

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH**

No. 8407-F

Kolkata, the 19th August, 2002

MEMORANDUM

Sub: Purchase of Postal Franking Machine for use in the Government Offices.

Consequent upon the discontinuation of service postage stamps, it is felt necessary to instal Postal Franking Machine in the offices under the Government of West Bengal upto Block Level for dispatching official correspondences. The matter of purchase of Postal Franking Machine has been under consideration for sometime past.

After careful consideration of all aspects, the Governor has been pleased to decide that the Kilburn Pitney Bowes Franking Machine (Model A 900/ E211) of M/s. Kilburn Raprographics Limited, 7, Red Cross Place, Kolkata- 700001, will be purchased for use in the Government Office in West Bengal upto Block Level.

The cost of the said Machine is Rs. 57,500/- (Rupees fifty seven thousand five hundred) each which has been approved by the Director General of Supplies & Disposals, Government of India. The Annual Maintenance Charge of the machine is Rs. 5,175/- (Rupees five thousand one hundred seventy five) only i.e. 9% of the basic price of the Machine.

It has also been decided that the Office in Block and Sub-Divisional levels where number of letters to be dispatched are not large, should get their letters dispatched through B. D. O's and S. D. O's offices. Offices below Block levels shall not get this facility. For Offices in districts, requirement of such machines may be assessed as per above norms, by District Magistrates and send such proposal to this Department for approval. For Offices in Kolkata which do not avail of the services of C.D.O. may send such proposal to this Department/for necessary approval through their respective Departments.

Sd/- S. K. Pal

Joint Secretary to the
Government of West Bengal.