

F. No.6-2/2025-FA(P)
Government of India
Ministry of Communications
Department of Posts
(Integrated Finance Wing)

Dak Bhawan, New Delhi – 110001

Dated: 09 June, 2026

Addendum III

Subject: Delegation of Financial Powers to Heads of Circles (HOC), Heads of Department (HOD) and Divisional Heads of Department of Posts

The undersigned is directed to refer to this Department's Office Memorandum of even number dated 28.03.2025 and Addendums dated 22.05.2025 and 08.09.2025, delegating the financial powers to Heads of Circles (HOC), Heads of Department (HOD), Independent Directors, Sr. DDG (PAF), GM (F), DsAP, and Divisional Heads in four different Schedules (i.e. Schedule II.A, Schedule II.B, Schedule II.C and Schedule III).

2. After a thorough evaluation of the requests from various Functional Divisions and Circles regarding modifications to the items of expenditure listed in the OM dated 28.03.2025 and the addendums issued on 22.05.2025 and 08.09.2025, it has been felt necessary to revise/ add/ remove certain items of expenditure.

3. In view of the above, the following definitions/ items of expenditure listed in the various Schedules issued vide OM dated 28.03.2025 and addendums dated 22.05.2025 and 08.09.2025 are modified/ added as follows.

(A) Schedule – II

Note: 1- For the purpose of the Schedule, the 'Head of Department' includes Secretary Postal Services Board, Chief Post Masters General, Chief General Managers, Director, Rafi Ahmed Kidwai National Postal Academy, Post Masters General, Sr. DDG (PAF), General Managers (PAF), General Manager (CEPT), Chief Engineers, Director (Foreign Post) and **Director Postal Services (HQ)**.

(B) The heading of Schedule-III in OM dated 28.03.2025 and subsequent Addendums dated 22.05.2025 and 08.09.2025 may be read as, "**Financial Powers delegated to Heads of Postal Divisions, Heads of RMS Divisions, Chief Postmaster (GPO), Superintendent PSDs and Senior Postmaster in the Department of Posts**".



(C) Schedule – II.A (Financial Powers of HOC and HOD)

Item of Expenditure	Extent of Financial powers delegated	Rules, Orders, Authority, Restrictions or Scales to which the Expenditure shall be Incurred	Remarks
Object Head - 01 (Salaries) - It will include pay of the Government employees as defined under FR 9(21), honorarium to Government servant and stipend to interns. It will also include expenditure on emoluments and allowances of Heads of States and other high dignitaries including Sumptuary Allowance, salary payable to the staff of Departmental canteens and leave encashment on LTC.			
Sl.No.1(ii) – Ad-hoc payment of Arrears of Pay and Allowances	Up to Rs.5,00,000/-	<u>Restrictive conditions</u> (i) May sanction ad-hoc payment not exceeding Rs.1 Lakh (HOC) and Rs.50,000/- (HoD) of arrears of pay allowance where pay fixation was duly verified by the Account Officer concerned but the arear claims arising there from cannot be verified by the Circle Accounts Office due to destruction of records. (ii) Heads of Circles are competent to authorize investigation of claims for arrears of pay and allowances which are more than	IFA consultation is not required unless explicitly mandated by Government Rules, Manuals, Policies, Guidelines, Procedures, or Directions etc.



		six years old and in respect of which the connected records are not available in Circle Accounts Office up to the delegated financial powers.	
Object Head - 05 (Rewards) - It will include rewards under a scheme given to the Government employees in addition to their pay and allowances. It will also include payment of bonus and cash awards for Hindi Pratiyogita, etc.			
Sl.No.4(i) – Cash Award to Postal Employees – In any one case for display of exceptional courage and devotion to duty in saving or protecting Govt. property in civil disturbances or in face of enemy action or detection of fraud.	Rs.25,000/-	Subject to any rules/instructions issued by any Nodal Department/ DoP	IFA consultation is required.
Sl.No.4(ii) – In any one case to GDS for display of outstanding courage and devotion to duty in protecting Govt. property in civil disturbances or in face of enemy action. (Cases of death or injury due to enemy action will not be considered under these orders)	Rs.25,000/-	Subject to any rules/instructions issued by any Nodal Department/ DoP	IFA consultation is required.
Sl.No.4(iii) – Rewards to persons not in Government Service- For furnishing information leading to detection and conviction of offenders in criminal cases	Rs.10,000/-	Subject to any rules/instructions issued by any Nodal Department/ DoP.	IFA consultation is required.

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<p>Sl.No.4(iv) - Rewards to persons not in Government Service-</p> <p>In any individual case to both official and non- official informers for especially good work in particular case of detection and prosecution in connection with anticipatory activities.</p>	<p>Rs.10,000/-</p>	<p>Subject to any rules/instructions issued by any Nodal Department/ DoP.</p>	<p>IFA consultation is required.</p>
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Object Head – 06 (Medical treatment)- It will include amount paid towards medical reimbursements /treatment of the Government employees/ pensioners.

<p>Sl.No.4(a) - New Item below Sl.No.4 - Reimbursement of Medical bills</p>	<p>Up to Rs.10 lakh in each case</p>	<p>As per the instructions issued by Ministry of Health & Family Welfare vide OM No.11030/4/2026-EHS (8385264) dated 16.02.2026.</p> <p>Subject to any rules/instructions issued by any Nodal Department/ DoP.</p>	<p>IFA consultation beyond Rs.1,00,000/- in each case is required.</p>
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Object Head - 13 (Office Expenses) - It will include all recurring and non-recurring contingent expenses incurred for the maintenance of office establishment such as, stationery, postage charges, courier charges, telephone charges, internet charges, cable connection charges, electricity charges, water charges, service agreements, security, expenditure relating to hiring of Government servants on short term contract basis, outsourced office attendants, office assistants/Data Entry Operators(DEO), house-keeping, liveries/uniforms, hot and cold weather charges, pest control, refreshment, books and periodicals, hospitality expenses including entertainment of foreign delegates, gifts and souvenirs and conferences/seminars/workshops/meetings convened by office including all related expenses on study material/ kits, refreshments, study tours, etc. It will also include purchase of office equipment, furniture and fixtures not exceeding the threshold limit of one lakh rupees or three years of useful life, either of the two, as decided by the Government from time to time. The office equipment and furniture and fixtures exceeding the threshold limit as decided by the Government from time to time should be classified as 'capital' expenditure under the relevant Object Head 'Machinery and Equipment'



and 'Furniture and Fixtures'. Purchase of vehicles, however, irrespective of its usage (office or otherwise) should be classified as 'capital' expenditure under the relevant capital Object Head 'Motor Vehicles'.

<p>Sl.No.10(i) – Contingent Expenditure (Recurring)- May Sanction items of recurring contingent expenditure on any item for which no scale or limit to the power of sanction is prescribed elsewhere</p>	<p>HOC- Up to Rs.5 Lakhs in each case not exceeding Rs.50 Lakhs per annum. HOD – Up to Rs.3 Lakh in each case not exceeding Rs.30 Lakhs per annum.</p>		<p>IFA consultation beyond Rs.1,00,000/- in each case is required.</p>
<p>Sl.No.10(ii) – Contingent (Non-recurring expenditure) – May sanction non- recurring contingent expenditure unless another limit is specified for any particular item in this Schedule provided there is nothing novel, doubtful or irregular in the character of the expenditure.</p>	<p>HOC- Up to Rs.5 Lakhs in each case not exceeding Rs.50 Lakhs per annum. HOD – Up to Rs.3 Lakh in each case not exceeding Rs.30 Lakhs per annum.</p>		<p>IFA consultation is required beyond Rs.1,00,000/- in each case.</p>
<p>Sl.No.10(iv) – Petty local purchases of articles of stationery</p>	<p>HOC-Up to Rs.15 Lakh per annum HOD -Up to Rs.10 Lakh per annum Secretary (PSB) – Up to</p>		<p>IFA consultation is required beyond Rs.2,00,000/- in each case.</p>



	Rs.10 Lakhs in each case not exceeding Rs.40 Lakhs per annum.		
Sl.No.10(x) – Commission charges for Auction of Stores	<p>HOC- Upto Rs. 2 Lakh on any occasion at rates not exceeding those paid by PWD MSTC or State Govt concerned.</p> <p>HOD – Upto Rs. 1 Lakh on any occasion at rates not exceeding those paid by PWD MSTC or State Govt concerned.</p>	Subject to any rules/instructions issued by any Nodal Department/ DoP	IFA consultation is not required unless explicitly mandated by Government Rules, Manuals, Policies, Guidelines, Procedures, or Directions etc.
Sl.No.10(xvii) – Foundation Stone laying ceremony and opening of public buildings and other occasions like inauguration of new service and celebration of Postal Week, illumination of building etc.	Up to Rs. 10 Lakhs on each occasion. This includes other miscellaneous expenditure such as illumination of building and all other incidental expenses.	Subject to any rules/instructions issued by any Nodal Department/ DoP Note: This expenditure should not exceed the limit including expenditure of contingent nature like printing of invitation, provision of shamianas, refreshments, garlands, photographs etc.	IFA consultation required beyond Rs.2,00,000/- in each case.



Object Head – 16 (Printing and Publication) - It will include expenses on printing of valuables, printing of audit and accounts reports, forms, stationery, office codes, manuals and other documents, newspaper and magazines including e-books, e-magazines, digital printing, pen drive, CD, etc., but exclude expenses on printing of publicity material which shall be classified under Advertising and Publicity.

<p>Sl.No.12(i) - Printing and Binding c) others</p>	<p>Upto Rs. 5 Lakh per annum</p>	<p>Subject to any rules/instructions issued by any Nodal Department/ DoP</p> <p>These powers will be exercised in respect of all cases of printing at private presses where the rates to be paid do not exceed those admissible under the schedule of rates maintained for the time being by the Directorate of Printing.</p> <p>Printing of certain special forms and Foreign post bag labels may, however, be sanctioned by Heads of Circles.</p>	<p>IFA consultation beyond Rs.50,000/- in each case is required.</p>
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Object Head - 26 (Advertising and Publicity) - It will include expenses including commission to agents for sale and printing of publicity material on advertising and publicity through various media such as print media, TV media or outdoor media or Internet or mobile network or other audio-visual publicity or fairs and exhibition.



Sl.No.17(i) - Advertising Charges -- Advertisements to be released through BoC/DAVP only	Upto Rs. 10 Lakh in each case.	Subject to any rules/instructions issued by any Nodal Department/ DoP	IFA consultation is required beyond Rs.2,00,000/- in each case.
Sl.No.17(ii) - Expenses on advertising and publicity through various media such as print media, TV media or outdoor media or Internet or mobile network or other audio-visual publicity or fairs and exhibition.	Upto Rs. 5 Lakh in each case.	Subject to any rules/instructions issued by any Nodal Department/ DoP	IFA consultation is required.
Object Head - 27 (Minor Civil and Electric Works) – It will include expenditure on repairs and maintenance of minor civil and electrical works of office buildings, residential buildings, other buildings and expenditure on running operation and maintenance (ROM) of diesel genset, etc., maintained by the CPWD.			
Sl.No.18(iv) - Dismantling of Building	Up to Rs. 50 Lakh in each case.	Subject to any rules/instructions issued by any Nodal Department/ DoP	IFA consultation is required.
Object Head - 28 (Professional Services) - It will include expenses on engagement of professionals, consultants, artists, banks, etc., for providing services to the Government which include legal services, consultancy fees, audit fees, teaching and training Fees, payments to artists, remunerations to question setters or invigilators or guest speakers, payments to other departments for services rendered, payment or expenses to agencies for conducting departmental examination.			
Sl.No.19(ii) - May sanction non-recurring contingent expenditure for market survey/studies, hiring of consultants for functional requirements.	CGM (BD), CGM (PD), CGM (PLI) and HOC – Upto Rs. 50 lakh in each case.	Subject to any rules/instructions issued by any Nodal Department/ DoP	IFA consultation is required beyond Rs.2,00,000/- in each case.



	HOD - Upto Rs.25 Lakh in each case.		
Object Head - 51 (Motor Vehicles) - It will include procurement of motor vehicles on road like buses, cars, trucks, motorcycles, irrespective of their usage.			
Sl.No.25(i) - Procurement of new operational vehicle against the condemned operational vehicle.	Full powers for replacement against condemnation only [This power is delegated to HOC and Director (RAKNPA) only]	Subject to any instructions/ guidelines issued in this matter by the Nodal Department/ Department of Posts. D/o Post's OM No. 1-3/2016-MV dated 16.05.2018	IFA consultation is required.
Object Head - 71 (Information, Computer, Telecommunications (ICT) equipment) - It will include procurement of information, computer, telecommunications (ICT) equipment such as computer hardware and telecommunications devices (computer/laptops, projectors, etc.) and computer software exceeding the threshold limit of one lakh rupees or 3 years of useful life, either of the two, electromagnetic spectrum which is used in the transmission of sound, data and television.			
Sl.No.27(v) - Procurement of laptops for office use only and not for issue to individual officers	HOC- Up to Rs. 50 Lakh per annum. HOD- Up to Rs. 25 Lakh per annum.	Subject to urgency/necessity for functional/ official requirement to be recorded by HOC/HOD only. (ii) Procurement process as per the GFR has to be followed. (iii) Cost of a laptop should not be more	IFA consultation is required.



		than the ceiling limit prescribed by the DOE OM No. 03(20)/2022-E II(A) dated 21.07.2023 for eligible officers.	
<p>Object Head - 72 (Buildings and Structures) - It will include office buildings, residential buildings, other buildings and structures like hospitals, laboratories, auditorium, light houses, shelters etc., public monuments like statues, fountains established at public places, and land improvement.</p>			
<p>Sl.No.28(i) - Sanction of project estimates with reference to construction or reconstruction work of all types of postal buildings or staff quarters</p>	<p>HOC - Up to Rs. 20 Crores. HOD - Up to Rs. 10 Crores.</p>	<p>Restrictive Conditions: (i) These powers will not apply in respect of a case of acquisition or purchase of land under an estimate that forms part of a project which has not received the sanction in advance as a special case. (ii) The powers relating to Residential Buildings will be exercised subject to the condition that the scale of accommodation does not exceed that which is prescribed for different classes of staff.</p>	<p>IFA consultation is required.</p>



		<p>Note-1: The above limit includes ETP charges in respect of building works carried out by CPWD, State PWD or other agencies.</p> <p>Note-2: The limits laid down when applied to building works carried out by the Civil Wing or when applied to works of electric, sanitary and water supply installation carried out departmentally should be taken as inclusive of freight but exclusive of share of establishment and stores keeping charges.</p> <p>(iii) The power of HOC/HOD as defined in this rule also applies in respect of sanitary, water supply and electric installations in building.</p> <p>(iv) While sanctioning projects the following restrictions should also be observed:</p>	
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		<p>(a) For office building the scale laid down for post office, RMS offices, Rest Houses and standards that will be prescribed from time to time for other offices should also be followed in determining the total floor area to be provided. In this connection accommodation to be provided should be approved as per the prescribed schedule of accommodation in consultation with Internal Financial Adviser.</p> <p>(b) For residential building the plinth area prescribed for various types of quarters should be followed in consultation with IFA. A variation in the plinth area up to 5% due to</p>	
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		structural consideration is, however, allowed.	
Sl.No.28(ii) - Addition, alteration including replacement of installations to non- residential buildings	Up to Rs. 5 Crores excluding overhead charges in each case. (HOC and HOD) In case of heritage buildings, up to Rs. 20 Crores to HOC only excluding overhead charges in each case.	Restrictive Conditions:- (i): Expenditure should be incurred subject to instructions issued by the Directorate from time to time. (ii): The powers of a Head of Circle as defined in this rule also apply in respect of sanitary, water supply and electric installations in buildings including residential buildings. The limits laid down in rule when applied to works of electric, sanitary and water supply installations carried out departmentally should be taken as inclusive of freight but exclusive of share of establishment and store keeping charges.	IFA consultation is required
Object Head - 64 (Writes Off of Losses) -It will include write off of irrecoverable loans, trading losses.			

<p>Sl.No.34(ii) - Write off loss of irrecoverable losses of stores or of public money.</p>	<p>Up to Rs. 50,000/- in each case.</p>	<p>These powers are subject to the conditions prescribed by the DOE through OM No. 01(14)/2016-E. II(A) (Part-III) dated 01.04.2024</p> <p>1. This power may be exercised in accordance with the provisions of the General Financial Rules, wherever applicable and provided that:-</p> <p>(a) The loss does not disclose a defect in rules or procedure, the amendment of which requires the orders of higher authority or the Finance Ministry;</p> <p>(b) There has not been any serious negligence on the part of any Government servant which may call for disciplinary action by a higher authority;</p> <p>(c) Before the decision is taken</p>	<p>IFA consultation is required.</p>
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		<p>to write-off a loss, the Administrative Ministry/ Department etc, should make a thorough and searching investigation of the cases. The lessons learnt therefrom should be applied to prevent the recurrence of such cases in future;</p> <p>(d) A quarterly statement of write-off losses should be submitted to the Integrated Finance Division indicating the reasons for the loss, nature of the loss and the remedial measures taken to prevent the recurrence of such type of loss.</p> <p>2. "Each case" to be reckoned with reference to the total value of stores to be written off on one occasion.</p> <p>3. The term "each case" used in this Schedule in regard</p>	
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		<p>to write-off of irrecoverable losses of stores, deficiencies and depreciation in the value of store included in stock and other accounts, should be interpreted with reference to a given point of time. If, on a particular occasion, a number of items of stores are to be written off, the powers of the sanctioning authority should be reckoned with reference to the total value of stores intended to be written off on that occasion and not with reference to individual articles constituting that lot. In this context, losses arising out of one incident should not be split up and written off separately on different dates in order to avoid sanction of the higher authority. Losses due to one specific cause like fire, theft, flood, etc., should be written off at one time only.</p>	
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		There is, however, no objection to losses arising out of more than one cause being written off at one time. The competence of the officer writing off the loss will depend on the amount written off each time.	
Sl.No.34(iii) - Write off loss due to deficiencies and depreciation in the value of stores (other than motor vehicle or motorcycle) included in the stock and other account including losses on food grains, sugar, etc.	Up to Rs.50,000/- in each case	Similar conditions as mentioned at Sl No. 34(ii) above.	IFA consultation is required.
Other Financial Powers of HOC/HOD			
Sl.No. 35 of the Schedule II.A (Conveyance of Mails)			
35(iii) - By Road including RTN	HOC - Up to Rs. 20 Crores per contract. HOD - Up to Rs. 1 Crore per contract.	Subject to any rules/instructions issued by any Nodal Department/ DoP.	IFA consultation is required beyond Rs.2,00,000/- in each case.
35(iv) - By Other means	(i) Up to Rs. 5 Lakh per month on each route without inviting tenders in case of emergency only.	Subject to any rules/instructions issued by any Nodal Department/ DoP.	IFA consultation is required.


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	<p>Provided that work is temporarily entrusted to any nominee of the Ministry of External Affairs or of State Government or to a monopolist transport operator or to Civil Aviation company.</p> <p>(ii) Up to Rs. 5 Lakh per month in each case for a period of not exceeding three months without calling for tenders in emergency cases where the normal procedure of inviting tenders is likely to cause delay or administrative inconvenience subject to the reasonableness of the rate is certified by the sanctioning authority.</p>		
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35(v) - Conveyance of mails to foreign countries by non-contract steamer in case of dispatch by one ship.	Upto Rs. 10 Lakhs (includes seasonal mail conveyance requirement like exam material, distribution, textbooks etc.)	Subject to any rules/instructions issued by any Nodal Department/ DoP.	IFA consultation is required.
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Sl.No. 37 of the Schedule II.A

37 - Sanction of Expenditure for purchases and execution contract on negotiated or single tender basis	HOC – Upto Rs. 50 Lakh in each case. HOD – Upto Rs. 10 Lakh in each case	Subject to any rules/instructions issued by any Nodal Department/ DoP. Note: A limited tender or open tender which results in only one effective offer shall be treated as single tender for the purpose.	IFA consultation is required.
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(D) Schedule III - (Financial Powers delegated to Heads of Postal Divisions, Heads of RMS Divisions, Chief Postmaster (GPO), Superintendent PSDs and Senior Postmaster in the Department of Posts)

Item of Expenditure	Extent of Financial powers delegated	Rules, Orders, Authority, Restrictions or Scales to which the Expenditure shall be Incurred
Object Head – 06 (Medical treatment)- It will include amount paid towards medical reimbursements /treatment of the Government employees/ pensioners.		




<p>Sl.No.3(a) New Item below Sl.No.3 – Reimbursement of Medical bills</p>	<p>Up to Rs.2 lakh in each case.</p>	<p>As per the instructions issued by Ministry of Health & Family Welfare vide OM No.11030/4/2026-EHS (8385264) dated 16.02.2026.</p> <p>Subject to any rules/ instructions issued by any Nodal Department/ DoP.</p>
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Object Head - 13 (Office Expenses) - It will include all recurring and non-recurring contingent expenses incurred for the maintenance of office establishment such as, stationery, postage charges, courier charges, telephone charges, internet charges, cable connection charges, electricity charges, water charges, service agreements, security, expenditure relating to hiring of Government servants on short term contract basis, outsourced office attendants, office assistants/Data Entry Operators(DEO), house-keeping, liveries/uniforms, hot and cold weather charges, pest control, refreshment, books and periodicals, hospitality expenses including entertainment of foreign delegates, gifts and souvenirs and conferences/seminars/workshops/meetings convened by office including all related expenses on study material/ kits, refreshments, study tours, etc. It will also include purchase of office equipment, furniture and fixtures not exceeding the threshold limit of one lakh rupees or three years of useful life, either of the two, as decided by the Government from time to time. The office equipment and furniture and fixtures exceeding the threshold limit as decided by the Government from time to time should be classified as 'capital' expenditure under the relevant Object Head 'Machinery and Equipment' and 'Furniture and Fixtures'. Purchase of vehicles, however, irrespective of its usage (office or otherwise) should be classified as 'capital' expenditure under the relevant capital Object Head 'Motor Vehicles'.

<p>Sl.No.8(i) - Contingent charges (non-recurring)- May sanction non-recurring contingent expenditure unless another limit is specified for any particular item in this Schedule provided there is nothing novel, doubtful or irregular in the character of the expenditure and subject to provisions of the Delegation of Financial Powers Rules-2024 and subject to the availability of funds.</p>	<p>Up to Rs.25,000/- in each case not exceeding Rs.3 Lakh per annum.</p>	<p>(i) Subject to any rules/ instruction issued by any Nodal Department/ DoP</p>
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<p>Sl.No.8(iv) – Purchase of fixtures and furniture.</p>	<p>Upto Rs.1,00,000/- in each case not exceeding Rs.10 Lakh per annum</p>	<p>(i) Subject to the prescribed scale or other conditions that may be prescribed by the Nodal Department/ DoP from time to time.</p> <p>(ii) Furniture and fixtures not exceeding the threshold limit of one lakh rupees or three years of useful life, either of the two, as decided by the Government from time to time can only be procured in this Object Head-13-Office Expenses.</p>
<p>Sl.No.8(v) Holding of customer meets: preparation folders, hiring/transport of equipment/ staff, tea/coffee/other soft drinks & snacks, and other activities necessary for conducting customer meets charges.</p>	<p>Up to Rs.25,000/- for each meet with a ceiling of Rs.5,000/- on hiring, Rs.200/- per head on tea, snacks etc. and Rs.100/- per head on stationery and ancillaries. Working Lunch -Rs. 500/head. (with a ceiling limit of Rs. 1 lakh per annum.)</p>	<p>Subject to any rules/ instruction issued by Postal Directorate.</p>
<p>Sl.No.8(vi) Purchase of office equipment not exceeding threshold limit of one lakh rupees or three years of useful life, either of two, as decided by the Government from time to time.</p>	<p>Up to Rs.50,000/- in each case not exceeding Rs. 5 lakhs per annum.</p>	<p>(j) Subject to any rules/ instruction issued by any Nodal Department/ DoP</p> <p>(ii) Office Equipment does not include any kind of Computer</p> <p>(iii) The office equipment exceeding the threshold limit as decided by the Government from time-to-time should be</p>



		classified as 'Capital' expenditure under the relevant Object Head '52-Machinery and Equipment'
Sl.No.8(viii) - Emergent purchase of articles of stock & stationery not ordinarily available in the stock.	Up to Rs.2 Lakhs per annum after obtaining non-availability certificate from PSD.	Subject to any rules/instructions issued by any Nodal Department/ DoP
Sl.No.8(ix) May sanction expenditure on carriage of mails by modes other than rail and air transport.	Up to Rs.50,000/- in each case not exceeding Rs.6 Lakh per annum.	Subject to any rules/instructions issued by any Nodal Department/ DoP
<p>Object Head - 14 [Rent, Rates and Taxes for Land and Buildings]- It will include expenditure on rent for buildings (non-residential or residential or structures other than buildings), municipal rates and taxes and lease charges for rented land and buildings, the ownership of which is not transferable to Government. However, lease charges for land and buildings, the ownership of which is transferable to Government, will be classified as 'capital' expenditure under the relevant Object Heads 'Land' and 'Buildings and Structures'.</p>		
Sl.No.9(ii) - Hiring of accommodation for holding examination and for other purposes e.g. holding customer meet etc.	Upto Rs.10,000/- in each case.	Subject to any rules/instructions issued by any Nodal Department/ DoP
<p>Object Head - 27 [Minor Civil and Electric Works]- It will include expenditure on repairs and maintenance of minor civil and electrical works of office buildings, residential buildings, other buildings and expenditure on running operation and maintenance (ROM) of diesel genset, etc., maintained by the CPWD.</p>		
Sl.No.12(i) – Minor Civil and Electrical Works Government Buildings.	Up to Rs.1,00,000/- in each case not exceeding Rs. 5 lakh per annum.	Subject to any rules/instructions issued by any Nodal Department/ DoP

<p>Sl.No.12(ii) Minor Civil and Electrical Works – Rented Building.</p>	<p>Up to Rs.30,000/- in each case for non-scheme.</p> <p>Up to Rs.50,000/- in each case for scheme.</p>	<p>Restrictive Conditions</p> <p>(i) Such expenditure may be incurred only if the landlord refused to meet the charges himself and when the building is released, Government should have the right to remove the installation material added to the building.</p> <p>(ii) Any expenditure incurred on repair/ alteration of hired/ rented building 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-BuildingDOP dated 18.02.2022.</p> <p>(iii) The annual limits apply to the expenditure on each building.</p> <p>(iv) Such expenditure should be undertaken only if the landlord refuses to meet the charges himself, or in accordance with the agreement of hiring the building and there is reasonable certainty that Department shall continue in possession of building for next five years.</p> <p>These powers are subject to any rules/ instructions/policies issued by any Nodal Department/ DoP from time to time</p>
<p>Sl.No.12(iii) Minor Electrical works: Purchase and installation of removable fittings Rented Buildings.</p>	<p>Upto Rs.30,000/- in each case not exceeding Rs.3 Lakh per annum.</p>	<p>(i) Subject to any rules/ instructions issued by any Nodal Department/ DoP</p> <p>(ii) Any expenditure incurred on repair/ alteration of hired/ rented building should be recovered from the rent payable</p>



		in terms of Para 9(j) of Part-A of this Department's OM No BDG-20/3/2021-BuildingDOP dated 18.02.2022.
<p>Object Head – 29 [Repair and Maintenance] – It will include expenses on repair and maintenance (including all maintenance contract) of equipment such as machinery and equipment, office equipment, equipment for other functional use, digital equipment for office use, digital equipment for functional use, furniture and fixtures for office, furniture and fixtures for other functional use, vehicles (including motor vehicles and non-motor vehicles like bicycle, rickshaw, carts, trolleys and boat, etc., for office or functional use), infrastructural assets (It will include expenses on preventive, operating maintenance of Infrastructural assets other than minor civil and electrical works like lines, bridges, rolling stocks of railways, roads, highways, ports, ships, aircrafts, helicopters, radars, hovercrafts, airports or other infrastructures), tools and plants, arms and ammunitions, etc., but exclude expenditure on upgradation, midlife rehabilitation, retrofitting and or reconditioning.</p>		
<p>Sl.No.18 Repair and maintenance for official or functional use:</p> <p>(i) Office equipment including computers, (ii) Digital equipment for office use, (iii) Furniture and Fixtures (iv) Tools & Plants (v) Vehicles (including motor vehicles and non-motor vehicles like bicycles, rickshaws, carts, trolleys and boats, etc.)</p>	<p>Up to Rs.25,000/- in each case.</p>	<p>Subject to any rules/instructions issued by any Nodal Department/ DoP</p>
<p>OTHER FINANCIAL POWERS OF DIVISIONAL HEADS</p>		
<p>Sl.No.14 Refund (f) Compensation of loss or damage or non-delivery as specified by administrative instructions.</p>	<p>Full powers</p>	<p>Subject to any rules/instructions issued by any Nodal Department/ DoP</p>
<p>FINANCIAL POWERS OF HEADS OF FOREIGN POST OFFICE</p>		
<p>Sl.No.19 Refund</p>	<p>Full powers</p>	<p>Subject to any rules/instructions issued by any Nodal Department/ DoP.</p>



<p>(a) Refund of air surcharge or the difference between the air mail fee cum-postage, in case of surcharged air mail articles which are subjected to delay beyond the time ordinarily taken for the delivery thereof consequent on such articles being sent by the surface route due to fault of service.</p> <p>(b) Refund of postage on articles which have been maliciously sent unpaid for the purpose of annoying the addressee.</p> <p>(c) Compensation of loss or damage or non-delivery as specified by administrative instructions.</p>		
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4. This issues with the approval of the Secretary (Posts) in consultation with JS&FA under Rule 12(2) of the Delegation of Financial Power Rules, 2024.

Yog Raj
09/06/2026

(Yog Raj)
Director (FA)

Copy to:

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

Copy for information to:

1. Sr. PPS to Secretary (Posts)
2. PSO to DG (Posts)
3. Sr. PPS to AS&FA