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भारतीय डाक विभाग
DEPARTMENT OF POSTS, INDIA
मुख्य पोस्टमास्टर जनरल का कार्यालय
OFFICE OF THE CHIEF POSTMASTER GENERAL,
पश्चिम बंगाल सर्किल /WEST BENGAL CIRCLE
कोलकाता /KOLKATA - 700012.

U/E

To

1. Standard Circulation List No.1,
2. The Sr. PS to Chief PMG, WB Circle, Kolkata -700012.
3. Sri N.C. Das, ADPS (Staff), C.O. Kolkata -700012.
4. Sri N.K. Pal, ADPS (A/Cs) C.O. Kolkata -700012.
5. Sri M.K. Das, ADPS (TO) C.O. Kolkata -700012. (for uploading in website)
6. All Group Officers (Except Sl.No.3 to 5) C.O. Kolkata -700012.

No.Est/B/Z-6th CPC/2008/Part.II.

Dated 15.10.2015.

Subject : Initial grant/continued grant of HRA at the enhanced rates to the Postal Staff working in the Post Offices at upgraded places/Cities/Town UA- reg.

A copy of the Directorate communication F.No.4-01/2013-PAP, dated 29.09.2015 on the subject cited above is sent herewith for kind information guidance and necessary action.

Encl : As stated above.

15.10.15

(S.Sarkar)

Asstt. Director of Postal Services (E&PN),
O/o the Chief Postmaster General,
W.B.Circle, Kolkata-700012

AD (E & Pw) / ESTT
1/7958

HRS
RKG

13.10.15



F.No.4-01/2013-PAP
GOVERNMENT OF INDIA
MINISTRY OF COOMUNICATION AND IT
DEPARTMENT OF POSTS
(ESTABLISHMENT DIVISION)
DAK BHAWAN, SANSAD MARG, NEW DELHI – 110 001

THE 29 September, 2015

To

13.10

ALL CHIEF POSTMASTER GENERAL/HEADS OF CIRCLES,
ALL POSTMASTERS GENERAL.

Sub: Initial grant/continued grant of HRA at the enhanced rates to the Postal Staff working in the Post Offices at upgraded places/ / Cities/Towns UA – reg.

It is observed that in majority of cases, while examining/considering the proposal for initial/continued grant of House Rent Allowance at the enhanced rates to the Postal Staff working in the Post Offices located in the nearby/adjoining areas of Cities/Towns/UAs where the proposal is for granting enhanced rates of House Rent Allowance at par to the concerning Cities/Towns/UAs, the Circles are while submitting the proposal committing the mistakes which causes the undue delay in issuing the sanction.

2. It is therefore, requested that the proposal should be submitted along with the followings
 1. The Concurrence of the Circle IFA and approval of Chief Postmaster /Head of Circle;
 2. Latest Establishment Review, duly analyzed/examined/concurred by CIFA and approved by the CPMG/Head of Circle. The Permissible Limit of Loss (PLL) may also be brought out in the analysis. The analysis should also contain the cost of the Establishment vis-à-vis the revenue earned by the Post Office;
 3. A Certificate to the effect that all efforts for rationalizing the staff of the Post Office, in question, duly approved/concurred by the CIFA and approved by the Chief Postmaster General/Head of Circle;
 4. The Dependency Certificate is a mandatory requirement to consider the proposal for initial/continued grant of HRA at enhanced rates and should be submitted in ORIGINAL. The validity of a certificate should generally commence with the date of issue OR at the most a month or two prior to the date of issue and the validity period should also cover the date of issue. Avoid getting the Certificates after the expiry of the validity period
 5. The Dependency Certificate should bear the name, stamp and Office SEAL of the District Collector/Deputy Commissioner having jurisdiction over the concerned area. The signature and stamp should be of the same authority.
 6. Circles should submit the justified reasons/causes of the delay in submission of proposal.

(Maj. S. N. Dave)
Assistant Director General (Estt.)
TELE: 011 - 23036268