

GOVERNMENT OF PAKISTAN  
DIRECTORATE GENERAL PAKISTAN POST OFFICE, ISLAMABAD



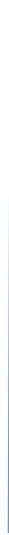
**DIRECTOR GENERAL'S CIRCULAR NO. 10**

Published under the authority of the  
Director General, Pakistan Post Office

**No. & Year 10/2024 Islamabad-44080 the, 30<sup>th</sup> October, 2024**

<b><u>Part</u></b>	<b><u>Contents</u></b>	<b><u>Pages</u></b>
Part-I	Appointments, Promotions, Posting and Transfer of Officers of Pakistan Post Office.	02
PART-II	Rules and Regulations.	03
PART-III	Postal and Express Services.	06
PART-IV	Postal Savings, Agency Functions and Special Financial Services.	19
Part-V	Finance and Budget / Accounts	20
Part-VI	General	21

Part-I



Nil



**PART-II**  
**RULES AND REGULATIONS**

**AMENDMENTS IN POST OFFICE MANUAL VOLUME-II**

- The Director General has been pleased to approve to insert new clause – 10A in the standard Form of Agreement M-50 (Revised) contained at P-179-182 of chapter-IX (contracts) of Post Office Manual Volume-II, second corrected upto 15<sup>th</sup> March 2040, as reproduced below:-

“10A-All Federal, Provincial and local taxes, where applicable, shall be applicable and payable by the Contractor.”

2. Necessary corrections shall be made in the working copies of the Post Office Manual Volume – ii accordingly

IM.2-1/2006

Dated 25-10-2024

## NOTIFICATION

No. CP 3-2/2017 (Pt): On the recommendations of Departmental Promotion Committee in its meeting held on 21-10-2024 and with the approval of the competent authority viz Director General, Pakistan Post Office Department, the following Superintendent (BPS-17), Directorate General Pakistan Post, Islamabad are promoted to the post of Assistant Director (BPS-17) in the Directorate General Pakistan Post, Islamabad with immediate effect and as mentioned against each: -

Sl. No.	Name of Officers	Remarks
1	Mr. Muhammad Arif	Promoted as Assistant Director (BPS-17) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.
2	Mr. Khalid Mehmood	Promoted as Assistant Director (BPS-17) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.
3	Mr. Qaisar Shakeel	Promoted as Assistant Director (BPS-17) on temporary basis. The officer is liable to be reverted to his lower post on joining of regular incumbent back.

2. The above named officers will be on probation for a period one (01) year. This period may be further extended by another one year, if considered necessary by the competent authority in terms of Rule 21 (1) (2) and (4) of the Civil Servant (Appointment, Promotion and Transfer) Rules 1973.

CP. 3-2/2017 (Pt)

Dated 24<sup>th</sup> October 2024

**SUBJECT: - RE-ORGANIZATION IN PAKISTAN POST OFFICE DEPARTMENT.**

In order to streamline official work and to ensure better supervision, the competent authority has been pleased to make following changes in the hierarchy of Dte-General, Pakistan Post Office, Islamabad.

- (i) The post of Assistant Account Officer (IAC-I) (BPS-17) is re-utilized as Assistant Accountant Officer (PA&P) (BPS-17). The Post of Jr. Accountant (PA&P) (BPS-16) is reutilized as Jr. Accountant (IAC) (BPS-16).

Estt. 5-1/2018

Dated 22-10-2024

### Part-III

**SUBJECT: - REVISION OF TARIFF FOR INTERNATIONAL MAIL – LETTER, PARCEL & EMS.**

Pakistan post-pays transmission and delivery charges of International Mail to Airlines and Destination Postal Administrations in Special Drawing Rights (SDR), a currency of International Monetary Fund (IMF). Due to changes rate and delivery charges, the tariff of International Mail has to be changes on annual basis.

2. Pakistan Postal Services Management Board (PPSMB) has the authority to fix tariff of international mail. During the 67<sup>th</sup> meeting of PPSMB, the authority of changing the tariff for international mail was delegated to Director General Pakistan Post. The Director General Pakistan Post has approved the new rate for international Letter, International Parcel and EMS applicable w.e.f **1<sup>st</sup> December 2024**. New rates will be available on **both websites** of Pakistan Post, i.e., [www.pakpost.gov.pk](http://www.pakpost.gov.pk) and [www.ep.gov.pk](http://www.ep.gov.pk) w.e.f. evening of 30-11-2024.

3. You are requested to ensure that booking of International Letter, International Parcel and EMS is done by postal staff under your jurisdiction according to new rates w.e.f. **1<sup>st</sup> December 2024**.

4. The Director General Post has further been pleased to authorize the Postmasters General to offer a 10% discount to bulk user clients for International Letter, International Parcel, and EMS subject to conditions as below:

- i. Bulk user deposits the expected revenue of at latest two months in advance.
- ii. Bulk user for this discount will be registered with the permission of PMG only.
- iii. The bulk user facility of international letter, parcel and EMS will not be allowed to any FPO or DFPO.
- iv. PMG will be personally responsible to ensure close monitoring of the monthly statistics (deposits and usage of facility), reconciliation and safe guarding against any overdraft from the facility.
- v. A monthly report containing detailed account of this facility will be generated and personal seen by PMG. This report may be demanded any time by the Directorate General.

5. Instructions mentioned above should be followed in letter and spirit by the heads of Circles.

6. With best regards.

IP. 2-15/202

30<sup>th</sup> October 2024.

**Tariff for International Letter Mail 2024-25**

<b>Sl. #</b>	<b>Name of the Country</b>	<b>Zone</b>	<b>Tariff for 50 gm</b>	<b>Tariff for 100 gm</b>	<b>Tariff for 250 gm</b>	<b>Tariff for 500 gm</b>	<b>Every Addl 500 gm</b>
<b>1</b>	<b>ZONE</b>	<b>A</b>	<b>400</b>	<b>800</b>	<b>2000</b>	<b>4000</b>	<b>4000</b>
<b>2</b>	<b>ZONE</b>	<b>B</b>	<b>500</b>	<b>1000</b>	<b>2500</b>	<b>5000</b>	<b>5000</b>
<b>3</b>	<b>ZONE</b>	<b>C</b>	<b>700</b>	<b>1400</b>	<b>3500</b>	<b>7000</b>	<b>7000</b>

Postage rate for Postal Card will be 1/4<sup>th</sup> of the rate slab of ordinary letter.

A registration fee of PKR 700 will be charged for the registration of each article.

<b>Sl. #</b>	<b>Name of the Country</b>	<b>Zone</b>	<b>Proposed Tariff 50 gm</b>	<b>Regd Fee</b>	<b>Proposed Tariff for 100 gm</b>
1	<b>ZONE</b>	<b>A</b>	<b>400</b>	<b>700</b>	<b>800</b>
2	<b>ZONE</b>	<b>B</b>	<b>500</b>	<b>700</b>	<b>1000</b>
3	<b>ZONE</b>	<b>C</b>	<b>700</b>	<b>700</b>	<b>1400</b>

<b>Proposed Tariff for 250 gm</b>	<b>Proposed Tariff for 500 gm</b>	<b>Every Addl 500 gm</b>
<b>2000</b>	<b>4000</b>	<b>4000</b>
<b>2500</b>	<b>5000</b>	<b>5000</b>
<b>3500</b>	<b>7000</b>	<b>7000</b>

<b>Calculation for Air Parcel Tariff</b>			
<b>Sl. #</b>	<b>Name of the Country</b>	<b>Proposed Tariff</b>	
		<b>ROUNDED UP TO NEAREST 100</b>	
		<b>First Kg</b>	<b>Addl.Kg</b>
1.	<b>AFGHANISTAN (AF)</b>	<b>15,300</b>	<b>11,100</b>
2.	<b>ALBANIA (AL)</b>	<b>6,900</b>	<b>6,500</b>
3.	<b>ALGERIA (DZ)</b>	<b>4,800</b>	<b>4,300</b>
4.	<b>ANGOLA (AO)</b>	<b>6,200</b>	<b>5,800</b>
5.	<b>ANTIGUA &amp; BARBUDA (AG)</b>	<b>5,000</b>	<b>4,600</b>
6.	<b>ARGENTINA (AR)</b>	<b>7,500</b>	<b>7,100</b>
7.	<b>ARMENIA (AM)</b>	<b>7,400</b>	<b>7,000</b>
8.	<b>ARUBA (AW)</b>	<b>5,800</b>	<b>5,400</b>
9.	<b>AUSTRALIA (AU)</b>	<b>8,700</b>	<b>5,100</b>
10.	<b>AUSTRIA (AT)</b>	<b>5,800</b>	<b>1,800</b>
11.	<b>AZERBAIJAN (AZ)</b>	<b>5,000</b>	<b>4,500</b>
12.	<b>BAHAMAS (BS)</b>	<b>5,200</b>	<b>4,700</b>
13.	<b>BAHRAIN (BH)</b>	<b>3,800</b>	<b>900</b>
14.	<b>BANGLADESH (BD)</b>	<b>5,200</b>	<b>2,900</b>
15.	<b>BARBADOS (BB)</b>	<b>5,500</b>	<b>5,100</b>
16.	<b>BELARUS (BY)</b>	<b>8,100</b>	<b>7,700</b>
17.	<b>BELGIUM (BE)</b>	<b>6,900</b>	<b>1,900</b>
18.	<b>BELIZE (BZ)</b>	<b>6,500</b>	<b>6,000</b>
19.	<b>BENIN (BJ)</b>	<b>5,600</b>	<b>5,100</b>
20.	<b>BHUTAN (BT)</b>	<b>6,000</b>	<b>2,700</b>
21.	<b>BOLIVIA (BO)</b>	<b>7,400</b>	<b>7,000</b>
22.	<b>BOSNIA &amp; HERZEGOVENIA (BA)</b>	<b>6,900</b>	<b>6,400</b>
23.	<b>BOTSWANA (BW)</b>	<b>7,200</b>	<b>6,800</b>

24	<b>BRAZIL (BR)</b>	7,600	7,200
25	<b>BRUNEI DARUSSALAM (BN)</b>	4,800	2,700
26	<b>BULGARIA (BG)</b>	4,900	4,400
27	<b>BURKINA FASO (BF)</b>	6,400	5,900
28	<b>BURUNDI (BI)</b>	7,300	6,900
29	<b>CAMBODIA (KH)</b>	4,300	2,100
30	<b>CAMEROON (CM)</b>	6,200	5,700
31	<b>CANADA (CA)</b>	7,900	4,000
32	<b>CAPE VERDE (CV)</b>	6,300	5,900
33	<b>CENTRAL AFRICAN REP (CF)</b>	6,300	5,800
34	<b>CHAD (TD)</b>	5,800	5,400
35	<b>CHILE (CL)</b>	7,800	7,300
36	<b>CHILE - EASTER ISLANDS (CL)</b>	7,800	7,300
37	<b>CHINA (CN)</b>	4,800	1,800
38	<b>CHINA - HONG KONG (HK)</b>	6,300	1,600
39	<b>CHINA - MACAO (MO)</b>	8,700	4,800
40	<b>COLOMBIA (CO)</b>	7,100	6,700
41	<b>COMOROS (KM)</b>	5,600	5,200
42	<b>CONGO (CG)</b>	5,600	5,100
43	<b>COSTA RICA (CR)</b>	7,200	6,800
44	<b>COTE D'IVOIRE (CI)</b>	7,300	6,900
45	<b>CROATIA (HR)</b>	4,400	3,900
46	<b>CUBA (CU)</b>	6,000	5,600
47	<b>CURACAO (CW)</b>	6,400	6,000
48	<b>CYPRUS (CY)</b>	5,700	5,200
49	<b>CZECH (CZ)</b>	4,600	4,200
50	<b>DEM. REP. OF KOREA (KP)</b>	7,700	4,600

51	<b>DEM. REP. OF CONGO (CD)</b>	6,600	6,200
52	<b>DENMARK (DK)</b>	6,300	5,800
53	<b>DJIBOUTI (DJ)</b>	5,900	5,400
54	<b>DOMINICA (DM)</b>	5,200	4,700
55	<b>DOMINICAN REPUBLIC (DO)</b>	5,300	4,800
56	<b>ECUADOR (EC)</b>	6,500	6,000
57	<b>EGYPT (EG)</b>	4,900	1,700
58	<b>EL SALVADOR (SV)</b>	5,700	5,200
59	<b>EQUATORIAL GUINEA (GO)</b>	5,000	4,600
60	<b>ERITREA (ER)</b>	6,500	6,100
61	<b>ESTONIA (EE)</b>	5,500	5,100
62	<b>ETHIOPIA (ET)</b>	4,200	3,800
63	<b>FIJI (FJ)</b>	11,200	8,700
64	<b>FINLAND (FI)</b>	7,300	6,900
65	<b>- ALAND ISLANDS (AX)</b>	7,300	6,900
66	<b>FRANCE (FR)</b>	6,400	1,900
67	<b>- FRENCH GUIANA (GF)</b>	7,700	7,300
68	<b>- FRENCH POLYNESIA (PF)</b>	7,500	7,000
69	<b>- GUADELOUPE (GP)</b>	7,700	7,300
70	<b>- MARTINIQUE (MQ)</b>	7,700	7,300
71	<b>- MAYOTTE (YT)</b>	9,200	8,700
72	<b>- NEW CALEDONIA (NC)</b>	13,600	8,700
73	<b>- REUNION (RE)</b>	7,700	7,300
74	<b>GABON (GA)</b>	6,100	5,700
75	<b>GAMBIA (GM)</b>	6,300	5,900
76	<b>GEORGIA (GE)</b>	6,500	6,100
77	<b>GERMANY (DE)</b>	8,300	2,000
78	<b>GHANA (GH)</b>	8,300	7,800
79	<b>UNITED KINGDOM (GBA)</b>	8,300	2,800

80	- BERMUDA (BM)	6,300	5,900
81	- CAYMAN ISLANDS (KY)	6,400	6,000
82	- FALKLAND ISLANDS (FK)	6,300	5,800
83	- GIBRALTAR (GI)	5,400	5,000
84	- VIRGIN ISLANDS (VG)	5,200	4,800
85	GREECE (GR)	5,200	2,100
86	GRENADA (GD)	5,500	5,000
87	GUATEMALA (GT)	5,100	4,600
88	GUINEA (GN)	6,000	5,500
89	GUINEA-BISSAU (GW)	6,000	5,500
90	GUYANA (GY)	6,100	5,700
91	HAITI (HT)	5,300	4,900
92	HONDURAS (HN)	5,500	5,000
93	HUNGARY (HU)	5,800	5,300
94	ICELAND (IS)	9,100	8,600
95	INDIA (IN)	5,300	1,500
96	INDONESIA (ID)	5,300	2,300
97	IRAN (IR)	6,900	2,100
98	IRAQ (IQ)	4,200	1,700
99	IRELAND (IE)	5,500	2,000
100	ITALY (IT)	5,700	2,000
101	JAMAICA (JM)	6,200	5,700
102	JAPAN (JP)	5,300	1,900
103	JORDAN (JO)	3,800	1,300
104	KAZAKHSTAN (KZ)	7,500	7,100
105	KENYA (KE)	4,600	4,100
106	KIRIBATI (KI)	10,800	8,700
107	KOREA (KR)	5,200	1,700
108	KUWAIT (KW)	3,400	900

109	<b>KYRGYZSTAN (KG)</b>	4,100	3,600
110	<b>LAO PEOPLE'S DEM. REP. (LA)</b>	4,700	2,100
111	<b>LATVIA (LV)</b>	5,900	5,500
112	<b>LEBANON (LB)</b>	4,200	1,300
113	<b>LESOTHO (LS)</b>	6,200	5,700
114	<b>LIBERIA (LR)</b>	5,400	4,900
115	<b>LIBYAN JAMAHIRIYA (LY)</b>	4,600	4,200
116	<b>LIECHTENSTEIN (LI)</b>	7,000	6,500
117	<b>LITHUANIA (LT)</b>	7,100	6,700
118	<b>LUXEMBOURG (LU)</b>	5,400	5,000
119	<b>MADAGASCAR (MG)</b>	7,100	6,600
120	<b>MALAWI (MW)</b>	6,700	6,300
121	<b>MALAYSIA (MY)</b>	4,600	1,500
122	<b>MALDIVES (MV)</b>	3,800	1,200
123	<b>MALI (ML)</b>	6,200	5,800
124	<b>MALTA (MT)</b>	7,200	6,800
125	<b>MAURITANIA (MR)</b>	6,800	6,300
126	<b>MAURITIUS (MU)</b>	6,200	5,800
127	<b>MEXICO (MX)</b>	6,000	5,500
128	<b>MOLDOVA (MD)</b>	7,100	6,600
129	<b>MONACO</b>	7,700	7,300
130	<b>MONGOLIA (MN)</b>	8,400	5,000
131	<b>MONTENEGRO (ME)</b>	7,100	6,600
132	<b>MOROCCO (MA)</b>	5,300	2,200
133	<b>MOZAMBIQUE (MZ)</b>	7,000	6,500
134	<b>MYANMAR (MM)</b>	4,900	2,600
135	<b>NAMIBIA (NA)</b>	6,000	5,600
136	<b>NAURU (NR)</b>	10,500	8,600

137	<b>NEPAL (NP)</b>	4,700	2,500
138	<b>NETHERLANDS (NL)</b>	5,700	2,000
139	<b>NEWZEALAND (NZ)</b>	13,300	9,200
140	<b>COOK ISLANDS (CK)</b>	13,300	9,200
141	<b>NICARAGUA (NI)</b>	5,700	5,200
142	<b>NIGER (NE)</b>	5,400	5,000
143	<b>NIGERIA (NG)</b>	7,400	7,000
144	<b>NORWAY (NO)</b>	7,900	7,500
145	<b>OMAN (OM)</b>	3,400	700
146	<b>PALESTINE (PS)</b>	3,900	3,400
147	<b>PANAMA (PA)</b>	5,400	5,000
148	<b>PAPUA NEW GUINEA (PG)</b>	13,800	9,200
149	<b>PARAGUAY (PY)</b>	5,600	5,200
150	<b>PERU (PE)</b>	6,900	6,500
151	<b>PHILIPPINES (PH)</b>	3,900	1,800
152	<b>POLAND (PL)</b>	6,200	5,700
153	<b>PORTUGAL (PT)</b>	6,100	5,700
154	<b>QATAR (QA)</b>	3,400	800
155	<b>ROMANIA (RO)</b>	7,300	6,900
156	<b>RUSSIAN FED. (RU)</b>	8,400	7,900
157	<b>RWANDA (RW)</b>	6,000	5,500
158	<b>SAINT LUCIA (LC)</b>	5,200	4,800
159	<b>SAMOA (WS)</b>	11,000	9,000
160	<b>SAUDI ARABIA (SA)</b>	3,400	1,100
161	<b>SENEGAL (SN)</b>	5,800	5,400
162	<b>SERBIA (RS)</b>	5,600	5,100
163	<b>SEYCHELLES (SC)</b>	3,600	1,500
164	<b>SIERRA LEONE (SL)</b>	5,700	5,300
165	<b>SINGAPORE (SG)</b>	4,800	1,600

166	<b>SLOVAKIA (SK)</b>	6,200	5,800
167	<b>SLOVENIA (SI)</b>	4,600	4,200
168	<b>SOLOMON ISLANDS (SB)</b>	10,600	8,700
169	<b>SOMALIA (SO)</b>	6,100	5,700
170	<b>SOUTH AFRICA (ZA)</b>	6,200	2,600
171	<b>SOUTH SUDAN (SS)</b>	6,100	5,700
172	<b>SPAIN (ES)</b>	6,000	2,100
173	<b>SRI LANKA (LK)</b>	3,500	1,100
174	<b>SUDAN (SD)</b>	9,600	6,600
175	<b>SURINAME (SR)</b>	5,300	4,800
176	<b>SWAZILAND (SZ)</b>	5,400	5,000
177	<b>SWEDEN (SE)</b>	7,500	7,000
178	<b>SWITZERLAND (CH)</b>	5,600	1,900
179	<b>SYRIAN ARAB REP (SY)</b>	6,800	6,400
180	<b>TAJIKISTAN (TJ)</b>	5,800	5,400
181	<b>TANZANIA (TZ)</b>	6,100	5,600
182	<b>THAILAND (TH)</b>	4,300	1,400
183	<b>NORTH MACEDONIA (MK)</b>	5,000	4,500
184	<b>TIMOR-LESTE (TL)</b>	10,600	8,700
185	<b>TOGO (TG)</b>	6,100	5,600
186	<b>TONGA (TO)</b>	11,100	8,700
187	<b>TRINIDAD &amp; TOBAGO (TT)</b>	5,300	4,900
188	<b>TUNISIA (TN)</b>	6,200	5,800
189	<b>TURKIYE (TR)</b>	6,700	1,900
190	<b>TURKMENISTAN (TM)</b>	5,700	5,300
191	<b>TUVALU (TV)</b>	10,800	8,700
192	<b>UGANDA (UG)</b>	6,100	5,600

193	<b>UKRAINE (UA)</b>	8,800	8,400
194	<b>UAE (AE)</b>	3,300	800
195	<b>URUGUAY (UY)</b>	7,500	7,000
196	<b>USA (US)</b>	8,400	5,200
197	<b>UZBEKISTAN (UZ)</b>	7,800	7,300
198	<b>VANUATU (VU)</b>	10,700	8,800
199	<b>VATICAN (VA)</b>	7,700	7,300
200	<b>VENEZUELA (VE)</b>	5,600	5,200
201	<b>VIET NAM (VN)</b>	4,800	2,500
202	<b>YEMEN (YE)</b>	4,500	1,800
203	<b>ZAMBIA (ZM)</b>	5,700	5,300
204	<b>ZIMBABWE (ZW)</b>	7,200	6,700

S. No.	Name of Country	Tariff	
		1st kg	Addl. kg
1.	Australia	11500	4500
2.	Austria	6700	1700
3.	Bahrain	5800	600
4.	Belgium	6300	1700
5.	Canada	7400	3900
6.	China	4100	2200
7.	Egypt	5400	1200
8.	Germany	10600	1700
9.	Greece	6800	1700
10.	Hong Kong -Doc	8400	1200
11.	Hong Kong -Mer	8400	1200
12.	India	5700	1600
13.	Indonesia - Doc	6700	1600
14.	Indonesia -Mer	9500	1600
15.	Ireland	7800	1700
16.	Italy		
17.	Japan	9200	1600
18.	Jordan	6200	1000
19.	Korea Rep	7400	1300
20.	Kuwait	4400	700
21.	Malaysia - Doc	6600	1200
22.	Malaysia - Mer	7000	1200
23.	Maldives	5200	1000
24.	Morocco	6800	2600
25.	Netherlands	7600	1700
26.	Oman - Doc	6100	400
27.	Oman - Mer	6800	400
28.	Phillippines	5700	1500
29.	Oatar	6700	1500
30.	Saudi Arabia	6800	700
31.	Singapore - Doc	6000	1400
32.	Singapore - Mer	6500	1400
33.	South Africa	7300	3100
34.	Spain	9600	1800
35.	Sri Lanka	4700	1000
36.	Switzerland	8400	1700
37.	Thailand	5300	1100
38.	Turkiye	7300	1300
39.	U.A.E	5700	500
40.	UK	9700	1800
41.	USA	15300	4000

**Part-IV**

**Nil**

**Part-V**

**Nil**

**Part-VI**

**Nil**