **building, land, stores and equipment** need not recorded in separate head in the accounts, should be recorded under **suspense head** in the Govt. Account, losses or deficiencies relating thereto must be **written off the Suspense heads also.**

Rule 55. Money or stamps lost or stolen from the cash balance, remittances in transit or the permanent advances should be charged in the accounts immediately the **loss or defalcation is discovered.**

- Defalcation of losses should be first charged directly to **Postal Advances Rail Mail services and other accounts, Major Head 8553 as advances and recoveries (Debit /Credit entry).**



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- The acceptance of counterfeit coins or notes shall be regarded as a **loss of cash.**

Govt. Decisions

- Additional actions to be taken by Departmental officer in cases Involving material loss or destruction of Government property as result of fire, theft, etc –**

- When material losses due to **suspected theft, fraud, fire, etc., occur in any office / installation such cases should invariably be reported to the Police for investigation.** The Heads of Departments should exercise their discretion in determining at what stage reports should be sent to the Police.
 - All losses, excepting the losses due to suspected sabotage, of the assessed **value of Rs.50,000** and more shall be regarded as '**material**'. All cases of suspected sabotage shall be reported to the Police promptly irrespective of the value of the loss involved.
 - Once the matter is reported to the Police authorities, all concerned should assist the Police in their investigation. A formal investigation report should be obtained from the Police authorities in all cases which are referred to them.
- Revision of the monetary limits for investigation in loss/fraud cases by different authorities in the Department of Posts- effect from 23.09.2021**

| S.No | Level of Investigating Officer | Present Monetary limit (in Rupees) | Revised Monetary limit (in Rs.) |
|------|--|------------------------------------|---------------------------------|
| 1. | Inspector Posts/ ASP | Up to 1 lakh | Up to 2 lakhs |
| 2. | Divisional Heads/Sr. PM/Chief PM / Dy. Director of Mumbai/Kolkata GPO. Asstt. Director or equivalent officer of HOs/GPOs in case of non-availability of chief Postmaster | > 1 Lakh Up to 2 Lakhs | >2 lakhs up to 5 lakhs |
| 3. | Asst. Director/APMG of Circle/ Regional Office | > 2 Lakhs Up to 5 Lakhs | >5 lakhs up to 10 lakhs |
| 4. | Director (including Directors in GPOs or any other Director level Officer)/ PMG/CPMG | >5 Lakhs | >10 lakhs |

Note: These limits will be based on "Principal Amount of Loss/Fraud including Temporary Misappropriation". **Normal Interest and Penal Interest will not be part of amount involved** for the purpose of deciding the investigating authority.

- Further it has been decided that: -**

- All loss/ fraud cases involving amount **exceeding Rs.5 Lakhs** shall continue to be reported to **ADG (Investigation) by the Circles at first instance** i.e., immediately on detection of the case or when the amount **exceeds Rs. 5 Lakhs**.
- Investigation Reports of IPs/ ASP will be reviewed by the Divisional Heads/Sr. PM/ Chief PM/Dy. Director of Mumbai/ Kolkata GPO as the case may be.
- Reports of investigations carried out by Divisional Heads/ Sr. PM/ Chief PM/ Dy. Director of Mumbai/ Kolkata GPO (including ADs of HOs/ GPOs) will be reviewed



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by Asst. Director/ APMG of Regional/ Circle Office and submitted to DPS for information and orders.

- (d) Where circle level investigations are carried out by Asst. Director/ APMG of Regional/ Circle office, CLI reports will be reviewed by DPS and submitted to PMG/CPMG for information and orders.
- (e) **CLI reports** where investigations have been conducted by DPS/ PMG/ CPMG will have to be submitted to Directorate. Review comments of PMG/ CPMG concerned should also be furnished along with the CLI report, in case the CLI is carried out by DPS.

Rule 57. Any serious loss of immovable property such as **buildings, communications, or other works caused by fire, flood, cyclone, earthquake, or any other natural cause,** should be reported at once by the departmental Officer to the Head of the Department and by the latter to Government.

- When a full enquiry as to the cause and extent of the loss has been made, a further report should be made to the HOD, a copy of the report or an abstract thereof being sent simultaneously to the Audit Officer/ Accounts Officer concerned.
- The term "**serious loss**" occurring in this rule should be interpreted as meaning all losses **exceeding Rs. 50,000 in value.**
- While **losses not exceeding Rs. 50000/-** in value should continue to be reported to the HOD (and to the Police etc. where necessary), they need not be reported to the Government or the Audit Office/ Accounts office concerned.

❖ **Responsibility for losses, etc.**

Rule 58. Every Government Officer should personally responsible for any loss sustained by Government through fraud or negligence on his part and that he will also be held **personally responsible for any loss arising from fraud or negligence.**

Rule 60. Standards of financial propriety (Under Rule 21 of GFR 2017)

❖ **Control of expenditure**

Rule 61. Each head of a department is responsible for enforcing financial order and strict economy at every step. He is responsible for observance of all relevant financial rules and regulations by his own office and by subordinate Disbursing Officers.

Rule 63. Erasures and over-writings in any account, register schedule or **Cash Book are absolutely forbidden;** if any correction be necessary, the incorrect entry should be cancelled neatly in red ink and the correct entry inserted. Each such correction or any interpolation deemed necessary should be authenticated by the Head of the Office setting his dated initials against each.

❖ **Adjustment between Governments**

Rule 67. To enable the Audit/Accounts Office to make necessary adjustments, full particulars of all receipts or disbursements made on behalf of other Departments should be forthwith intimated to the Audit/Accounts Office.



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❖ **Preservation of accounts records**

Rule 69. The rules regarding the destruction of accounts records pertaining to the accounts audited by the Audit Department are contained in Appendix 3 of FHB Volume I.

- A register of destruction of records in **form A.C.G. 91** should be maintained in each office and preserved permanently.
- Accounts Records against which audit objections are pending should not be destroyed until final settlement of audit objections.

Chapter-III- General Outlines of the Systems of Accounts

Rule 70. Departmental **Receipt and expenditure** are recorded under various **Major Heads** which are suitably **divided and sub-divided** so as to show the nature of the transaction recorded under them.

I. Revenue Receipts

Non- Tax Revenue

Major Head - 0049 Interest Receipts

- 0051-Public Service Commission
- 0070-Other Administrative Services
- 0075-Miscellaneous General Services
- 0210-Medical and Public Health
- 0216-Housing
- 0235-Social Security Welfare

Major Head -1201 Postal Receipts

- 0021- Taxes on income other than corporation tax
- 0037-Customs

II. Expenditure meet from Revenue.

A - General Services

- 2016 Audit
- 2049 Interest payment
- 2071-Pension and other Retirement Benefits

B - Social Services

- 2235-Social Security and Welfare

C - Economic services

- **3201 Postal services**
- 2552 North Eastern Areas
- **3465 General Financial and Trading Institutions**

D-Capital Accounts of Economic Services

- 4552 Capital Outlay on North Eastern Areas
- **5201 Capital Outplay on Postal Service**
- 5465-Investments in General Financial and Trading Institutions

E. Loans and Advances



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- 7610- Loans to Govt. Servants etc.
- 8014-Postal Life Insurance Schemes
- 8015-Investments of Post Office Insurance Fund
- 8016-Income and Expenditure of Post Office Insurance Fund

Deposits and Advances

- 8446-Postal Deposits
- 8455-Settlement Account with India Post Payments Bank (IPPB)
- 8553-Postal Advances

Suspense and Miscellaneous

- 8661-Suspense Account (Postal)
- 8670-Cheques and Bills
- 8677-Remittances into Bank/Treasury
- 8680-Miscellaneous Government Accounts.

Rule 71. The Department of Posts is recognized as a commercial department. The Department has been entrusted with a large amount of plant and equipment the cost of which recorded under the major **head 5201—Capital Outlay outside the Revenue Account**. The Department is required to pay interest on the amount at charge of this Capital head.

Rule 72. All realization of Departmental revenue and all revenue expenditure of the Department are recorded in as shown below under the respective Major heads.

- | | |
|--------------------|-----------------------------------|
| Receipts | - Major Head—1201-Postal Receipts |
| Expenditure | - Major Head—3201-Postal Services |

Rule 76. Each Head Post office submits to the Circle Account Office a monthly cash account in which all transactions of receipts and expenditure of the head office itself and of the offices subordinate to it viz. Sub and Branch Post Offices. These monthly accounts are classified in the Accounts Office in complete detail of major, minor, sub and detailed heads.

Rule-77. Each Head Record Office submits to the Office monthly Cash account in which the amounts drawn by it from the Post Office for disbursement are shown on the receipt side and the amounts disbursed are shown on the expenditure side. The duty of classifying these transactions in complete detail of major, minor, sub and detailed heads devolves on the Audit office.

Rule 79. The main sources of departmental revenue are sale of stamps, and postage, receipts on account of commission on Money Orders, and Indian Postal Orders, sale of assets and recoveries for other Departments of Government of India for the services rendered by the department.

Chapter -IV-Relation with Audit

Rule 80. The work of accounts of Department of Posts has been distributed among 23



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Circle Postal Account Offices headed by General Manager (PA&F)/ Director of Accounts/ Deputy Director of Accounts (Postal). The work of external audit has been undertaken by the P&T Audit as a Statutory Audit Authority under Comptroller and Auditor General of India.

Rule 81. Every Govt. servant must attend promptly to all objection's orders communicated to him by the Audit officer / Account Officer.

Rule 82. The Disbursing Officer should return the objection statement or audit memorandum within a **fortnight**, or send a letter explaining the cause of delay.

Rule 83. If a Govt. Servant from whom a recovery is ordered, is transferred to the jurisdiction of another Disbursing Officer, the order of recovery should be passed on to that Disbursing officer.

Rule 84. Recoveries are not ordinarily made at a rate exceeding **one third of pay**. The rate of recovery will be fixed by the Accounts Office.

Rule 85. A register in form **ACG -60** should be maintained at the Disbursing Office for recording all retrenchments ordered either by the Accounts/ Audit Officer or by Departmental authorities, all advances made but not adjusted and losses etc., affecting the balance of the office.

- Head of the Office shall check at least **10% of the entries** made there in every month and initial them.

Rule 86. The recovery of a sum disallowed from a pay bill or of a sum disallowed from a T.A. claim maybe made from the **next pay bill**. If the G.S. concerned does not present other T.A. bill **within a month**, recovery shall be made through cash or pay.

Rule 87. The Circle Postal Accounts office/Audit Office deals with Disbursing Officers directly in the matter of objections statements or audit memoranda and **each department of the Office issues separate objections in connection with the audit work done by it**.

Rule 88. Objection statements

- In the case of **bills of Gazetted Officers**, objections in audit are communicated in separate printed memoranda to the Officers concerned, copies being sent to Disbursing Officers.
- In the case of cash **accounts/Trial Balance**, primary abstracts, establishment pay and travelling allowance bills and contingent bills, etc. items of objections are shown in the objection statement.

Rule 89. The objection statements are prepared by the Account Office in **duplicate** both the copies (1) **Pencil draft**, (2) **Carbonized copy**, being sent to the Disbursing officer or the Head of Office, as the case may.

- The **Draft copy should be retained in office record**, while the carbonized copy should be returned to Account office with reply neatly written in ink against each item of



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objection. Copies of these replies should be kept on the **pencil copy** for future reference.

Rule 90. If Disbursing Officer or Head of Offices are **dilatory in returning objection statements** or in settling objections, the matter will be reported by the **Audit office/ Account Office** to the **Head of Circle** Concerned.

- In the case of an officer **habitually delaying the return of objection statements**, a special report will be made to the **Director-General**.

Rule 91. **Once a transaction has been entered in the objection statement** will continue to be in force until such time as it is removed either by the Head of the Office **obtaining the requisite sanction** or **by the CPAO/Audit Office** intimating the withdrawal of the objection.

NOTE – The account records against **which audit objections are pending should not be destroyed until final settlement of audit objections**.

Rule 93. Disbursing Officers should give **full and clear replies to each item in the objection statements**.

Rule 95. The Audit Inspection Reports will be issued in **Three Parts** viz. **Part -I, Part-II & Part-III**.

| Part-I | Part-II | Part-III |
|---|---|--|
| (a) Introductory. | Section-A. | (a) Test audit note containing minor irregularities to which will be attached a schedule of items settled on the spot. |
| (b) Outstanding objections from previous reports in brief | Consisting of important irregularities i.e., involving recoveries, questions of principle or losses, etc., which are likely to materialize into draft paras, for the Audit Report | (b) The procedural irregularities in respect of which the Head of the Office has held out assurances about following the correct procedure in future will be noted in this schedule. |
| (c) Schedule of persistent irregularities. | Section-B. | Consisting of irregularities which though not major but are to be brought to the notice of higher authorities and followed by the Audit Office |

Note- Part I and II (in respect of all Office) and Part III (in respect of Mail Motor Services) will be sent in **duplicate to the Head of the Office** and **one copy return to audit office within a month of the date of issue** of the inspection reports and retain the other copy as his office record.

Rule 96. **Postmaster of Sub-post officer or Branch office** should not address the **Circle Accounts Officer**, but through the **DH or the Postmaster of the HPO** to which are subordinate.



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- Similarly, **other non-Gazetted Officers who are not in independent charge of an office** rendering accounts to the Circle Postal Accounts Office/Audit Office may not address the Circle Postal Accounts Office/Audit Officer direct.
- Communications received direct from such Officers are returned to the **Head Postmaster or the Head of the Office**, as the case may be for disposal.
- The Circle Postal Accounts Office/Audit Office will correspond directly with Sub-Post Offices in all cases in which any information required leads to the speedy settlement of the audit questions.

Rule 97. It should be clearly understood that the Circle Postal Accounts Office/ Audit Office does not give any **opinion on hypothetical cases**. All references on doubtful cases should, therefore, be based on facts.

- All **representations or appeal** should lie always to the proper executive authorities and **not to the Director of Audit (P&T)** even where the complaint is against the decision of Circle Postal Accounts Office/Audit Office.

Rule 98. Requisitions for audited documents

- Audited bills, vouchers, vouchers, etc., **will not, as a general rule be supplied by the Circle Postal Accounts Office/ Audit Office** to any Departmental Officer.
- When, such a document is absolutely necessary, **a requisition should be submitted to the Circle Postal Accounts Office through the Head of the Circle.**
- On receipt of the requisition, the Circle Postal Accounts Office will forward the document in question in a **registered cover to the Head of the Circle for transmission to the Officer signing the requisition.**
- The Departmental Officer should similarly return the document to the Accounts Office through the Head of the Circle in a **registered cover with Special care.**
- The above **rule does not apply to requisitions** for paid Money Orders, paid Indian Postal Orders, discharged Post Office certificates direct sent to the CPAO by the Superintendents of Post Offices and Senior Postmasters.
- Inspectors of Post Offices, all Head Postmasters and Sub-Postmasters** in the selection grade may also call for paid Money Orders direct for purpose of enquiry.
- Superintendents or Postmasters of First-Class Head Offices may send requisition for **unpaid void Money Orders stating the circumstances in which they are required**

Chapter-V Cash

Rule 99. Every Govt. servant is personally responsible for all Government money with passes through his hands and **for prompt record of receipts and payments in the prescribed account**. The private cash or accounts of a Govt. servant may, on no account, be mixed up with the public cash or accounts.

Rule 100. The term "**Cash**" includes **legal tender coins, currency or Bank notes**, Treasury

Certificate, cheques payable on demand and Demand Drafts.

- But not includes in term of Cash Govt. Securities, deposit receipts of Banks, debentures and bonds accepted as security deposit whether from contractors or from employees of department.
- Postage stamp, stationery, reply coupon, and other stamps are not part of Cash but are considered as stock and form part of the inventory.

Rule 101. Departmental receipts may ordinarily be realized in legal tender coin or currency or Bank notes only. Government currency and Bank notes of all denominations are legal tender.

Rule 102. Public money not in the custody of a Treasury or the Bank shall be kept in strong treasure chests and secured by two locks of different patterns.

- As a general rule, the key of one lock should be kept in the custody of one man while that of the second should be in the custody of another.
- When there is a police guard, the Officer in charge of such guard should be entrusted with the custody of the key of one lock.
- The chest should never be opened without both the custodians of the keys being present.
- The Officer in charge of the police guard (where such guard is provided) should always be present when the treasure chest is opened and until it is again locked.

Rule 106. Local and Outstations Cheque

- (a) A cheque drawn on any Bank at the same station as that of the office at which it is accepted will be regarded as local cheque. (Clearance of cheque may have to be done through another HPO at the same station)
- (b) A cheque drawn on any Bank located at the same station as that of the HPO and accepted at any of its sub-offices will also be regarded as local cheque.
- (c) All other cheque will be treated as outstation cheques.

Rule 107. (a) Cheques may be accepted from the public for any Department of Posts transactions in Post Offices, Cheque amount not less than Rs.20/-

Rule 109. Cheques received in payment of Postal dues, should be brought directly to account in **Cash Book** or in those initial records from which the **Cash Book** is posted.

- Register of cheques received and cleared (**Form A.C.G. 28).**
Cash Book

Rule 110. Every Officer of Govt. servant who is authorized as a regular arrangement, to receive money or make payment on behalf of Govt. must keep a Cash Book. Before bringing a Cash book into use, Post master of HPO or the Officer nominated by him



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should count the number of pages and record a certificate of count on the first page of the Cash book.

- The Cash Book shall be maintained for posting all the vouchers relating to disbursements to the head of accounts of which the transactions are taken place.
- After recording all the transactions of a day, the balancing should be done in the main Cash Book.
- Sub Postmaster and Branch Postmasters are exempted from keeping Cash book.
- The receipt transactions for which ACG-67 receipts are issued may be recorded in Cash book.
- Disbursing officer is responsible for up-keep and maintenance of Cash book during its currency, he should also be responsible for the safe custody of used-up Cash book.
- A Register should be maintained for the used-up Cash book showing the period of use.

Rule 112. The Cash Book should be treated as one of the most important account records an Officer may be required to keep.

Rule 113. No receipt or payment other than that of cash may be entered in the Cash Book.

Rule 114. All transactions of receipt or payment must be entered immediately on their occurrence and in order of their occurrence.

- Document numbers /Bill numbers that are generated in application should be entered on the bill received or other voucher on which the money was realized or payment made.
- The contingent Register (TR-29) will be maintained in two parts to record the two types of office expenditure
 - (1) the expenditure met from the permanent advance.
 - (2) the expenditure met otherwise.

Rule 115. Erasure of an entry once made in the Cash Book is strictly prohibited. If a mistake has been made and is discovered before the month's account have been closed and submitted to the proper authority, the mistake should be corrected by striking out the incorrect entry and inserting the correct one in red ink between lines. Every such correction should be attested invariably with the dated initials of the Disbursing Officer or officer responsible.

- If the mistake is discovered after the accounts have been submitted to the proper authority, it can be corrected only on obtaining the sanction of the authority to whom the accounts are submitted.
- A register should be maintained having the details of the error to be rectified like document number, details of transaction, date of transaction, original GL code posting and the correct GL code to which the correction is proposed and made in



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the office within the accounting month or submission of proposal of correction to the Postal Accounts Office if the accounting period is over.

Rule 116. The Disbursing Officer shall **check all entries in his Cash Book** as soon as possible after the date of occurrence and he should initial the book dating his initials after the last entry checked by him. The Cash Book should be signed by him at the end of the month.

- The Head Office Cash Book and Treasurer's Cash Book kept in a Head Post Office should be signed by **Postmaster every day**. The Cash Book kept in a HRO should be signed by the **Head Record Clerk at the close of each period of account**.

Rule 117. The following are the more important points which must be attended to by the Disbursing Officer when verifying the Cash Book in accordance with Rule 116: -

- 1) Each entry of payment should be compared with the connected voucher and the voucher should be examined to see that it bears a payment order recorded by himself. **Each voucher should be ticked off as it is compared.**
- 2) Where any deductions from the gross amount of a voucher are to be recorded, under the rules, as receipts on the '**Receipt' side of the Cash Book**', the entries of such receipts in the Cash Book should be compared with the amounts of deductions in the voucher.
- 3) Each entry of receipt should be verified **with the counterfoil** or office copy of the receipt granted when the money was received.
- 4) Entries of drawings from treasuries should be compared with the counterfoils of **Cheque Books or the duplicate copies of the vouchers**.

Rule 118. Funds required by Disbursing Officers of the Department of Posts are, as a rule, obtained from treasuries by **cheques or on vouchers or on simple receipts**.

Rule 119. The Cash Book must be **closed and balanced on the date prescribed for closing the Cash accounts of the month** but when the transactions are numerous, a weekly or even a daily balancing is recommended.

- The Head Office Cash Book and the Treasurer's Cash Book kept in a Head Post Office are required to be closed and **balanced every day**.
- The Cash Book or daily transaction report need not be closed on days when there are no transactions and the cash chest is not opened.

Rule 120. The **actual balance of cash should be counted and verified personally by the Officer in-charge of Cash Book** on the last working day of each period for which accounts have to be submitted. The cash balance may be counted on the **first working day of the following** period before any disbursement is made on that date.



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- A certificate of the count of cash specifying both in words and figures the actual cash balance should be recorded below the closing entries of the Cash Book of the previous period.

- Rule 121.** The Officer authorized to pay the Pay and Allowances on **the last working day of the month** accounts the amount which are considered as Out of Account recoveries like, collections made under Pay Roll Savings Scheme, Society recoveries may be paid either electronically or by cheque and acknowledgement obtained & kept on record.
- In some cases, **like payment to Court etc.** it may be sent by e-Mo deducting the commission. All **payment** should be made through CSI platform in concerned GL code by cheque or SB credit.

Rule 122. When the contents of the cash chest being counted, the balances as per Cash Book **is found to be incorrect**, it must unless the error can be detected and rectified at once, be rectified by making the necessary receipt or payment entry as follows:

To Rs. By Rs.
Cash found excess in chest. **Cash found deficient in chest**

Rule 123. Verification of balances by Inspecting Officers

- Inspecting Officers of the Department (viz. AD of Postal Services, SPOs and IP) should, **after carrying out the verification of the cash balances** submit to the Accounts Office a report in Form A.C.G.-84, showing particulars of the balance held by every Head Post Office inspected on the **last day of each month**.

CHAPTER-VI **Supply of Funds and Other Remittance Transactions**

Rule 124.

- (1) **Minimum and maximum cash balance of each Post Office fixation: -**

| Type of Post office | Competent who fixed Authorized cash balance |
|---------------------|--|
| First-class HPO | Head of Circle or the SSPOs under his control |
| HO/MDG/SO/BO | Division Head under his control |

Rule 125. All HPO remit their surplus collection to Bank or treasury. There is no any bank or treasury, the cash should be sent to **other Post Office**.

Rule 126. The authority issued by the CPAO opening a drawing account by the Postmaster shall remain current for **3 months** from the date of its issue.

Treasury Pass Book

- Each Head Office must keep a separate **Treasury Passbook in ACG 8**.
- Treasury Pass Books kept by Sub office dealing directly with a Treasury/ Bank.

- The Treasury Passbook must be kept in the Head Postmaster's personal custody.
- In the case of GPO/HPO/MDGs, this duty may be delegated to a Gazetted Deputy or Assistant Postmaster order of DG.
- Bank scrolls should be sent to the GM (F), Director, Deputy director of Accounts Disbursing officer concerned by bank.

Rule 128. to 129. Remittance & Drawings from Treasury

- The Head Postmaster will draw necessary funds either by means of treasury vouchers or by cheques drawn on treasury/bank.
- When funds are drawn by a Postmaster from a Treasury or a Sub-Treasury, he shall present his Treasury Pass Book with a receipt.
- When funds are drawn by Sub Postmaster from a Treasury or Sub-Treasury, he shall present his Pass Book with **duplicate receipts**.
- Discontinuation of usage of Physical (receipt copy) of **Memorandum of remittances** ACG 11, 11(a) and vouchers ACG 12,13 and 14 in the Post Offices: -

Remittance to Treasury and Drawing from Treasury

- a. ACG 11 - Memorandum of remittances (HO, Cash, duplicate)
- b. ACG 11(a) - Memorandum of remittances (HO, Cheque, Triplicate)
- c. ACG 12 - Voucher for drawing from treasury (HO, duplicate)
- d. ACG 13 - Remittance to treasury. (SO, Cash-triplicate, CHQ- Quadruplicate)
- e. ACG 14 - Drawn from treasury. (SO, triplicate)

| S.No | ACG | New Process |
|------|-----------------------|--|
| 1. | ACG-11, 11(a) & 13 | The challan/voucher shall be mandatorily generated through CSI system bearing the form number in a consecutive manner. |
| 2. | ACG-12 & 14 | Cheque books supplied by the Circle Accounts Officers shall be used for this purpose. |

Note-

- Physical uses of above form in TNF (Technically not feasible) site or dealing with state treasury only.
- The books of vouchers serially numbered from **1 to 50000** printed.

Rule 130. Cheques

- a. Cheques will not be drawn for amounts less than Rs 100/-.
- b. All such cheques drawn should be crossed and made **"Not Negotiable"**.
- c. **The Post master of CBPO at Delhi and Kolkata** are authorized to draw cheques on RBI, **Nagpur** for the purpose of making postal payment.

ELECTRONIC RECEIPTS & PAYMENTS

Rule 131. Receipt-

- Payments to be made to the Department of Posts by the Customers may remit to the **Postmaster's Remittances Account**. The per contra entry shall be shown against the service which is availed by the Customer.



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Rule 132. Payment

- All payments to suppliers, contractors, grantees/ loanee institutions etc. **above Rs. 5000** should be made through electronic advices through GePG/ PFMS.

Rule 136. Surplus collection of cash by Sub office to be remitted to Head Post office situated at station authorized by the superintendent of post office and in case of first class HPO by HOC.

Rule 137. **The Head of Circle or the Superintendent of Post offices** will prescribe the manner in which cash remittances are to be exchanged **between two Head Post Offices**.

Remittance Advice & Acknowledgment (RA)- ACG-15

- (a) Every remittance sent by one HPO to another, a remittance advice and acknowledgement should be prepared by **remittance office**, and dispatched in a cover of **Registered on Postal Service** addressed to **the Head Postmaster of the office** to which the remittance is made. The remittance advice should be filled in the receiving office in a separate bundle, while the remittance acknowledgement should be impressed with the **oblong money order stamp**, singed and returned to the remitting office, where it should be pasted to its counterfoil.
- (b) When a remittance is sent by post, the money should be enclosed in a cash bag in the **present of the Postmaster or Deputy Postmaster**. The cash bag should be sealed with **the cash seal**. Its weight should be noted on the **remittance advice and acknowledgement**, and it should be made over to the **Registration clerk** for dispatch in the **registered bag** (under receipt on the treasurer Cash Book).

Rule 139 to 142.

- A cash imprest of a moderate amount is sanctioned by **the Head of Circle** for offices which are not authorized to use their cash receipts for defraying contingent expenses. Imprest certificate **Form ACG-75**.
- Maximum amount payable on an imprest certificate at **one time is Rs. 250/-**

Rule 148. Cheque Books are supplied by the Circle Account Officer concerned to the Departmental Officers authorized to issue cheques on treasuries on receipt of the printed requisition. Not more than **one cheque book** on a single requisition.

- But post office where each day issue cheque **more than 30 or average** may be allowed **more than one cheque book**. The Postmasters should, however, bring into use only one cheque book at a time and guard against any misuse.

Rule 149. Register of Cheque Book- CPWA 52

Rule 153. Cheques drawn in favor of Government offices or Departments or dues shall be



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crossed and the words "for credit to Government account and not payable in "cash".

- Cheques shall bear the superscription "**not transferable**" on the top and are **not negotiable**.
- Cheques drawn in favor of Gazetted Government Officers and departments in settlement of Government dues shall always be crossed "**Account payee only—not negotiable**"
- In the case of Department of Posts the lowest sum for which a cheque may be issued is **Rs. 100.**
- Cases of payment of **Rs. 1 Crore and above** to a PSU/Government aided institutions, have to be authorized by the concerned PAO at New Delhi through the **RBI, New Delhi**.

Rule 155. Every cheque in favor of a Gazetted Government Officer must be made payable to order only.

Rule 156. Cheques shall be payable at any time within three months after the month of issue; thus, a cheque bearing date any time in January is payable at any time up to **30th April.**

Chapter-VII **Revenue and Miscellaneous Receipts General**

Rule 163. Franking Machine- RMFS- Remotely Managed Franking Machine.

Rule 164. Receipts on account of advertisements in Departmental Publication
e-Form A.C.G.-67 granted to the payee.

Rule 166. Receipts for Sale of Publications and Forms- The amount realized from the sale of publications, books of blank forms etc., is credited under the **detailed head, "Sale of Publications, blank forms, etc.**

Rule 168. Retail Post - Retail Post leverages the vast network of more than **150,000 Post Offices** across the country.

- Under Retail Post, a range of services are offered including the collection of electricity bills, collection of taxes, collection of other bills and fee for the Government etc. (**Electricity, Phone, Mobile Phone, Water supply, Tax, School/Examination Fees etc.)**
- **Creating of Billers user id:** -Billers are created at Divisional, Regional, Circle and at National Level on the authority of Heads of Divisions, Regions, Circle and Business Development Directorate respectively.



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- **Selling of third-Party payment**

| | |
|--------------------------|---|
| Aadhaar enrolment | The Aadhaar Enrolments are done free of cost. |
| Aadhaar Updation | 1- Demographic Updations such as Name, Email ID, Mobile Number, Address, Date of Birth etc. Rs. 50/- (including 18% GST). 2- Biometric Updations , facial image, 10 finger prints and Iris. Rs. 100/- (including 18% GST). |
| Gangajal | Available in post offices |
| POPSK | Post Office Passport Seva Kendras |
| Holy blessing | Customer can avail of India post services for delivery of Prasad and other holy offerings. |

Chapter- VIII Pay and Allowances: General Rules

Rule 169. Due Date

- (1) The preparation work of salary bills, the process is being done **through technology driven computerized platform during the last week of the month**. The data pertaining to monthly pay and fixed allowances are verified, modified, prepared and kept ready for disbursement through Bank/POSB on the last working day of the month.
- (2) Pay and allowances for the month of the March shall be paid on **the first working day of April**.
- (3) Except such special orders as may be issued by the Govt., the bills for monthly pay and fixed allowance of Govt. servant may be signed/drawn at any time not **earlier than 5 days** before the **last working day of the month**.
- (4) The process as to be followed in CSI, ERP is appended in **Annexure-I** below which is provisional and indicative only.

Annexure-I

1. CSI HR PAY ROLL

- After **implementation of CSI platform**, the concerned offices like CO/RO/ DO, Head Offices and PAO etc. will be responsible for the processing and maintenance of personal and pay roll information for their respective staff working under their jurisdiction. The data entry processing and migration of all pay roll documents and information will be the responsibility of the concerned DDOs.
- The pay roll is process based on the Employee related data maintained in the SAP system i.e., from joining related data till holding current post which includes **Personal Information Service, Leave, APAR and Pay related data etc.**



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2. Hiring Process- At the Appointing Authority Level

- The hiring process normally happens at the **Appointing Authority level** like at CO/RO/DO and PAO. The first step in the pay roll work is creation of employee id. This is done in the login credentials of Appointing Authority.

3. Mapping of Cost Centers and Organization Key (Head of Account) (PO13)

- The appointing authority is authorized to **do the cost center and org. key mapping and ensure that there is co-relation between** the Position allotted to the employee and the cost center mapped.

4. Role Delegations

- Each unit (CO/RO/DO/PAO) will designate an employee as RDA (Role Delegation Authority) who is authorized to delegate different required roles to the designated staff of respective offices, for carrying out the work of data maintenance and other pay roll related works.
- The RDA will delegate the roles from IM Portal. The authorities concerned should ensure that **the roles delegated are relevant to the work** and simultaneously should also **ensure that the officials are not delegated roles which are not relevant to their work.**
- The most important **duty of RDA is to do Post to Post mapping of the employee IDs/Position IDs of the staff of the office to their respective DDOs and their approval authorities for different type of actions.**

5. Data maintenance work at DDOs: (PA30)

- The most important place of pay roll **work is at the DDOs.** On receipt of Appointment Order from the authorities concerned the DDO should initiate the following action at their end.

6. Pay Roll Run (ZPY_MENU)

- There are **two types of HR payment process.** One Cyclic (Salary) Payment and the other is **Off Cycle Payment.** After completion of salary payment, off cycle payment process to be started and end before the commencement of live pay roll run of monthly salary.
- Off Cycle Payment consists of other than salary payments viz., Tour TA and LTC adv/adjustment bills, LTC, CEA, all terminal benefits, GPF withdrawals/advance, medical reimbursement and other claims etc.
- Salary and off cycle pay roll process includes **two stages firstly Simulation pay roll and live pay roll run and secondly simulation posting and live posting.** After completion of posting, payment will be transferred to the accounts of concerned officials through POSB interface/Bank Transfer mode.

7. Transfer and Deputation In/Out, Death, VR and Superannuation

- In the event of Transfer and Deputation in /out, retirement/death, the Appointing Authority has to complete action in the application in use.



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❖ **Attachment of Pay and Allowances etc. for debts**

Rule 174. When the pay of a Govt. servant is attached by any order of a court of law, it is the duty of the officer receiving the attachment order to see that proper deduction is made in satisfaction of such order from the pay of the Govt. servant concerned and he shall keep a record of such deductions in Form TR-13 (Court attachment Register).

- Where any order passed by court to any part of such portion of the salary as is liable to attachment has been under attachment, whether continuously or intermittently, for a total period of twenty-four months (24 Months), such portion shall be exempted from attachment until the expiry of a further period of 12 months, and, where such attachment has been made in execution of one and the same decree, shall, after the attachment has continued for a total period of 24 months, be finally exempt from attachment in execution of that decree.
- Exempt from attachment in execution of that decree.
 - One-third (1/3) of the salary in execution of any decree for maintenance.
 - Subsistence allowance or subsistence grant under suspension.
 - All type of allowance (HRA, TPA, CEA, Uniform, DA, TA, Foreign Allowance, MR, Field Allowance)

Net amount attachable = X-Y- (One third of Basic Pay (1/3))

X= Gross emoluments

Y= Allowances

Rule 175. Calculation of Maximum amount attachable by a Civil Court, for decrees other than decrees of maintenance.

Net amount attachable = $\frac{(X-Y-1000)}{3}$

X= Gross emoluments, Y= Allowances

Rule 176. Compliance of second order of attachment

- If an order of attachment against the Govt. servant is received before a previous order of attachment against the same Govt. servant has been fully complied.
- If a new attachment order has the result of increasing the amount beyond the maximum limits prescribed, the Disbursing Officer shall return the attachment order to the Court concerned with the particulars of the court concerned.

Rule 177. Any deductions i.e., subscription, GPF, Govt. due should be made from the non-attachable portion of the Government servant's salary.

Rule 179. The cost, if any of remittance to a Court of money realized under its attachment order shall be deducted from that amount realized and the net amount remitted to the Court.



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❖ **First payment of Pay, Allowance, etc.**

Rule 180. When the name of a Government servant appears for the first time in a pay bill, the bill shall be supported by a **Last Pay Certificate** in prescribed for the purpose.

- Where the competent authority under any rule or order authorizes the drawl of pay and allowances of a newly appointed Government servant for a period not exceeding **two months without a medical certificate of fitness**, a certificate to this effect shall be furnished in the first pay bill.
- The form of Last Pay Certificate prescribed in **Appendix 4.**
- As the **medical certificate of fitness furnished by a government servant is an important document** an entry in his Service Book may be made under the signature of the Head of the Office.

Rule 181. In all cases of transfers, the responsibility for obtaining his **own copy of LPC from his last disbursing officer** shall rest with the Govt. servant concerned.

Rule 182. A Disbursing Officer must be **careful not to pay the pay and allowances to a government servant** to whom he has granted a Last Pay Certificate.

- (a) Provisional payment of **substantive pay may** be allowed to non-gazetted Govt. servant pending receipt of his LPC.
- (b) **Drawl of provisional pay when renewal sanction for temporary posts not received-** for Gazetted officers may draw their pay and allowances provisionally up a period of **three months** expiry of sanction.

❖ **Arrear Bills**

Rule 185. Arrears of pay, fixed allowances or leave salary shall be drawn, not in the ordinary monthly bill, but in a separate bill-

- The bill clerk who actually draws up the arrear bill will make the entries in the original bills, **the Accountant or L.S.G. Clerk- in-Charge** should check the entries **100%**, and drawer of the bill should check **at least 10%**, of such entries.
- Where the bill clerk and the accountant happen to be the same as in the case of small Post Offices, some other official in supervisory charge should attest them **100%**, the actual drawing officer attesting **at least 10%, of the entries.**

Rule 187. Payment on quitting service

- The last payment of pay or allowances on retirement, resignation, dismissal, death or otherwise, or placed under suspension, until the Disbursing Officer has satisfied himself, by reference both to the Account Officer, the departmental authorities and to his own records, that there **are no demands outstanding against him.**

Rule 188. Death of Payee

- Pay and allowance can be drawn for the day of the Govt servant's death, hours at which death takes place has no effect on the claim.



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- **"Day"** for the purpose of this rule should mean a calendar day beginning and ending at midnight.

Rule 189. Pay including leave salary, and allowances of all kinds claimed on behalf of a deceased Government servant may be paid without the production of the **usual legal authority** under the orders of the head of Office in which the Government Servant was employed at the time of his death.

Provided the Head of Office is otherwise satisfied about the right of the claimant-

- Provided that Head of Office may subject to the condition that the anticipatory payment of **an amount not exceeding Rs.10,000.**
- In cases where the gross amount of the **claim exceeds Rs. 10,000,** the payment will be made by the head of office only on the execution of an **Indemnity Bond if Form T.R. 14** duly stamped for the gross amount due for payment, with such sureties as may be deemed necessary.
- In any case of doubt payment shall be made only to the person **producing the legal authority.**

❖ **Place of Payment**

Rule 190. The claims on account of pay and allowances of the **Gazetted and non-Gazetted personnel should be deemed to arise at the station where the Drawing and Disbursing Officer who draws the claims, is stationed.**

- Post Office, or the Head Record Office, to which the Government servant is attached when the claim arises, **the place of payment.**

Rule 191. In case of transfer the pay due in respect of the old post, which has not been drawn at the time of the transfer, may be drawn at the new Headquarters or at the place in which the pay in respect of the new post is drawn.

Rule 192. Leave Salary- The leave salary of a Govt. servant, when payable in India, shall be drawn by the Drawing Officer and shall be remitted to Bank /POSB Account of the Government Servant by whom his pay was being **drawn immediately before proceeding on leave.**

- In cases where a period of leave is followed by transfer, any portion of leave salary which was not drawn at the old station, may be drawn at the office of disbursement from which the pay in respect of the new posting station.

Rule 193. If pay or allowances be due in India to a Government Servant absent out of India, shall be paid into designated Bank/POSB account identified and linked to his salary.

- Provided that when the Government servant has finally quitted India and it is not possible for him to make his own arrangement for receiving his own pay and



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allowances in India, payment may be made to him through the **High Commissioner of India**.

Rule 195. Payment of Honorarium

- (1) All claims to honoraria granted to persons not in Government Service should be drawn on Receipt in **e-Form A.C.G. 17** or credit to the designated bank/POSB account of the person.
- (2) Claims to honoraria granted to the Government Officials shall be processed by **PA 30 under CSI**. The amount will be credited to the Bank/POSB Accounts.
- (3) In the case of honorarium granted to Gazetted or non-Gazetted Govt. servants of another Department or Government, a copy of the sanction should be sent to the administrative head of the Department. **A copy of the sanction to the grant of honorarium should be forwarded simultaneously** also to the GM (PAF)/Director of Accounts (Postal), for the adjustment through the settlement account.
- Pay and allowances of the Govt. officers will be drawn on the same form **ACG-20**.

Chapter-IX Establishment

Rule 199. The establishment of each office are divided into “**Sections**”. No fixed rules can be laid down as to what constitutes a section.

- (a) The sections should be mainly divided according **to the different classes of officials under each detailed head of account** in each sub-section of each Abstract of expenditure.
- (b) The establishment should ordinarily be divided into **many sections** as there are different scales of pay so that each section may represent a unit of Govt. Servant drawing pay in the same time-scale and under one officer's control.

Explanation- In Post office, Postal Assistant and SPM, on same time scale of the pay form one section. And, Sub-divisional Inspector of Post Offices and OS of SPOs offices form one section.

❖ **Alteration of Establishment**

Rule 200. When the entertainment of a new establishment or a change, temporary or permanent, is proposed in an office, a letter fully explaining the proposals and the conditions.

Registered of Sanctioned Establishment

Rule 205. A register in prescribed **Form ACG-19(a)** should be maintained by Heads of Offices in the all branches of the Department of Posts showing the sanctioned establishment under them. The head of office will be personally responsible for seeing that the register is kept up-to-date.

Rule 206. In addition to the register of sanctioned establishments, which will contain details of the establishment of each office or line within the jurisdiction of the Head Post Office, the Head Postmaster will maintain.

Date of Birth

Rule 207. At the time of appointment, declare the date his birth by the Christian era with



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as far as possible confirmatory documentary evidence.

- Such as a matriculation certificate, municipal birth certificate and so on. The actual date or the assumed date determined should be recorded in the history of services, Service Book.
- **No alteration in date of birth** should be made of Govt. Servant, except with the sanction of the Ministry/Department concerned of the Central Govt., under which the Government servant is serving provided:

Changing in date of Birth: -

- (a) A request in this regard is made **within 5 years** of his entry into Govt. service.
- (b) It is clearly established that a genuine Bonafede mistake has occurred.
- (c) The date of birth so altered would not make him ineligible to appear in any UPSC examination in which he had appeared.
- **Heads of Departments** are authorized to exercise this power in the case of non-Gazetted Government **servants under their control.**

Rule 208. Determination of age

- a) If a Govt. servant is unable to state his exact date of birth but can state the year, or year and month of birth, the 1st July or 16 the of month respectively, may be treated as the date of his birth.
- b) If he is only able to state his approximate age, his date of birth may be assumed to be the corresponding date after deducting the number of years representing his age from his date of appointment.

Service Book

Rule 209. The details rules regarding the maintenance of service book are contained in **SR 197 to 203** and Rules 288 of the GFR 2017.

- The cost-of-service book should be borne by Government and expenditure on this account debited to **Head- 3201-102-01-04 (Stationery and Forms printing, storage and distribution).**
- Inclusion of Aadhar/Unique Identification number (UID) in Service Book of Government servants.
- **Implementation of e-Service Book in all Ministries/Departments-** The e-Service Book module is presently available under the e-office Mission mode Project.
- All Ministries/Departments are advised to adopt the e-Service Book as the same will be treated as legal tender for all purpose.

Rule 210. Verification of Service book

- At a fixed time early in the year the Service Books should be taken up for verification by the Head of the Office who after satisfying himself that the services of the Government servant concerned are correctly recorded in each Service Book.
- Head of Officer should inspect the documents every year and initial them at least **10% of total service book.**



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- **Elimination of delay in the sanctioning and payment of pension:** - All service should be verified after 18 years of appointment or 5 years before retirement, whichever is earlier.
- The descriptive particulars of Govt. servant in Service book on the first page should be re-attested every five years by the supervising officer concerned.
- The re-attestation of entries on the first page of the Service Books should be made by the Superintendent in respect of the ASP and IPs and by the IP/IRM or SPOs/SRM in respect of LSG officials in PO and RMS.
- The cost of photograph to be affixed on the first page of the revised service book shall be borne by the Government.

Rule 210. The service book and service rolls should be kept in the custody of the Head of Office.

- The service books of non-Gazetted servant of post office on deputations to APS, they officiate as Gazetted Officers will be kept centrally in the Office of the Director of Postal Accounts, Nagpur (APS section) for the sake of convenience and facility.

Rule 212. Service Book Maintenance

- (a) The service Books should be kept arranged alphabetically.
- (b) Service Books must always be kept unfolded.
- (c) When the owner of a Service Book dies or resigns or is discharged, the date of his death, resignation or discharge (as the case may be) should be entered in his service book. The service book or roll should be preserved in the custody of the Head of the Office for 5 years and then destroyed.
- (d) The descriptive particulars on the first page of a government servant's Service Book should be re-attested every 5 years by the supervising Officer concerned.

Rule 214. Leave Account- The Leave Account of a non-Gazetted Government servant will be kept in the custody of the Head of the Office in which he is employed and the entries in the Leave Account attested by the later.

- The Leave Account of a non-Gazetted Government servant who himself is the Head of an Office should, however, be kept in the custody of his immediate superior who will also attest the entries in the Leave Account.
- Example: -HSG-I Postmaster's service book should be kept by Divisional Head.

Monthly Bills

Rule 215. Bills for pay, fixed allowances and leave salaries shall be prepared separately for permanent, temporary and experimental establishments in Form A.C.G. 20.

- The bill shall be divided into two parts. First Part Govt. Servant pay and allowances and in second part other payments (i.e., rent, FSC, etc.)



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- All fixed allowances claimable by a non-Gazetted Government servant shall be drawn in the establishment pay.

Rule 220. If a Government servant works in different Sections for broken periods of a month his pay should be drawn in the bills under each of these sections for the days he actually works there.

- Presently, all the payments on account of pay and allowances, TA/LTC bills etc. is being made directly into the accounts either POSB or concerned Bank accounts of the officials as per the prevailing orders of the Govt. of India, Ministry of Finance.

Rule 221. Acquittance rolls of officials for whom no service Books or Service Rolls are maintained shall be prepared separately and shall on no account be combined with the acquittance of other officials.

Absentee Statement

Rule 223. The monthly bill shall be supported by an absentee statement, if any person in superior service whose name is required to be shown in the establishment pay bill, was absent during the month either on special duty or on suspension, or with or without leave other than casual leave or when a post is left vacant substantively, whether any officiating arrangements have or have not been made against it.

- When a Govt servant is paid for any period of joining time, the period should be shown separately in the absentee statement and if the period exceeds 7 days exclusive Sunday, the additional information should be mention in remark column.
- Subordinate office sends absentee statement on 22nd of each month up to the 20th day of the month, to the Head Post Master in respect of all non-Gazetted staff, whose names are required to be included in the Establishment Pay Bill.
- Supplementary absentee statement sends from 21th to end of the month 1st on the following month.
- The Head Postmasters should check these statements with reference to charge reports, leave or posting orders, etc. before preparing the Establishment Pay Bills etc.

Head Record Office

- The Record and Sub-Record Clerks will send on the 22nd of each month, an absentee statement, up to the 20th of the month, to the Head Record Clerk, in respect of non-Gazetted staff.
- They shall also send a Supplementary statement from 21st up to the end of the month on the 1st of the following month.

Rule 224. When a government servant is transferred permanently to another Government, the Head of the Office from which he is transferred should prepare a leave account and send it to the Head of the office to which he is transferred. A copy of his leave account should simultaneously be sent to the circle Accounts Officer of the Office



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from which the Government Servant is transferred.

Rule 225. Periodical Increment in TR-24

- Bi-annual increment for the officials on **1st of January** and **1st of July of each year**, the DDOs prepare the list of eligible officials who are due for increment on the dates as mentioned above. Periodical Increment process now is being done through SAP with **T-code PA 30**.

Rule 227. Travelling allowance Bill Form GAR-14

Rule 228. The travelling allowance bills of Government servants proceeding on tour shall be presented at convenient intervals during the period of their tour or immediately on return to the headquarters and, as far as practicable, before **31st day of March** if the tour has been completed before that date.

Rule 234. A bill (**Form A.C.G.-37**) for **Overtime Allowance**, including overtime allowance in lieu of duty on Sunday or Weekly Off days, earned by the sorters etc., in a Railway Mail Service Division during any four-weekly cycle should be prepared in **duplicate** after the completion of a cycle and submitted by the Head Record Clerk to the Divisional Superintendent.

- **Up to 70 hours** - Sanctioned by Divisional head
- **Beyond 70 hours** - Formal permission from Head of circle.

Rule 235. Out station allowance form ACG-38

- Outstation allowances (OSA) earned by Sorters, Mail Guards and Van-Peons will be drawn in **Form A.C.G. 38** in the beginning of the following month by the Head Record Clerk who will submit the bill to the Divisional Superintendent for counter signature.

Rule 238. Distribution of pay and allowance ACG-24 (A roll)

- If for any reason, payment cannot be made within the course of the month, the amount drawn for the payee shall be refunded by short drawl in the next bill and maintained **Undisbursed pay and allowance in Register ACG-54**.

Chapter-X Contingent Charges

Rule 241. Contingent Charges:

- 1) The term '**Contingent Charges**' or '**Contingencies**' used in this Chapter means and includes all incidental and other expenses, which are incurred for the management of an office as an office or for the technical working of a department, other than those which under prescribed rules of classification of expenditure fall under such other heads as '**works**', '**repairs**', '**stock**', or '**tools and plants**', etc.
- 2) The term "**Contingent Charges**" will **also exclude** all items falling within the category of pay and allowances to Government Servants, leave salary, pensions, Grant-in-Aid, Contributions works, stocks, tools and plant and the like.



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Rule 243. Classification of Charges

- (i) **Contract contingencies:** - Those for which a lump sum is placed annually at the disposal of a Disbursing Officer for expenditure without further sanction of any kind. They generally consist of charges the annual incidence of which can be averaged with reasonable accuracy.
- (ii) **Special Contingencies:** - To include such contingent charges, whether recurring or non-recurring, as cannot be incurred without the previous sanction of superior authority.
- (iii) **Countersigned Contingencies:** - To include such contingent charges as may require the approval of some controlling authority before they can be admitted as expenditure against the Government, such approval usually taking the form of counter signature after payment on a detailed bill submitted to the Account Officer.
- (iv) **Fully Vouched Contingencies:** - to comprise contingent charges, which neither special sanction nor countersignature, but may be incurred by the Head of the office on his own authority subject to the necessity of accounting for them. These may be passed on fully vouched bills without countersignature.

Note: - Contingent bill of the Offices of the **DG and HOC** do not require any countersignature.

Rule 245. Persons on **daily wages (casual workers)** should not be engaged for a work of **regular nature**. Casual Labourers cannot be deployed/engaged for a work of regular nature, casual which stands assigned to the MTS.

Rule 246. Where the nature of **work entrusted to the casual workers and regular employees is the same**, the casual workers may be paid at the rate of 1/30th of the pay at the minimum of the relevant pay scale plus dearness allowance for work of 8 hours a day.

Responsibility of Drawing Officers

Rule 250. Every Government Officer shall exercise the same vigilance in respect to petty contingent expenses as a person of ordinary prudence may be expected to exercise in spending his own money.

Responsibility of Controlling Authority

Rule 251. The countersigning officer shall be responsible for seeing

- (i) That the items of expenditure included in a contingent bill are of obvious necessity, and are at fair reasonable rates.
- (ii) That previous sanction for any item requiring it is attached.
- (iii) That the requisite vouchers are all received and in order, and that calculations are correct.
- (iv) That the grants have not been exceeded and if they are likely to be exceeded the reason for any excess communicate to Circle Account Office.



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Rule 252. Permanent Advances Rs. 500/- for contingent expenditure. The holder of a permanent advance is responsible for the safe custody of the money placed in his hands. (Permanent Advance for IP, ASP and HSG-I Postmaster).

Control of Contingent Expenditure

Rule 255. No detailed bills need be submitted to a higher authority for contingent charges which are not classed as countersigned contingencies.

Rule 258. Record of Sanctions to expenditure- Sanctioning authority will keep a record of all sanctions accorded by him for each such class of expenditure in a register.

Rule 259. Cancellation and Destruction of Sub-vouchers

All Drawing and Controlling Officers in the matter of cancellation and destruction of sub-vouchers follows the below rules-

- (1) Unless in any case it is distinctly provided otherwise by any rule or order, no sub-voucher may be destroyed until after a lapse of three years.
- (2) Every sub-voucher which is not forwarded either to the Accounts Officer or to a Controlling Officer along with the bills but is recorded in the office to which the expenditure relates, must be duly cancelled by means of a rubber stamp or by an endorsement in red ink across the voucher.
- (3) Sub-vouchers for sums exceeding Rs. 50 but not exceeding Rs. 200 submitted to a Controlling Officer which he is not required to forward to the Accounts Officer shall be duly cancelled by him after check and the cancellation shall be attested by the Controlling Officer at the time of countersignature of the bill.

Contingent Registers

Rule 265. In the Director General's Office and the Circle Offices the register will be maintained in form T.R. 29.

- **Contingent Register at HPO- ACG-18**
- **Contingent Register at HRO- ACG-18-A**

Rule 267. A Contingent Bill for payment to suppliers, etc., which cannot be met from the permanent advance, may be endorsed for payment to the party concerned.

Note: -Endorsements will, in all cases, remain current for three months only counting from the date of issue. In the case of bills issued in the last quarter of the year, the payment order will lapse unless the bills are cashed by the end of March.

Abstract Bill

Rule 275. In the case of contingencies countersigned after payment, the charges are drawn in abstract contingent bills in Form No. A.C.G. 19.

Rule 276. Detailed Bill- From the monthly totals of the contingent register, the monthly



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detailed bill shall, in the case of contingent charges countersigned after payment, be prepared in **Form A.C-G. 19(1)** and showing the monthly total of each column, with description of each charge requiring explanation.

Rule 278. Counter Signature –

- 1) The Countersigning Officers shall sign the bill and dispatch it to the CPAO direct on or before the **5th of the second month following the month** to which the charges relate in case of bills of all Head Post Offices.
- 2) **15th of the second month following** in the case of GPO/HPO/MDGs and **last day of the month following in the case of other offices with the sub-vouchers** required to be sent to the CPAO.
- 3) Sub-vouchers for the following items should be forwarded with the countersigned bill by the controlling authority to the Circle Accounts Office-
 - (a) All items for more than **Rs.200.**
 - (b) All items of payment of Railway freight on postal stores, etc., **for more than Rs.50.**

Chapter-XI-Miscellaneous Charges

Rule 281. Refunds of Revenue

Refunds of revenue are broadly classified as—

- 1) refunds to which the claimants are legally entitled.
- 2) refunds which are made *ex gratia*, Government being under no legal obligations to make them.
- 3) Refunds of revenues are **not regarded as expenditure** for purposes of grants or appropriations.

Rule 282. Refunds of revenue can be drawn only on the demand and on the receipt of the person entitled to receive them after production of proper authority.

Rule 283. Every refund shall be noted against **the original credit** in the departmental accounts or other documents in which the moneys received have been entered in detail. a note of the repayment recorded on the **counterfoil of the receipt**.

Rule 284. A refund shall be sanctioned by the Competent Authority and payment will be effected directly by crediting the Bank Account of the person claiming the refund and receipt together with sanction forwarded to CPAO.

Chapter XII-Loans and Advances to Govt Servant

Rule 293. In the case of advances of T.A. on transfer the sanction will specify the office to, or under the jurisdiction of, which the Government servants transferred.

Rule 296. Advances for departmental purposes may be sanctioned by the Competent Authority and disbursed into the Bank accounts/POSB accounts of the payees through digital/electronic mode of payment.

- Advance made for purpose of **construction and repairs of building** in the account under **Major Head- 8553 -P & T Advance.**



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- Advance for Govt. Servant under **Major Head-7610- Loan to Govt. servant.**
- The advances will be noted in the **Retrenchment and Recovery Register ACG-60.**

- ❖ **Advance payment to supplier-** Such advance payments should not exceed the following limits-
 - (1) **30%** of the contract value to private firms.
 - (2) **40%** of the contract value to a State or Central Government agency or a PSU.
 - (3) in case of maintenance contract, the amount should not exceed the amount payable for **six months** under the contract.
- ❖ **Part payment to suppliers** - Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it despatches the goods from its premises in terms of the contract.

Rule 298. Repairs to Rented Postal Buildings

- (1) The terms of agreement entered into with the land-lords of rented buildings occupied by the Department of Posts generally permit the Department in the event of the landlord failing to carry out, repairs, to carry out such repairs and deduct the cost of the same from the rent due.
- (2) In such cases the **Director-General and Heads of Circles are authorized to sanction expenditure on repairs** (including electric installations and repairs thereto) to rented buildings occupied by Department of Posts.
- (3) Non recoverable expenditure incurred on repairs to rented buildings should be debited to the detailed head "**Office Expenses**" in the relevant abstracts.

Rule 300. Advances to Government Servants on Personal Account

1. Personal computer 2. House Building Advance Govt. Decision

- (1) Penal Interest on interest-bearing advance- **2.5% plus rate of interest of advance.**
 - (2) In case of advances not bearing interest. - **2% over the interest** rate which is allowed by the Government on the Provident Fund.
 - (3) On the unutilized advance interest may be charged from the date of drawl of advance to the date of refund.
 - (4) The amount of interest recovered shall be credited to the receipt head to the Major Head "**068-Misc. General services-other receipts**".
- ❖ **Advance for purchase of personal computer GAR-27**
 - (1) **Rs. 50000/-** or actual price of PC, whichever is lower.
 - (2) All Government servants are eligible.
 - (3) The personal computer advance will be allowed **five time** in entire service.
 - (4) Sanctioning authority of advance is Head of Department/ administration



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- (5) **A second or subsequent advance** for the purchase of a personal computer cannot be granted before expiry of **3 years** from the date of drawl of their earlier advance.
- (6) **Mortgage**-To make, model and No. of the personal Computer should be entered in Form IV of the compendium.
- (7) **Repayment:** - In not more than **150 monthly instalments**. Total recoveries on account of all advances including computer advance, taken by a Govt. servant shall not exceed **50% of the total emolument**.
- (8) Rate of **interest 9.1 %** per annum for year 2023-2024.

Rule 302. Simple interest will be calculated on balances outstanding on the **last day of each month**.

- (i) **DDO is responsible** for calculation of interest recoverable from loanee Government Servant.
- (ii) **No interest chargeable beyond the date of death in case of recoveries from Death Gratuity or leave salary.** On interesting bearing Advances.

Rule 303. Advances to Government Servant on personal account may be drawn on ordinary pay or T.A. or on simple receipt (**Form ACG 17**) as may be found convenient.

Rule 304. The Disbursing Officer shall pay the sanctioned amount by off cycle payment using T-code **PA 30 against the wage type available for this purpose**. The sanctions shall in every case be submitted to CPAO in support of this charge.

Rule 308. When advances are recovered by deductions in bills, the **original date and amount of the advance or other sufficient particulars of the advance shall be recorded in the bill** for its identification and retained in e-format **“Drawl and Disbursement”**.

Rule 309. Rate of Recovery

The amount of an advance to a government servant on personal account to be recovered **monthly should be fixed in whole rupees**.

Rule 310. An advance of travelling allowance should be recovered in full on submission of the Government servant's travelling allowance bill.

Advance on tour/ transfer

Rule 311. In all cases of journeys in respect of which travelling allowance as for a journey on tour is admissible, an advance may be granted: —

- (i) To a Govt. servant, proceeding on tour, of an amount sufficient to cover his personal travelling expenses for **a month**. The amount of advance granted shall be adjusted **within 15 days** from the **completion of tour** or the date on which the Govt. servant resumes duty **after completion of tour**.



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- (ii) A second advance cannot be made to a government servant under this rule until an **account has been given of the first.**
- (iii) **Second advance** may be granted to undertake the journey soon after **the completion of earlier one tour by competent authority** subject to following conditions being fulfilled:-
 - (a) The second journey is required to be undertaken soon after the first one, i.e., **within week after completion of the first tour.**
 - (b) The bills for the advances drawn should be submitted latest **within a week after completion of the second journey.**
 - (c) In any case, not more than two advances should be allowed to remain outstanding at a time.
 - (d) No fresh advance should be granted to a Govt. servant so long as the first advance has not been fully adjusted except in cases where there is specific provision for the second advance.
- (iv) LTC claim with advance within **one month** and without advance **three months from date of return journey.**

Rule 312. **Supdt of post Offices** and **First-Class Postmasters** may sanction the grant of advances for payment of motor **bus fares to Cash Overseers for daily journeys** whenever this is necessary in the interest of public service not exceed the fare of railway fare admissible.

Rule 314. An **advance not granted to Govt. employee who is under suspension.** If any advance had already been sanctioned to him before he was placed under suspension, he shall not be permitted to draw such advance during the period of his suspension.

Rule 314-A. The recovery of the amount of an advance shall commence with the first issue of pay, leave salary or subsistence allowance, as the case may be, after the advance is drawn.

Rule 314-B. Recovery of interest: - The amount of interest calculated, shall be recovered in the minimum number of monthly instalments, the amount of each such instalment being not greater than the amount of the instalment fixed for repayment of the principal amount of advance.

Rule 314-C. The recovery of interest shall be commenced from **the month immediately following that** in which the repayment of the advance is completed.

Rule 314-D. Charging penal interest when purchase not effected within the period- Where the amount of advance is retained beyond one month only the normal rate of interest leviable and that for the period in excess of **one-month** penal rate of compound interest should be charged.

❖ Advance for the purchase of Personal Computer

Rule 315.- Recovery of Advance

- (1) Personal Computer shall be recovered in such number of equal monthly instalments as the Government servant may elect, **but not exceeding 150.**



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- (2) Total recoveries on account of all advances including computer advance, taken by a Government servant shall not exceed 50% of the total emoluments.

Rule 316. A Government servant who draws an advance in India for the purchase of a personal computer is expected to complete his negotiations, and to pay finally, for the personal computer within one month from the date on which he draws the advance.

- The Head of Department may, in exceptional cases, extend the period of one month prescribed in this rule up to two months.

Rule 318. A Government servant shall not sell or transfer a personal computer for so long as the amount of the advance together with the interest on such amount is not completely repaid, except with the permission of the Competent Authority.

Rule 319. Acknowledgment of Balance

- Balances outstanding as on 31st March every year in respect of Loans and Advances granted to Government servants verify by the CPAO.
- (a) In respect of long-term advance, the CPAO will verify the outstanding balance shown in the schedules of recovery that are available in HR module.
- (b) In respect of short-term advances, each Drawing Officer will record a certificate on the monthly abstract for the month of April each year that "This total (namely Rs...) on the amounts outstanding on 31st March 20.....(excluding recoveries from pay bill for March).

Chapter-XIII- Sanctions

Rule 323. Date of effect of sanction- shall have effect from the date of issue of the sanction of order.

Rule 324. Lapse of sanction- A sanction for any fresh charge which has not been acted on for a year must be held to have lapsed unless it is specially renewed.

- A sanction for a Provident Fund advance will remain operative for a period of three months and should be deemed to have lapsed after this period unless it is specifically renewed.
- These orders do not apply to a case where an allowance sanctioned for a post or a class of Government servants has not been drawn by a particular incumbent.
- Any sanction under budget provision of a specified financial year, such sanction will lapse on the expiry of the specified financial year.

Rule 329. All orders revising sanctioned scales or sanctioning the creation or abolition of permanent or temporary including experimental posts should at once be communicated by letter to the Circle Postal Accounts Office/P&T Audit office.

Rule 332. All sanctions for writing off of the irrecoverable value of stores or public money lost by fraud, etc., or like stock, or of losses of revenue or of irrecoverable advances shall be communicated to the Accounts Officer.



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Chapter – XIV-Deposits

❖ Security Deposits

Rule 339. All security deposits of employees and contractors should be covered by a bond or agreement selling forth the conditions under which the security is held and may ultimately be refunded or appropriated. (Procedure detailed in Chapter 5 of the Postal Manual, Volume II & Rule 306 of GFR 2017).

Rule 340. Recovery of Cash Deposits from Employees- Security should be furnished in the form of a Fidelity Bond in GFR 17, the security bond should be executed in Form GFR 14.

Rule 353. Security deposits of contractors

| Forms of security |
|---|
| Cash |
| Promissory Notes and stock certificates of Central Govt. or State Government, Municipal Debentures. |
| POSB Passbooks & Post Office Cash Certificates |
| Deduction of 10% from the monthly payment to be made on account of work done |
| Personal securities of two persons of known probity and substance |
| Treasury Savings Deposit Certificates |
| Deposits receipts of all Scheduled Banks |
| Fidelity Bond |
| Cheques/Drafts issued by Scheduled Banks/Co-operative Banks |
| Any other form of security approved by Government. |

Note- Security deposits (including earnest money) varying from 1% to 10%, of the estimated cost of the work of Departmental buildings from the contractor.

Rule 358. Refunds of deposits can be made only on the receipt of the person entitled to them after production of due authority.

Rule 359. When a contractor is selected, earnest money should be refunded to unsuccessful contractor.

Rule 360. In case a selected contractor fails to take up the work by the specified date, the earnest money deposited by him will be forfeited.

Rule 364. The amount refunded should be charged in the accounts as a refund and not debited to deposits.

Chapter-XV- Buildings and Railway Mail Service Vans

Rule 366. Register of Lands and Buildings

- A Register of lands and buildings (Electric Installations) belonging to Postal Department is maintained by the Heads of Circles in the form ACG-69.
- All the expenditure relating to any construction, acquisition of land or building and additions etc.



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- The register is kept **Region wise based** on the number of Regional Offices under the Circle.
- At the end of **December**, each year, additions and alterations to the cost of lands and buildings (including Electric Installations) during the previous year, will be communicated to **the Heads of Circles**.

Railway Mail Service Vans

Rule 409. A register of Railway Mail Service Vans shall be maintained in the Circle Office in Form ACG-69. **At the end of December each year**, total booked expenditure in respect of the previous year will be communicated by the CPAO concerned.

- **A register in Form ACG-69** will also be maintained in the Office of the DG, Department of Posts, in respect of each Mail Van under construction.
- As and when a Mail Van is completed and allotted to a particular Circle, an extract from the register will be furnished to the **Head of Circle**.

Chapter-XVI-General Provident Fund

Rule 414. Revised procedure consequent on dispensing with the submission of application for admission to General Provident Fund-

- 1) Each Head office should send a statement **in duplicate** to the Circle accountant concerned in the form prescribed on the **15th of every month**.
- 2) The statement should be sent **before 3 months from the date of subscription to be started**. i.e., the statement to be sent on 15th April, applicant subscribe from 1st July (deduction from pay of June).
- 3) The **Account officer will return one copy of the statement indicating account number allotted to each of the Govt. servant** included in the statement.
- 4) The head of office should **give a certificate** on the statement regarding eligibility of applicant according to relevant rules.
- 5) As soon as a government servant is admitted to GPF, the Provident Fund account number allotted to him should be entered on **the right hand to of Page 1 of his/her Service book**.
- 6) The Head of the office ensured that no account has already been opened of subscriber before forwarding the application (statement).

Note-

- (1) **Eligibility of persons transferred to Government from Corporate Bodies-** If he has already completed **one year's service under** that body. He will be eligible for subscribe the fund.
- (2) Further, **one year service not necessary** in case of Government servant transferred from State Government or from another Department.



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Rule 415. Recovery of subscription, etc.

- 1) The recoveries being made ordinarily by deduction from pay bills of the government servant concerned.
- 2) The amount of subscription is within the **minimum and maximum** rate prescribed the rules of the Fund.
- 3) After the starting the recovery of subscription once should not be stopped except for special reasons.
- 4) **Upon computerization of GPF in the Department of Posts, the platform provides the details of payment by subscribers** (cash payments also) which can be accessed by the DDO, such information not required to be submitted to the Circle PAO by the DDO concerned.
- 5) The subscriber, if desires, may be allowed to pay such **recovery in cash also.**
- 6) Recovery of subscription to GPF to be compulsorily discontinued during the last **3 months** of service on superannuation.

Rule 416. The following instructions should be carefully observed by Heads of Offices with a view to **the correct preparation of the Fund Schedules:** -

- (i) A complete list of subscribers to the fund should be maintained in each disbursing office in the form of the Schedule also available on technology **platform in computerized environment.**
- (ii) Each new subscriber should be brought on this list and any subsequent changes resulting from his transfer or in the rate of subscription, etc., clearly indicated.
- (iii) When a subscriber dies, quits the service or is transferred to another office, full **particulars should be duly recorded in the list.**
- (iv) In the case of the transfer of a subscriber to another office, the necessary note of transfer should be made in the list of both the offices.

Withdrawals

Rule 418. Withdrawals

- The GPF subscriber on being eligible for final withdrawal, the sanctioning authority authorize, the DDO will process the payment on the computerized platform. The final withdrawal amount will be credited to the identified Bank account of the subscriber.



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| Appendix-1 | Different Classes of Receipts exempt from Stamp Duty. The Stamp Act (Act II of 1899) |
| The following items are exempt from stamp duty: | |
| 1- Receipt given by or on behalf of or in favour of the Government. 2- FSC made to Postal Officials. 3- Receipts on refund orders in respect of Income Tax, Estate Duty, Wealth Tax, Expenditure Tax or Government Tax. 4- Receipt for pensions or allowances by persons. 5- POSB withdrawals from accounts. 6- Solicitor or Advocate fee etc. 7- Repayment of refund of payment. | |
| Appendix-2 | Instructions for regulating the enforcement of responsibility for losses, etc |
| Appendix-3 | Rules regarding the destruction of account records appertaining to the accounts audited by the Indian Audit Department. |
| Appendix-4 | Rules regulating the preparation of LPC in case of transfer on duty, or on return from leave |
| Appendix-5 | Miscellaneous rulings relating to office expenses |
| Appendix-12 | Procedure for the accounting of advances of travelling allowances granted to a government servant on transfer and adjustment thereof |
| Appendix-13 | National Pension System (NPS) |
| Appendix-14 | Service Discharge Benefit Scheme (SDBS) |
| Appendix-15 | Post Office Life Insurance Rules (POLI) |
| Appendix-16 | Postal Welfare Board <ul style="list-style-type: none"> • Postal Welfare Board- Dte. Level • Circle welfare Board- Circle level. <p>• Discretionary Grants: -The Presidents of Circle Welfare Boards may utilize at their discretion up to 10% grant allocated to them every year from the Postal Welfare Board on special cases.</p> <p>• Eligibility for benefits- Only full-time regular employees including staff of the Department of Posts drawing Basic Pay up to Rs. 65,220/- per month will be eligible to the benefits.</p> |



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