

F. No. 6-3/2025-FA(P)
Government of India
Ministry of Communications
Department of Posts
(Integrated Finance Wing)

Dak Bhawan, New Delhi – 110001
Dated 27th March, 2025

OFFICE MEMORANDUM

Subject: Delegation of Financial Powers to the Director General Postal Services (DGPS) and Members of the Postal Services Board of Department of Posts

A reference is invited to this Department's OM No. 6-14/2016/Fin.Coord dated 7th June, 2016, OM No. 6-1/2021/Fin.Coord. dated 8th July, 2021, OM No. 6-1/2021/Fin.Coord. dated 15th March, 2023, OM No. 6-3/2023-FA(P) dated 18th September, 2023, OM No. 6-3/2024-FA(P) dated 21st May, 2024 and OM No. 6-3/2024-FA(P) dated 7th October, 2024 whereby financial powers were delegated to the Members of the Postal Services Board and Additional DG (Coord.) {Now Member (Service Quality & Philately)}. However, no financial Powers had been delegated to the DGPS.

2. The Secretary (Posts) in consultation with the AS&FA is pleased to delegate the financial powers under Rule 12(2) of the Delegation of Financial Power Rules, 2024 to the extent indicated in **Appendix-I (DGPS)** and **Appendix-II [Members (PSB)]**.
3. These powers will be exercised by the DGPS and Members for incurring revenue or capital expenditure subject to the provisions contained in the General Financial Rules, Procurement Manuals, subsidiary instructions and orders on the subject issued by the Ministry of Finance as well as instructions and orders issued from time to time by any other Nodal Department/ Department of Posts, and General Conditions as given in the Annexure-II of DFPR, 2024. Further, these financial powers shall be exercised subject to the availability of funds, observance of other prescribed formalities and necessity for purchase being fully established on each occasion.
4. Moreover, if a contract extends over a period of time, total value over the entire period of its currency shall be taken as the value for the purpose of applying the limit.
5. Further, no work requiring sanction of higher authority may be sanctioned by splitting it into two or more distinct parts.
6. These revised delegated powers as enclosed will replace the existing orders quoted at Para 1 above and shall come into force from **April 01, 2025**.

Contd...



7. The delegated financial powers are to be exercised by the DGPS and Members (PSB) in consultation with their respective IFAs. All other cases which are to be approved by the Secretary (Posts) or the Hon'ble Minister-in-charge should first be cleared administratively by the concerned Member/ DGPS and forwarded to the AS&FA for seeking financial concurrence/ advice before submission to the Secretary/ Hon'ble Minister for approval.

Encl: As above



(Partha Sarathi Das)
Additional Secretary & Financial Advisor

Copy to:

1. All Members of the PSB
2. All Senior DDsG/ DDsG in Postal Directorate
3. CGMs (PD/BD/PLI)
4. All Chief Postmasters General
5. Director, RAKNPA
6. Principal Director (F&C Audit)
7. Secretary (PSB), All PMsG, All GMs/ GM CEPT
8. All DsA (P)
9. Director (Budget)/ T&C/ IA/ Accounts/ PA (Admn.)/ F-PMU
10. SO (C&A/PB) & DDO, Department of Posts
11. SO (Admn.) for uploading in e-office
12. Office Copy/ Guard File.

Copy for information to:

1. Sr. PPS to Secretary (Posts)
2. PSO to DGPS



(Anurag Srivastava)
Director (FA)

APPENDIX-I

DELEGATION OF FINANCIAL POWERS TO THE DIRECTOR GENERAL POSTAL SERVICES (DGPS)

Sl. No.	Item of Expenditure	Extent of Financial Powers Delegated	Remarks/ Conditions
1.	Indents, Contracts and Purchases {Only for conveyance of mails through road, including RTN routes}	Rs. 30 Crores per contract	Expenditure should be booked in the concerned Object Heads as defined in Annexure-I of the DFPR, 2024.
2.	Indents, Contracts and Purchases (i) Goods, Consultancy Services, Non-Consultancy Services and Works for open or limited tender contracts. (ii) Goods, Consultancy Services, Non-Consultancy Services and Works for negotiated or single tender or proprietary contracts and agreements.	Rs. 30 Crores in each case Rs. 10 Crores in each case	Rule 11 of the DFPR, 2024 This item of expenditure does not include <i>procurement of Laptops/ Notebooks and Similar devices for eligible officers in terms of the DOE OM No. 03(20)/2022-E.II(A) dated 21.07.2023 and subsequent instructions thereof, if any.</i>
3	Printing and Binding Through private agencies to be resorted to only in exceptional circumstances.	Rs. 1 Crore in each case	Expenditure relating to this item of expenditure can only be booked under the Object Head-16 [Printing and Publication]
4.	(i) Petty Works and Repairs Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water supply and electric installations in such buildings and repairs to such buildings. (ii) Repairs and alterations to hired and requisitioned buildings	Rs. 30 Lakhs in each case Rs. 15 Lakhs in each case.	Expenditure relating to this item of expenditure can only be booked under the Object Head – 27 [Minor Civil and Electric Works] Any expenditure incurred on repair/ alteration of hired/ rented buildings should be recovered from the rent payable in terms of Para 9(j) of Part-A of this Department's OM No BDG-20/3/2021-Building-DOP dated 18.02.2022.

Amrith

APPENDIX-II

DELEGATION OF FINANCIAL POWERS TO THE MEMBERS OF THE POSTAL SERVICES BOARD

Sl. No.	Item of Expenditure	Extent of Financial Powers Delegated	Remarks/ Conditions
1.	Indents, Contracts and Purchases {Conveyance of mail through road, including RTN routes}	Rs. 15 Crores per contract	Expenditure should be booked in the concerned Object Heads as defined in Annexure-I of the DFPR, 2024.
2.	Indents, Contracts and Purchases (i) Goods, Consultancy Services, Non-Consultancy Services and Works for open or limited tender contracts.	Rs. 15 Crores in each case	Rule 11 of the DFPR, 2024 This item of expenditure does not include <i>procurement of Laptops/ Notebooks and similar devices for eligible officers in terms of the DOE OM No. 03(20)/2022-E.II(A) dated 21.07.2023 and subsequent instructions thereof, if any.</i>
	(ii) Goods, Consultancy Services, Non-Consultancy Services and Works for negotiated or single tender or proprietary contracts and agreements.	Rs. 5 Crores in each case	
3.	Printing and Binding (i) Where printing is executed through or with the approval of Directorate of printing	Full Powers	Expenditure relating to this item of expenditure can only be booked under the Object Head-16 [Printing and Publication]
	(ii) Through private agencies to be resorted to only in exceptional circumstances.	Rs. 50 Lakhs in each case	
4.	(i) Petty works and repairs	Rs. 25 Lakhs in case	Expenditure relating to this item of expenditure can only be booked

Anurag

Sl. No.	Item of Expenditure	Extent of Financial Powers Delegated	Remarks/ Conditions
	Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water supply and electric installations in such buildings and repairs to such buildings.		under the Object Head – 27 [Minor Civil and Electric Works] Any expenditure incurred on repair/ alteration of hired/ rented buildings should be recovered from the rent payable in terms of Para 9(j) of Part-A of this Department's OM No BDG-20/3/2021-Building-DOP dated 18.02.2022.
	(ii) Repairs and alterations to hired and requisitioned buildings	Rs. 10 Lakhs in each case	
5.	(i) Motor Vehicles Replacement	Full powers subject to certificate of condemnation by the Competent Authority	(i) This item of expenditure is related to procurement of new operational/ inspection vehicles against the condemned operational/ inspection vehicles only. (ii) This power is subject to conditions laid down by the Department of Posts vide letter No. 17-1/2023-MV dated 29.02.2024 regarding price ceiling, make & model, geographical conditions, service facilities etc. with respect to the procurement of inspection vehicle against the condemned inspection vehicle. (iii) This power does not cover the procurement of Staff Cars. (iv) Expenditure relating to this item of expenditure can only be booked under the Object Head – 51 [Motor Vehicles]
	(ii) Local Purchase of Petty Stationery Stores	Full Powers	Expenditure relating to this item of expenditure can only be booked under the Object Head-13 [Office Expenses]



Sl. No.	Item of Expenditure	Extent of Financial Powers Delegated	Remarks/ Conditions
	(iii) Computers (including personal computers)	Full Powers	Expenditure relating to this item of expenditure can only be booked under the Object Head-71 [Information, Computer, Telecommunications (ICT) equipment]
6.	Contingent Expenditure	Full Powers	This item of expenditure relates only to the matters covered under the definition of Object Head-13 [Office Expenses] under DFPR, 2024.
	(i) Recurring expenditure		
	(ii) Non-recurring	Full Powers	
7.	Miscellaneous Expenditure: Entertainment, foundation stone laying ceremonies and opening of buildings	Full Powers	Expenditure should be booked in the concerned Object Heads as defined in Annexure-I of the DFPR, 2024.
8.	Rent: Ordinary office accommodation and for residential and other purposes	Full Powers	Expenditure relating to this item of expenditure can only be booked under the Object Head – 14 [Rent, Rates and Taxes for Land and Buildings]
9.	Evaluation of Descriptive Answer Booklets (Limited Departmental Competitive Examinations)	Full Powers [for centralized exams]	Expenditure relating to this item of expenditure can only be booked under the Object Head-28 [Professional Services]
10.	(i) Selection of empanelled artists for commissioning and adoption of design of stamps, postal stationery and other philatelic items	Full Powers to the concerned Member (PSB)	Expenditure should be booked in the concerned Object Heads as defined in Annexure-I of the DFPR, 2024.
	(ii) Selection of writers for writing the material at the approved rate for the information brochures and other philatelic items		

Anurag

Sl. No.	Item of Expenditure	Extent of Financial Powers Delegated	Remarks/ Conditions
	(iii) Print quantity of no. of Stamps, Miniature Sheets, Sheetlets, Souvenir Sheets, My Stamp Sheets and postal stationery items to be printed through Security Presses on approved CAB rates.		
	(iv) Print quantity of no. of FDC and Brochures through approved contractor or otherwise		

