

File No. 23-1/96 – PAP
Government of India
Ministry of Communication & IT
Department of Posts
(Establishment Division)/P.A.P. Section

Dak Bhawan, Sansad Marg,
New Delhi – 110 001.
Dated, the 22nd July, 2016.

To

All Chief Postmaster General
Postmaster General
General Managers Finance
Directors of Accounts (Postal).

Sub: Revision of Fixed Stationery Charges for Post Offices, Saving Bank Control Organization in Head Post Offices & Inspectors/Asstt. Superintendents holding independent charges of Sub-Divisions under Rule 341 – A of Volume – II.

I am directed to refer to this Directorate's letter Nos. 23-1/96-PAP dated 02.12.2010 on the above mentioned subject.

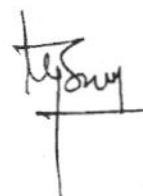
2. Consequent upon increase in the prices of Stationery Articles, the issue of revision of existing Fixed Stationery Charges for Post Offices, Circle Pairing Units, Savings Bank Control Organizations in Head Post Offices and Inspectors/Assistant Superintendents holding independent charges of Sub – Division under Rule 341 of Volume – II as sanctioned vide this office letter of even number dated 02.12.2010 has been under consideration of this Directorate for some time past. The Department has constituted a Committee of Officers for examining the various issues and the report and recommendations of the Committee has been carefully examined in consultation with Integrated Finance Wing. The Competent Authority has ordered for the revision of rates of Fixed Stationery Charges for Post Offices, Savings Bank Control Organizations in Head Post Offices and Inspectors/Assistant Superintendents holding independent charges of Sub-Division under Rule 341-A of Volume – II as detailed below:-

PART – I

1. FIXED STATIONERY CHARGES FOR POST OFFICES

Sl. No.	Items	Existing w.e.f. 1.12.2010	Revised
1.	Cost of closing and sealing one bag daily	Rs. 3.00	Rs. 5.00
2.	Cost of burning one lamp for 1 hour daily throughout the month	Deleted	Deleted
3.	Cost of burning one lantern for one hour daily throughout the month	Deleted	Deleted
4.	Cost of Candles	Rs. 8.00 P.M.	Rs. 25.00 P.M.
5.	Cost of fixing 100 seals to closed insured Envelopes	Rs. 2.00	Rs. 10.00
6.	Cost of twine/rubber bands for 100 labelled bundles prepared or V.P. parcels posted	Rs. 1.00	Rs. 1.50

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7.	Cost of paste for 100 Registered articles posted or received or insured and money order envelopes registered bundles and officials covers pasted excluding those posted with special registered journal and at BOs doing independent registration work.	Rs. 1.00	Rs. 3.00
8.	Cost of Stationery for each member of supervisory staff in Post Office	Rs. 4.00 P.M.	Rs. 12.00 P.M.
9.	Cost of Stationery for each member of clerical staff excluding LR Clerks (men in position)	Rs. 6.00 P.M.	Rs. 14.00 P.M.
10.	Cost of Stationery for each overseer (Mail and Cash), Postman and Village Postman	Rs. 5.00 P.M.	Rs. 17.00 P.M.
11.	Cost of Stationery for each Mail Peon and Departmental Stamp Vendor	Rs. 2.00 P.M.	Rs. 8.00 P.M.

PART - II

II. FIXED STATIONERY CHARGES SAVINGS BANK CONTROL ORGANIZATIONS IN HEAD POST OFFICES

Sl. No.	Items	Existing w.e.f. 1.12.2010	Revised
1.	Cost of Stationery for each member of supervisory staff in SBCO of Head Post Office.	Rs. 4.00 P.M.	Rs. 12.00 P.M.
2.	Cost of Stationery for each member of clerical staff excluding LR Clerks (men in position) in SBCO of Head Post Office	Rs. 6.00 P.M.	Rs. 14.00 P.M.

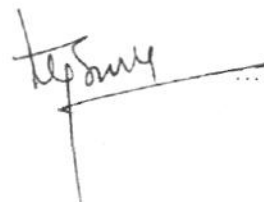
PART - III

III. FIXED STATIONERY CHARGES FOR INSPECTORS & ASSTT. SUPDT. OF POST OFFICES HOLDING INDEPENDENT CHARGES OF SUB - DIVISIONS.

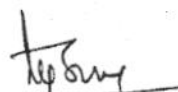
Sl. No.	Items	Existing w.e.f. 1.12.2010	Revised
1.	Cost of Stationery for Inspectors & Asstt. Suptdt. Of Post Offices holding independent charges of Sub - Divisions.	Rs. 200.00 P.M.	Rs. 450.00 P.M.

3. The orders for payment of revised Fixed Stationery Charges for Inspectors & Assistant Superintendents of Post Offices will not apply to such IPOs/ASP whose offices have been merged with Divisional offices or attached to circle/Regional or other Administrative Offices and IPOs/ASPs working in RMS Divisions.

4. The concerned Postmaster/Sub - Postmaster should record a certificate on the bill for drawing Fixed Stationery Charges amount to the effect that such items of stationery which are required to be met out of Fixed Stationery Charges are not being supplied by the concerned Divisional Office or Postal Stores Depot and also not purchased from Office contingent expenditure. The Postmasters have also to maintain a record of disbursement of Fixed Stationery Charges to the Supervisory, Clerical, Postmen and other staff as per the revised rates.

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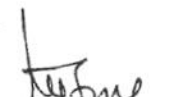
5. The expenditure on account of revision of the rates of Fixed Stationery Charges has to be met from the allocated funds under the respective Head of Accounts.
6. These orders come into force from 01.07.2016.
7. This issues in consultation with Integrated Finance Wing vide their Diary No. J.2.4./FA/16/CS date...**22**/07/2016.


(K.V. Vijayakumar)

Assistant Director General (Estt.)

Copy forwarded to:-

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2. PS to Member (P)/Member (Tech)/Member (O)/Member (Plg)/Member (PLI) & Member (HRD).
3. Addl. Director General Army Postal Services R.K. Puram, Delhi – 110 066.
4. JS & FA.
5. Secretary Postal Services Board.
6. Chief General Manager BD Directorate/PLI Directorate.
7. Chief General Manager, Mail Business Division.
8. All the DDGs in Department of Posts.
9. Director PSCI Ghaziabad.
10. Directors, Postal Training Centres.
11. Director General P&T Audit Civil Lines Delhi – 110 054.
12. Budget/PA/PO/FS/FA Sections of Department of Posts.
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(K.V. Vijayakumar)

Assistant Director General (Estt.)