

**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**Mail Operations Division**  
**Dak Bhawan, New Delhi- 110 001**

No: 16-02/2024-D

Dated: 06.02.2025

To

**All Heads of Circle**

**Subject: Policy guidelines on delivery of Postal articles by Delivery staff through their own two-wheeler vehicle – reg.**

This has reference to Postal Directorate letter of even no. dated 25<sup>th</sup> October, 2025 on the above referred subject forwarding therewith Policy guidelines for delivery of Postal articles by Delivery staff through their own two-wheeler vehicle.

2. In this regard, references have been received from field units regarding payment of maintenance charges to the delivery staff for the usage of their 2-wheeler vehicles as well as need for annual revision of the fuel reimbursement charges being prescribed by the Circles for payment to delivery staff.


3. The references received from the field units have been examined. Clarification on the both the queries are as under:

| Sl. No.  | Query  | Clarification  |  |   |
|--|--|--|--|---|
| i.   | Payment of maintenance charges to the delivery staff for the usage of their 2-wheeler vehicles for delivery of the postal articles | <p><b>Para 6 of the Policy guidelines</b> provides following formula for calculation of fuel reimbursement charges:</p> <table border="1"><tr><td>Total fuel reimbursement charges paid to delivery staff per km</td><td>Average expenditure on periodic maintenance per km. (Rs. 0.98) + Average fuel charges per km*</td></tr></table> <p>As has been evident from the above formula, Rs. 0.98/- has already been included per km, in the calculation of fuel reimbursement charges.</p> | Total fuel reimbursement charges paid to delivery staff per km | Average expenditure on periodic maintenance per km. (Rs. 0.98) + Average fuel charges per km* |
| Total fuel reimbursement charges paid to delivery staff per km | Average expenditure on periodic maintenance per km. (Rs. 0.98) + Average fuel charges per km*                                      |  |  |   |
| ii.  | Annual revision of the fuel reimbursement charges being prescribed by the Circles for payment to delivery staff                    | <p><b>Para 6.3 of the Policy guidelines</b> provided as follows:</p> <p>“Petrol prices for calculating fuel charges per Km. would be taken into account as has been taken for calculation of fuel reimbursement charges for delivery of Parcels for this year and 15<sup>th</sup> March for upcoming financial years. The revised mileage rates for this financial year (2024-25) would be applicable w e. f. 1<sup>st</sup> November, 2024. For</p>                                       |  |   |



|  |   |
|--|---|
|  | <p>subsequent years it would be applicable from 1<sup>st</sup> of April of each financial year.”</p> <p>As has already been indicated in Para 6.3 above, it is again clarified that the fuel reimbursement charges/mileage charges are to be revised every year and petrol prices as on 15<sup>th</sup> March for every year are to be taken into account for the calculation of the charges to be applicable for the upcoming financial year i.e. w.e.f. 1<sup>st</sup> April to 31<sup>st</sup> March of the next year.</p> |
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4. Circles are requested to circulate the above-referred clarifications to the field units for wider dissemination among the Postal Divisions & delivery staff.

  
**(Dushyant Mudgal)**  
**DDG (Mail Operations)**