

**SB ORDER NO. 01/2011**

No.32-1/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 08.02.2011

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Use of prescribed Account Opening Form (Form'A') while opening PPF accounts to avoid irregular opening of Joint accounts in PPF.**

Sir / Madam,

The undersigned is directed to say that this office is receiving large number of cases from circles/regions for regularization of irregularly opened Joint PPF accounts by converting into single accounts. As Department has no power to relax any statutory rule, all such cases are being referred to Min. of Finance (DEA) for regularization.

2. Min. of Finance (DEA) while examining such cases has observed that Post Offices are using SB-3 for opening of PPF accounts which is meant for opening of SB/RD/TD/MIS accounts and this is resulting in opening of Joint PPF accounts as the form has provision for opening of joint accounts. Ministry has pointed out that PPF Scheme provides for 'FORM-A' as account opening form and if this form is used for opening of PPF account, there are less chances that a Joint PPF account could be opened.

3. It is therefore requested to ensure that all post offices operating PPF scheme should use Form-A for opening of PPF account and no Joint PPF account is opened. Availability of this prescribed form in Post Offices operating PPF scheme may also kindly be ensured.

4. **This may kindly brought to the notice of all post offices operating PPF scheme.**

5. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

- I. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)
- II. Director (FS)/Director (CBS), Dak Bhawan.
- III. Director of Audit (P&T), Delhi.
- IV. All Directors/Dy. Directors of Accounts, Postal
- V. Director, Postal Staff College, Ghaziabad.
- VI. All Directors, Postal Training Centres.
- VII. **Director CEPT, PTC Mysore for uploading the SB Order in Department's Web Site.**
- VIII. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.

- IX. AD /Inspection/PF/Vigilance
- X. All Accounts Officers ICO(SB)
- XI. All recognized unions.
- XII. PS to Member (T)
- XIII. Under Secretary (Budget), MOF(DEA) North Block, New Delhi w.r.t OM No. 7/1/2010-NS-II (Vol-II) dated 13.1.2011.

**SB ORDER NO. 02/2011**

No.113-07/2008-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 08..02.2011

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Clarifications regarding new procedure prescribed for settlement of deceased claim cases vide SB Order 25/2010.**

Sir / Madam,

The undersigned is directed to say that PTC Mysore has sought clarifications on some points mentioned in the new procedure circulated for settlement of deceased claim cases vide SB Order No. 25/2010. Points raised and clarifications are given below:-

Sl. No.	Points raised	Clarifications
1	<p>What value of Stamp paper will be used for obtaining Affidavit, Letter of Indemnity, Disclaimer certificate of Affidavit.?</p> <p>Whether 'Notary Public' and 'Oath Commissioner' are one and the same? If not, where the oath Commissioner is available?</p> <p>Whether the claim application forms and annexures will be supplied by department viz PSD? If so, what will be the number of forms?</p> <p>It is suggested that all claim forms prescribed for SB and SC should be assigned different numbers.</p>	<p>The value of stamps on Affidavit differs from State to State as it comes under the State Stamp Act. Circles can circulate the value of stamps as per their State Stamp Act.</p> <p>Notary Public and Oath Commissioner are different and are available in every court complex.</p> <p>The form prescribed are to be supplied by the Department and for numbers allotted are given below:-</p> <ol style="list-style-type: none"><li>1) Form for claim of balance in the Savings Bank Account of deceased depositor- SB-30</li><li>2) Claim application form for settlement of Savings Certificates of the deceased holder where nomination is registered-NC-14.</li><li>3) Claim application form for settlement of Savings Certificates of the deceased holder where claim is preferred on legal evidence of heirship.NC-15.</li><li>4) Claim application form for settlement of Savings Certificates of the deceased holder where no nomination is registered or no legal evidence is produced.NC-16.</li></ol>
2	<p>Whether payment of claim can be made by automatic transfer to POSB account of the claimant? It is suggested to make provision.</p>	<p>All payments have to be made by crossed cheque only.</p>
3	<p>For Savings Certificate the limit prescribed for Time Scale SPM is</p>	<p>It was a typographical error. It may be read as Rs.1000/-.</p>

	mentioned as Rs.500/- which was earlier Rs.1000/-. Whether this is a typographical error or this limit has been reduced?	
4	For savings account having nomination or legal evidence, limit for only T/S SPM has been mentioned. It is presumed that LSG/HSG SPMs also can sanction such claim up to the limit prescribed for them in case of no nomination.	In case nomination is registered or legal evidence is produced there is restriction of amount to be sanctioned by T/S SPM or Selection Grade SPM up to the limit they are empowered to sanction claim in case of no nomination. In Note 1 below Rule 87(2) after the words Time Scale SPM words "or Selection Grade SPM may be inserted which was missed during typing. This will clear the confusion.
5	Sanction limit of LSG SPM has been shown as Rs.5000/- whereas it was Rs.2000/- prior to 1.1.2011. Whether it is a typographical error or the power has been enhanced?	This was also a typographical error. This may be read as Rs.2000/-.
6	Clarification regarding Sanction of claim in favour of Succession Certificate holder where nomination is registered.	The Sanctioning authority has to give precedence to nominee over all other persons seeking claims. Only in those cases where the nominee has not claimed the amount and someone produces Succession Certificate or Probate of Will or Letter of Administration, the claim should be settled in favour of legal heir without waiting the nominee to prefer the claim.
7	In rural areas, Xerox machines are not available. As the claim application shall be treated as voucher, for keeping the claim application as office copy, whether claim application are to be obtained in duplicate.	This matter can be sorted out at local level and wherever necessary, the claim application can be taken in duplicate.
8	The mode of dispatch of sanction memo is not mentioned.	The need to dispatch the sanction will arise only if the claim is received by post. In such cases the sanction memo may be dispatched by service Insured Post.
9	In the claim application for Savings Account, provision of signatures of only Sr.PM/PM/SPM is provided whereas some cases require sanction of DPS/Regional PMG/CPMG.	Where none out of Sr.PM/PM/SPM are sanctioning authority, the sanctioning authority will issue formal sanction memo of the claim and return the whole case to concerned Sr PM/PM/SPM for payment. The concerned Sr.PM/PM/SPM will mention the particulars of sanction memo on the claim application and sign at the place marked for them to authorize the payment.
10	In the format of application form for savings account, the wording , "To the Sr. Postmaster/Postmaster/Sub Postmaster.....(Name of PO) printed twice which may be a typographical error. It should be confirmed.	This was a typographical mistake.



2. The points raised and clarifications given may kindly be circulated to all post offices for guidance and necessary information.
3. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

- I. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)
- II. Director (FS)/Director (CBS), Dak Bhawan.
- III. Director of Audit (P&T), Delhi.
- IV. All Directors/Dy. Directors of Accounts, Postal
- V. Director, Postal Staff College, Ghaziabad.
- VI. All Directors, Postal Training Centres.
- VII. **Director CEPT, PTC Mysore for uploading the SB Order in Department's Web Site.**
- VIII. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
- IX. AD /Inspection/PF/Vigilance
- X. All Accounts Officers ICO(SB)
- XI. All recognized unions.

No.116-352009-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad

Marg,

New Delhi-110001, Dated: 11.03.2011

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Appointment of agents and other agency functions - fresh instructions issued by MOF(DEA) regarding.**

Sir / Madam,

The undersigned is directed to say that Min. of Finance (DEA) vide letter no. F.1/29/2010-NS.II dated 31.12.2010 has issued some instructions regarding appointment of agents and other agency functions. This office is also receiving some representations from Agents Associations regarding non-cooperation by the postal staff and insistence on bringing RD schedules in CD format. All these matters have been considered in this office and fresh guidelines as given below are being issued which shall be applicable from the date of receipt of this letter:-

1. Whenever, it is noticed that in any post office, number of agents attached are more than the business potential which may cause heavy rush in that post office, appointing authority should immediately be informed to change the jurisdiction of some agents to alternative post offices.
2. All Divisional Heads will maintain a record of agents which are found involved in the fraudulent activities and inform the appointing authority immediately for cancellation of the agency. No business from such agents should thereafter be accepted. At the beginning of the year, a negative list containing details of such agents should be circulated to all post offices in the division and to the appointing authority. During the course of the year, any addition/deletion may be made and at the beginning of the next year, the list may be reviewed and issued afresh. If name of any agent whose agency is renewed is found in the negative list, no business from such agent should be accepted and matter should be reported to the appointing authority immediately.
3. SAS Agents were earlier authorized to handle cash up to Rs.50,000/- at a time. Now, this limit has been reduced to Rs.10,000/- at a time. If any depositor wants investment of more than Rs.10,000/- through SAS agent, he has to give cheque to the agent duly crossed and endorsed as per latest rules and procedures. However, the limit of issue of cash receipt books to SAS agents will remain Rs.50,000/- at a time.
4. No SAS/MPKBY/PPF agent shall be permitted to issue cheque from his own account on behalf of any depositor.
5. MOF(DEA) has prescribed a half yearly coordination meeting between District Magistrate and Divisional Head. All Divisional Heads may also take up the issues related to agents, such as, appointment, renewal and fraud cases at District level with appointing authority, whenever such issues arise.

6. The postal staff posted at the counters should co-operate with the agents bringing business. Postmaster should fix separate working hours for the acceptance of business from agents keeping in view the business potential of the office and wherever possible, may identify one full time separate counter for handling business of agents particularly in Head Post Offices.

7. **This may kindly be brought to the notice of all post offices and administrative offices.**

8. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

- I. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)
- II. Director (FS)/Director (CBS), Dak Bhawan.
- III. Director of Audit (P&T), Delhi.
- IV. All Directors/Dy. Directors of Accounts, Postal
- V. Director, Postal Staff College, Ghaziabad.
- VI. All Directors, Postal Training Centres.
- VII. **Director CEPT, PTC Mysore for uploading the SB Order in Department's Web Site.**
- VIII. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
- IX. AD /Inspection/PF/Vigilance
- X. All Accounts Officers ICO(SB)
- XI. All recognized unions.
- XII. PS to Member (T)
- XIII. Under Secretary (Budget), MOF(DEA) North Block, New Delhi.

**SB ORDER NO. 04/2011**

F.No.25-04/2009-FS(Vol-I) (pt.)  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 01.04.2011

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Implementation of AML/CFT norms in Small Savings Schemes and Remittances in post offices- carrying out Inspection and its further review regarding.**

Sir / Madam,

The undersigned is directed to say that this office is regularly issuing guidelines on AML/CFT norms i.e KYC/CDD of depositors/holders, record keeping and reporting with regard to Small Savings Schemes as well as Remittances in post offices. It is obligatory for the department to ensure implementation of these norms at various post offices.

2. Min. of Finance (DEA) which is the regulator of the Department for implementation of AML/CFT norms has prepared an Inspection Questionnaire and methodology of review of inspections as well as further reporting of the review alongwith remedial action taken and asked the Department to comply with the same.

3. Copy of Inspection Questionnaire and further methodology alongwith prescribed Monthly Statements received from MOF(DEA) are enclosed. It is requested that prescribed questions may be attempted by all Inspecting Authorities during the regular course of Annual Inspection of post offices to be carried out from 1.4.2011. Question related to EDBOs may be included in the normal Inspection Report and reviewed as per normal procedure. However, questions relating to SOs and HOs should be separately written as Annexure to the Inspection Report of the office which will be reviewed by Divisional/Regional/Circle office on the basis of Methodology given in the enclosed papers.

4. Divisional Heads will send prescribed Monthly Statement alongwith Annexure to the Inspection Reports of the post offices found Partially Compliant and Non Compliant to Head of Region/Circle alongwith their second fortnightly diary. Circle Offices will send the prescribed consolidated Monthly

Statement to DDG(Principal Compliance Officer) in the Directorate by 7<sup>th</sup> working day of the next month for its onward submission to Min. of Finance (DEA).

5. Question relating to Regional/Circle office may also be included in the regular Inspection Report.

6. **This may kindly bring to the notice of all post offices and administrative office for strict compliance.**

7. This issues with the approval of member (Tech).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

**Encl:- as above**

Copy to:-

- I. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)
- II. Director (FS)/Director (CBS), Dak Bhawan.
- III. Director of Audit (P&T), Delhi.
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- X. All Accounts Officers ICO(SB)
- XI. All recognized unions.
- XII. PS to Member (T)
- XIII. Under Secretary (Budget), MOF(DEA) North Block, New Delhi w.r.t ID No. 4/1/2010-NS-II (Vol-II) dated 10.3.2011.

## **INSPECTION QUESTIONNAIRE FOR AML / CFT NORMS IN POSB / SC**

### **EDBO**

1. At the time of annual inspection of EDBO, while examining SB-26, it should also be seen that Photograph of all the account holders who have opened accounts after issue of instructions on AML/KYC norms are pasted in the SS Book.
2. In case of any customer who has already given photograph, to see whether BPM has mentioned this fact against the new account in SS Book.
3. Whether GDS BPM has knowledge about AML/CFT norms circulated by this office?
4. Explain the concept of AML/CFT to the BPM in regional language particularly about suspected transaction.
5. Verify the CTR/STR if any sent by GDS BPM to its Account Office since last inspection.
6. While verifying the Passbooks, it should be examined as to whether GDS BPM has attested the photograph pasted on Passbooks issued after issue to instructions on AML/CFT.

### **Sub Post Office**

1. Whether SPM and his operative staff have knowledge about AML / CFT norms circulated by this office vide SB Order No.18/2010 and any subsequent order?
2. Check guard files of SB-3 forms after issue of AML / CFT norms by this office to see whether Photograph, ID Proof and Address proof are taken in all accounts opened after receipt of instructions from Directorate?
3. See randomly, as to whether, copies of ID and Address Proof taken bear attestation by depositor himself or Gazetted Officer.
4. Whether Address Proof is being verified in case of investments of Rs.10 Lakh and above by cash before opening of account/purchase of certificates?
5. In case of centralized schemes, SS Books of all such schemes are to be checked to see as to whether recent photograph has been pasted?
6. Also see as to whether instructions issued regarding mentioning of old account number or registration number through which KYCD were already given are being followed in case of customers investing money frequently in post offices.

7. Whether name and address of the customer(s) in the SB-3 or Purchase Application is matched with the KYC documents already submitted?
8. Whether the copies of ID and Address Proof taken are in conformity of the Directorate SB Order No.18/2010 or any subsequent order?
9. Whether photograph of depositor(s) are being pasted in the SS Book for centralized schemes accounts and on purchase application forms in respect of NSC / KVP.
10. Whether SPM is writing on SS Book under his dated signatures in red ink as “KYCD Taken”?
11. Collect some passbooks from the counter during inspection and see whether photograph of depositor(s) has been pasted on the same and has been attested by SPM?
12. Check at least 5 accounts opened and 5 purchase applications in each month since last inspection to see the level of implementation of AML / CFT norms circulated vide SB Order 18/2010 or any subsequent order and record results.
13. Educate the SPM and staff about the AML /CFT obligations and provisions of penalty in case of deficiency.
14. Examine STR / CTR sent to Divisional Office by the SPM since last inspection. See, whether all relevant and prescribed information has been mentioned in the reports?
15. See the preservation of record relating to transactions since last inspection and record your observations on record management as required vide SB Order No.18/2010 or any subsequent order.

### **Head Post Office**

#### **Counter**

1. Whether APM and his operative staff have knowledge about AML/CFT norms circulated by this office vide SB Order No.18/2010 or any subsequent order?
2. Check guard files of SB-3 forms after issue of AML/CFT norms by this office to see whether Photograph, ID Proof and Address Proof are taken in all accounts opened after receipt of instructions from Directorate?
3. See randomly, as to whether, copies of ID and Address Proof taken bear attestation by depositor himself or Gazetted Officer.

4. Whether Address Proof is being verified in case of investments of Rs.10 Lakh and above before opening of account/purchase of certificates?
5. Also see as to whether instructions issued regarding mentioning of old account number<sup>4</sup> or registration number through which KYCD were already given are being followed in case of customers investing money frequently in post offices.
6. Whether name and address of the customer(s) in the SB-3 or Purchase Application is matched with the KYC documents already submitted?
7. Whether the copies of ID and Address Proof taken are in conformity of the Directorate SB Order No.18/2010 or any subsequent order?
8. Whether photograph of depositor(s) are being pasted on the SB-3 for and on purchase application forms in respect of NSC/KVP and duly attested by APM.
9. Collect some passbooks from the counter during inspection and see whether photograph of depositor(s) has been pasted on the same and has been attested by APM?
10. Check at least 5 accounts opened and 5 purchase applications in each month since last inspection to see the level of implementation of AML/CFT norms circulated vide SB Order 18/2010 and record results.
11. Educate the APM and staff about the AML/CFT obligations and provisions of penalty in case of deficiency.
12. Examine STR/CTR sent to Divisional Office by the APM since last inspection. See, whether all relevant and prescribed information has been mentioned in the reports?
13. See the preservation of record relating to transactions since inspection and record your observations on record management as required vide SB Order No.18/2010 or any subsequent order issued.

### **SBSO**

14. Check SB-3 of at least 5 accounts opened by each SO in each scheme during each month since last inspection to see whether photograph, ID proof and address proof of depositor(s) are attached and record results.
15. Also see whether name of depositor(s) tally with the ID proof and record results.

### **SBCO**

16. See the preservation of record relating to transactions and vouchers since last inspection and record your observations on record management as required vide SB Order No.18/2010 or any subsequent order issued.



### **Divisional Office**

1. To examine whether orders issued by the Directorate and received through Regional/ Circle office are circulated to all post offices timely and record results.
2. To examine the files relating inspection reports of the inspecting authority responsible for inspection of AML / CFT compliance and check whether during the inspection, all required points of the questionnaire have been covered.
3. To examine the files relating to review of inspections relating to AML / CFT compliance and see whether follow up action was taken by the Divisional Head on the findings of the inspecting authority.
4. To examine whether CTR and STR received from Post Offices are compiled and sent to Regional / Circle Office in due time and record results.

### **Regional / Circle Office**

1. To examine whether orders issued by the Directorate are circulated to all Divisions / Regions timely and record results.
2. To examine the files relating to inspection reports of the inspecting authority responsible for inspection of AML / CFT compliance in Divisional Offices and check whether during the inspection, all required points of the questionnaire have been covered.
3. To examine the files relating to review of inspections relating to AML / CFT compliance in Divisional Offices and see whether follow up action was taken by the Regional / Circle Head on the findings of the inspecting authority.
4. To examine whether CTR and STR received from Divisions / Regions are compiled and sent to Directorate in due time and record results.

## **Categorization of Fully/Partial/Non compliant Post offices with regards to AML/CFT**

### **Fully Compliant (POSB)**

- (1) Post offices where all SB-3 and Purchase Applications received after last inspection are found duly placed in guard files alongwith prescribed KYC/CDD documents.
- (2) Post offices where a prescribed record relating to daily transaction is kept duly arranged and preserved for 10 years.
- (3) Post offices where Cash Transaction Report/Suspected Transaction Report is being sent to Divisional office as per prescribed time schedule.
- (4) Post offices where the Sr. PM/Postmaster/SPM and staff working on POSB/SC branches in fully aware off the latest AML/KYC guidelines issued by the Department.

### **Partially Compliant (POSB)**

Post Offices where the above criteria is not followed fully.

### **Non-Compliant (POSB)**

The Post Offices which have not yet started implementation of AML/KYC norms and not aware off the latest guidelines.

### **Fully Compliant (Remittances)**

- (1) Post offices where ID proof is taken for all iMO booking of above Rs 5000/- and all iMO payments.
- (2) Post offices where ID proof is taken for all IMTS payments.
- (3) Post offices where Cash Transaction Report/Suspected Transaction Report is being sent to Divisional Office as per prescribed time schedule.
- (4) Post offices where the Sr. PM/Postmaster/SPM and staff working on Remittance branches is fully aware off the latest AML/KYC guidelines issued by the Department.
- (5) Post offices where record relating to remittances along with ID Proof is kept duly arranged and preserved for 10 years.

### **Partially Compliant (Remittances)**

Post Offices where the above criteria is not followed fully.

### **Non-Complaint (POSB)**

The Post Offices which have not yet started implementation of AML/KYC norms and are not aware off the latest guidelines.

## Monthly Statement to be sent by Circle Offices to Directorate.

- (a) Total No. of Departmental Post Offices in the Circle =
- (b) No. of Departmental Offices inspected during the month =
- (c) No. of Offices out of (b) which were found fully complaint of KYC/CDD norms =
- (d) No. of Offices out of (b) which were found partially complaint =
- (e) No. of Offices out of (b) which were found not complaint =

<b>POSB</b>	
Remedial action taken for the offices mentioned at (d) above	
Remedial action taken for the offices mentioned at (e) above	

Signatures of Head of Circle

## Monthly Statement to be sent by Divisional Head to Circle Office.

- (a) Total No. of Departmental Post Offices in the Division =
- (b) No. of Departmental Offices inspected during the month =
- (c) No. of Offices out of (b) which were found fully complaint of KYC/CDD norms =
- (d) No. of Offices out of (b) which were found partially complaint =
- (e) No. of Offices out of (b) which were found not complaint =

<b>POSB</b>	
Remedial action taken for the offices mentioned at (d) above	
Remedial action taken for the offices mentioned at (e) above	

Signatures of Divisonal Head

**SB ORDER NO. 05/2011**

F.No.116-35/2009-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 21.04.2011

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Appointment of agents and other agency functions- issue of clarifications regarding**

Sir / Madam,

The undersigned is directed to refer to this office letter of even number dated 11.3.2011 (SB Order No.3/2011) vide which some instructions on the subject were circulated. This office is receiving references from agents as well as circles on issue of clarifications on few issues which are being clarified below:-

Sl.No.	Issue raised	Clarification
1	Whether the limit of acceptance of Rs.10,000/- as cash from SAS agents is also applicable to PPF and MPKBY agents?	There are three types of agents i.e SAS,MPKBY and PPF. The instructions circulated are applicable to SAS agents only. Therefore, it is not applicable to MPKBY or PPF agents.
2	Whether the above limit is also applicable in case of re-investment through SAS agents?	In case of re-investment, no cash handling is involved. In case of re-investment through agents, this limit is not applicable.
3	Whether depositor can give cheque from his/her post office savings account for investment?	Yes. POSB cheque is also acceptable for investment through agents.

2. This may kindly bring to the notice of all post offices for information and guidance.
3. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

- I. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)
- II. Director (FS)/Director (CBS), Dak Bhawan.
- III. Director of Audit (P&T), Delhi.
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- IX. AD /Inspection/PF/Vigilance
- X. All Accounts Officers ICO(SB)
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- XII. PS to Member (T)

**SB ORDER NO. 6/2011**

F.No.116-04/2008-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 27.04.2011

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Treating the MSY accounts at par with savings accounts and charging of service charge of Rs.20/- per year.**

Sir / Madam,

The undersigned is directed to say that MSY was introduced in 1993 and was discontinued from 10.8.2001. While issuing notification for discontinuation of the scheme, Department of Women and Child Welfare mentioned in the notification that no incentive or interest on MSY accounts will be admissible from 1.8.2001 and existing MSY account holders will have the option to convert their MSY accounts into savings account with post offices. It was observed that this option was not exercised by many MSY account holders as a result of which lakhs of accounts are still stands in the books of post offices.

2. Some circles suggested that balance in most of such accounts is less than Rs.50/- and these accounts may be treated at par with silent accounts and can be closed by charging service charge of Rs.20/- per year.

3. P&T Audit has started writing draft audit paras on this issue mentioning that the Department for illegally retaining these accounts which were to be converted into savings account as per notification dated 1.7.2001. This contention of the audit is incorrect as there was no such instruction in the notification and the onus was on the account holder to convert these accounts into savings account by fulfilling minimum balance condition.

4. The whole issue has been reconsidered by this office and keeping in view the large number of accounts lying in the post office records in manual format and the coming project on introduction of CBS, **the competent authority has now decided to close all these accounts by way of charging service charge of Rs.20/- per year or if the balance in account is below Rs.20/-, the whole balance in the account.**

5. It is therefore requested that following procedure has been defined to implement the above decision:-

Each post office will prepare list of all MSY accounts standing in its office (including standing at EDBOs in account) by noting account number and balance amount. Postmaster of the post office will prepare one account closure form of the total amount shown in the list and

attach one copy of the list with the Closure form as supporting voucher. The total amount will be shown withdrawn from MSY head and credited under UCR (service charge on MSY accounts). Office copy of the list will be retained by the postmaster for 6 years. All other records relating to these accounts shall be transferred to HPO. In HPO, the amount of withdrawal will be deducted from the amount lying in the MSY head and amount credited in UCR will be classified under the relevant head of Service charge on silent accounts (1201-200-(01)-03. The record received in the HPO will be preserved for 2 years in the SBCO.

6. All HPOs will intimate the total number of accounts closed and amount charged under UCR to their Divisional Offices/DAP who will intimate the same to the Circle Office. Circle Office will reconcile the figure with DAP after consolidating the reports received from various divisions/region and send a report to this office for the circle as a whole. It may be ensured before sending the report to this office that the amount being intimated, has been charged in the proper head by DAP.

7. **This may kindly bring to the notice of all post offices and administrative office for strict compliance.**

8. This issues with the approval of Secretary Posts.

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

- I. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)
- II. Director (FS)/Director (CBS), Dak Bhawan.
- III. Director of Audit (P&T), Delhi.
- IV. All Directors/Dy. Directors of Accounts, Postal
- V. Director, Postal Staff College, Ghaziabad.
- VI. All Directors, Postal Training Centres.
- VII. **Director CEPT, PTC Mysore for uploading the SB Order in Department's Web Site.**
- VIII. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
- IX. AD /Inspection/PF/Vigilance
- X. All Accounts Officers ICO(SB)
- XI. All recognized unions.
- XII. PS to Member (T)

F.No.32-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 25.05.2011

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Extension of PPF Scheme up to Post Offices with sanctioned strength of 2+1 ('A' class post office) w.e.f 1.7.2011.**

Sir / Madam,

The undersigned is directed to say that PPF Scheme was introduced by the Government through PPF Act 1968 and was initially made operational through designated bank branches. The Scheme was introduced up to Head Post Level w.e.f 1.1.1979 and further extended up to LSG Post Offices w.e.f 1.7.1988. A review has been undertaken in this office to expand its operations to other Post Offices and it has been decided to expand the operation of this scheme up to 'A' class post offices i.e where one SPM and 2 PAs are sanctioned.

2. The scheme will be made operational in such post offices w.e.f 1.7.2011. It is pertinent to mention that the scheme is a centralized one under which second set of data is to be maintained in SBSO at HPOs like savings account and all functions like Opening of account, registration of nomination, Interest Calculation, Sanction of Loan, Sanction of Withdrawal, Closure Sanction etc. are to be done at HPO level.

3. It is requested to circulate this letter to all Head Post Offices and 'A' Class post offices alongwith sufficient copies of all related forms/ledgers so that no one can find it difficult to make the scheme operational. It may also be ensured that working strength of such post offices may not become single handed at any point of time. Copy of PPF Rules framed by Min. of Finance under PPF Act 1968 and PPF operative rules given in POSB Manual Vol-I are enclosed for circulation to such post offices.

This issues with the approval of Secretary Posts.

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

**Enclosures:- As above.**

Copy to:-

- I. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)
- II. Director (FS)/Director (CBS), Dak Bhawan.
- III. Director of Audit (P&T), Delhi.
- IV. All Directors/Dy. Directors of Accounts, Postal
- V. Director, Postal Staff College, Ghaziabad.
- VI. All Directors, Postal Training Centres.
- VII. **Director CEPT, PTC Mysore for uploading the SB Order in Department's Web Site.**
- VIII. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
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- XII. PS to Member (T)



F.No.113-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 25.05.2011

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Payment of deposits/certificates belong to minors- a clarification regarding.**

Sir / Madam,

The undersigned is directed to say that this office is in receipt of complaints regarding insistence of issuing cheques of maturity/premature value of deposits/certificates in the name of minors instead of guardians by some post offices when at the time of payment, the minor not attained majority causing hardship to the depositors/certificate holders.

2. This issue has been examined in detail in this office and based on the provisions made in Section 10 of the Government Savings Bank Act 1873 and Section 5 of the Government Savings Certificate Act 1959, following clarification is being issued:-

**In case of accounts:-**

**Payment of deposits to minor or guardian:-**

(a) In case of Minor Account opened by guardian on behalf of minor where at the time of payment minor not attained majority, all payments should be made to the guardian after taking prescribed certificate. In case, minor attained majority before date of payment, prescribed procedure for conversion of account from the name of guardian to the name of minor who attained majority should be followed and payment should not be made to the guardian.

(ii) In case of individual accounts opened by minors of the age of 10 years or above in Savings/RD/TD or MIS schemes, all payments should be made to the minor himself who made the deposits irrespective of minor attained majority or not.

**In case of certificates:-**

**Payment of certificates to minor or guardian:-**

(i) In case of certificates purchased by guardian on behalf of minor, where at the time of payment, minor not attained majority, all payments should be made to the guardian after taking prescribed certificate. In case, minor attained majority before date of payment, prescribed procedure for conversion of certificate from the name of guardian to the name of minor who attained majority should be followed and payment should not be made to the guardian.

(ii) In case of certificates applied by minor and issued in the name of minor, all payments should be made to the minor himself who applied for issue of certificates irrespective of minor attained majority or not.

3. It is requested to bring this clarification to the notice all post offices for strict compliance.

4. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

- I. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)
- II. Director (FS)/Director (CBS), Dak Bhawan.
- III. Director of Audit (P&T), Delhi.
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- IX. AD /Inspection/PF/Vigilance
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- XI. All recognized unions.

PS to Member (T)

**SB ORDER NO. 9/2011**

No.109-04/2007-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110116.  
Dated: 03.06.2011

**MOST IMPORTANT**

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Treating letter issued by UIDAI for issue of Aadhar Number as valid ID and Address Proof as KYC/CDD document under Anti-Money Laundering (AML)/Combating of Financing of Terrorism (CFT) norms for small savings schemes.**

Sir / Madam,

The undersigned is directed to refer to this office letter of even number dated 24.8.2010 (SB Order No.18/2010) and dated 22.10.2010 (SB Order 22/2010) vide which guidelines on the subject for new accounts to be opened or certificates to be issued were circulated. Now, it has been decided that letter issued by Unique Identification Authority of India (UIDAI) mentioning Aadhar Number, Name, Address and Photograph of the person shall also be treated as one of the valid Identification and Address Proof for KYC/CDD in all Small Savings Schemes.

2. It is requested to circulate the procedure to all post offices including EDBOs and ensure effective implementation of the same.
3. This issues with the approval of Member (Tech).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Encl. Annexure

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB))
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. PS to Member (T)
15. PPS to Secretary Posts.

**SB ORDER NO. 10/2011**

No.113-07/2010-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110116.  
Dated: 21.06.2011

**MOST IMPORTANT**

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Enhancement of Savings Bank Allowance to Postal Assistants working in Savings Bank Branches.**

Sir / Madam,

The undersigned is directed to refer to this office letter of No. 2-2/93-SB dated 08.10.2004 (SB Order No.17/2004) vide which it was conveyed that Min. of Finance (DEA) has conveyed its approval for increase in the Savings Bank Allowance from Rs. 60/- to Rs.150/- and from Rs.30/- to Rs.75/- per month w.e.f 08.10.2004.

2. After implementation of the recommendations of 6<sup>th</sup> Pay Commission, increase in the SB Allowance was taken up with the Min. of Finance (DEA), which has now vide its O.M No. 17/1/2001-NS-II dated 10.6.2011 has conveyed its approval for enhancement of SB Allowance as per following rate w.e.f 1.9.2008:-

Criteria	Present Rate	New Rate w.e.f 1.9.2008
Staff Fully engaged in SB/SC work	Rs.150/-	Rs.300/-
Staff Partially engaged	Rs.75/-	Rs.150/-

3. All other conditions for grant of SB Allowance will remain unchanged. This may be circulated to all post offices for information and compliance.

3. This issues with the approval of DDG(FS).

Yours faithfully,

**(S.Manik Lakra)**  
**Assistant Director General (FS)**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
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12. All recognized unions.
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14. PS to Member (T)
15. PPS to Secretary Posts.

No.116-35/2009-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110116.  
Dated: 30.06.2011

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Opening of more than one account in the same scheme in the name of same depositor or acceptance of more than one purchase application of the same scheme in the name of same depositor in one post office on a single day- a clarification regarding.**

Sir / Madam,

The undersigned is directed to say that this office is receiving representations from agents that some post offices are accepting more than one SB-3/Purchase application in the same name on the same day but some are refusing to open more than one account in the same scheme in the name of same investor on a given date. To have a uniform approach on the issue, the matter has been considered in this office and it has been decided to issue following clarification:-

**In the same post office, on a single day, only one account in the name of same depositor in each scheme or one purchase application in the name of same investor in each scheme can be accepted.**

2. This may please be circulated to all post offices for information and compliance.
3. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB))/DDG (Estt.)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
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10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. PS to Member (T)
15. PPS to Secretary Posts.

**SB ORDER NO. 12/2011**

No.113-07/2008-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 11.07.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Acceptance of original document as a proof of death in case of settlement of deceased claim case as per new procedure prescribed vide SB Order 25/2010-a clarification regarding.**

Sir / Madam,

The undersigned is directed to refer to this office SB Order No.25/2010 dated 24.12.2010 vide which new procedure for payment of amount of Savings Bank/Certificates in the name of deceased depositors/holders was circulated. In the new procedure, it was made mandatory that only original copy of the proof of death is to be accepted as a valid proof of death. Some circles have intimated that in rural areas, claimants are finding it difficult to get multiple copies of death proof in original and photo copies of the death proof may be allowed to be accepted.

2. This issue has been considered by this office and keeping in view the difficulties faced by the rural population, it has been decided that claimants shall produce original proof of death alongwith photocopies before in-charge of the post office where the claim is to be handed over and in-charge of that post office irrespective of the status of the post office will record a remark on the photocopy of the proof of death as " Compared with original and found correct" under his/her dated signatures. Then original proof of death may be returned to the claimant.

3. This may kindly be circulated to all post offices for guidance and necessary information.

4. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
- 8. Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. PS to Member (T)
15. PPS to Secretary Posts.

No.32-01/2010-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 01.08.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Admissibility of interest in PPF(HUF) accounts matured between 13.5.2001 to 7.12.2010 -a clarification regarding.**

Sir / Madam,

The undersigned is directed to refer to this office SB Order No.23/2010 dated 13.12.2010 vide which , MOF(DEA) GSR 956 (E) dated 7.12.2010 ( F.No. 7/4/2010-NS-II dated 7.12.2010) was circulated. Now, MOF(DEA) vide its letter No. 7/4/2008-NS-II dated 01.06.2011 has further clarified the following:-

**Interest at PPF rate would be paid on those PPF(HUF) accounts which had attained maturity after 13.5.2005 but closed by the subscribers before 7.12.2010 subject to the conditions that the accounts had not been extended after maturity and the deposits were retained in such accounts without further subscription during this period.**

2. This may kindly be circulated to all post offices for guidance and necessary information. If any such account was closed either without interest or with interest @ Post Office Savings Account, that may be settled according to this clarification.
3. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
- 8. Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
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15. PPS to Secretary Posts.

No.32-01/2010-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 10.08.2011

**CORRIGENDUM**

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

Sir/Madam

Kindly refer to this office letter of even number dated 01.08.2011 (SB Order No.13/2011). There was a typographical error in the subject of this letter. It is requested that Subject of this letter may be read as follows:-

**Subject:- Admissibility of interest in PPF(HUF) accounts matured between 13.5.2005 to 7.12.2010 -a clarification regarding.**

2. This may kindly be circulated to all post offices for guidance and necessary information.

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
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15. PPS to Secretary Posts.



No.116-35/2009-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110116.  
Dated: 05.08.2011

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Restriction on opening of more than one account in the same scheme in the name of same depositor or acceptance of more than one purchase application of the same scheme in the name of same depositor in one post office on a single day- a further clarification regarding.**

Sir / Madam,

The undersigned is directed to refer to this office letter of even number dated 30.6.2011 (SB Order No. 11/2011) on the subject and to say that this order was issued on receipt of complaints in this office as well as Min. of Finance (DEA) regarding deliberate splitting of amount to increase number of accounts. On receipt of various representations, the matter has been re-viewed and **it has been decided to withdraw the restriction.** However, it is requested that deliberate splitting of cash at the time of opening of account/purchase of certificates may be avoided.

2. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
- 8. Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
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13. MOF(DEA), NS-II, North Block, New Delhi
14. PS to Member (T)
15. PPS to Secretary Posts.

**SB ORDER NO. 15/2011**

No.79-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110116.  
Dated: 18.08.2011

To

All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Settlement of deceased claim case in respect of Sr. Citizen's Savings Scheme account- a clarification regarding.**

Sir / Madam,

The undersigned is directed to say that a RTI query regarding settlement of deceased claim when deposit is payable to two or more nominees and either of them is dead was referred to Min. of Finance (DEA) for clarification as there is no such provision in SCSS Rules 2004.

2. The Ministry of Finance (DEA) vide its O.M.No. 15/1/2009/NS-II dated 02.08.2011 has clarified that in such a case, the deposit shall be paid to the surviving nominee.

3. It is requested that this may be circulated to all post offices for information and necessary guidance to deal with such claim cases.

4. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
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No.113-07/2010-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 23.08.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Grant of Savings Bank Allowance to Postal Assistants working in Savings Bank/certificate branches- holding of SB Aptitude Test regarding.**

Sir / Madam,

The undersigned is directed to refer to this office SB Order No.26/89 issued vide letter no. 2-3/86-SB dated 27.4.1989, SB Order No.43/89 dated 12.9.1989, SB Order No. 26/90 dated 4.05.1990, SB Order No. 17/2004 dated 8.10.2001, SB Order No. 5/2005 issued vide letter no. 113-1/2003-SB(APT) dated 28.3.2005, D.O.letter of even number dated 26.2.2010 from DDG(FS) to all Heads of circles and SB Order No. 10/2011 dated 21.6.2011 on the subject.

2. Based on the inputs received from the circles, it was observed that out of the staff working in the POSB/SC related branches in the post offices, the percentage of staff passed SB Aptitude test is very low and in some circles the test has either been not held from many years or not regularly held. In view of this, the pattern and syllabus of the aptitude test has been reviewed in this office and it has been decided to revise the whole pattern as well as syllabus of this test which is very important from the operational point of view of the POSB/SC. Min. of Finance is also time and again pointing out the high percentage of irregularities being committed by the postal staff which is resulting in financial loss to the Government as well as in some cases to the customers and increase in court cases/public grievances.

3. Revised Syllabus, pattern, eligibility criteria, procedure for setting up of paper/venue and further reporting to this division are attached as enclosure. Test will be held twice in a calendar year i.e in the month of February and August and candidates who have completed one year service on 30<sup>th</sup> June or 31<sup>st</sup> December of the year in which the test is conducted shall be eligible to appear.

4. It is requested that necessary action may be taken immediately to circulate the new syllabus as well as eligibility criteria so that next SB Aptitude may be held in February 2012.

5. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

**Enclosure:- New Syllabus/Pattern/Eligibility Criteria etc.**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
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10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
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15. PPS to Secretary Posts.

K.T.O

## Syllabus for Savings Bank Aptitude Test

**Paper - I**

**Marks-100**

**Time-2 Hours**

**Total No. of Questions-50**

**Qualifying Marks:- 50%**

**Note:-** The examination will be held with the aid of books approved by the department. All the questions will be objective type with four options. The candidate has to choose the correct option as per his knowledge and quote the rule from the books approved for the examination to support his/her decision.

### **Syllabus:-**

#### **Acts**

- (1) Government Savings Bank Act 1873 (amended from time to time)
- (2) Government Savings Certificates Act 1959 (amended from time to time)
- (3) Public Provident Fund Act 1968 (amended from time to time)

#### **Statutory Rules**

- (1) Post Office Savings Bank General Rules 1981 (amended from time to time).
- (2) Post Office Savings Account Rules 1981 (amended from time to time).
- (3) Post Office Recurring Deposit Rules 1981 (amended from time to time).
- (4) Post Office Time Deposit Rules 1981 (amended from time to time).
- (5) Post Office Monthly Income Account Rules 1987(amended from time to time).
- (6) Public Provident Fund Scheme Rules 1968 (amended from time to time)
- (7) National Savings Certificate (VIII Issue) Rules, 1989 (amended from time to time).
- (8) Kisan Vikas Patras Rules, 1986 (amended from time to time).

#### **Procedure**

- (1) All procedural rules of POSB Manual Vol-I and II.
- (2) All SB Orders issued from 1.1.2007 onwards.

#### **Approved Books**

- (1). POSB Manual Vol-I or Compilation of POSB Manual Vol-I
- (2) POSB Manual Vol-II or Compilation of POSB Manual Vol-II
- (3) POSB Manual Vol-III or Compilation of POSB Manual Vol-III or Handbook on Government Small Savings Schemes

**Eligibility Criteria:-** All Postal Assistants who have completed one year's service on 30<sup>th</sup> June or 31<sup>st</sup> December of the year in which test is conducted shall be eligible to appear. Test will be conducted twice in a calendar year i.e in the month of February and August. Candidates who have completed one year's service as on 31<sup>st</sup> December shall be eligible for appearing in the test to be held in February and those who have completed one year's service as on 30<sup>th</sup> June shall be eligible for appearing in the test to be held in August. There will be no restriction on number of times a candidate can appear.

**Setting up of paper and venue:-** Test will be conducted by the circle. Date, time and venue will be decided at circle level and circulated at least 30 days before the scheduled date. Setting up of paper will be done at the level of Postal Training Centre. Chief Postmaster General of the circle shall decide the name of Postal Training Centre from which the Paper will be got set. A blank line is required to be provided after 4 options in each question to mention the Rule in support of the answer. Evaluation of the papers shall also be got done from the same PTC. Result will be declared by the circle. Successful candidates shall be posted in the branches pertaining to POSB/SC in post offices/divisional offices/regional offices and circle office. If surplus candidates qualified, a list of such candidates may be prepared in the preference of marks obtained in the test and they shall be posted in the SB/SC branches as and when required.

**Reporting:-** All circles will send half yearly report to the FS Division of Directorate in the enclosed format.

**Format of Half Yearly Report (to be sent in the month of April and October)**

<b>Name of Circle</b>						
No. of Fully engaged posts eligible for SB Allowance @Rs.300/-	No. of Partially engaged posts eligible for SB Allowance @Rs.150/-	No. of SB Allowance eligible candidates working in the circle	No. of SB Allowance ineligible candidates working in the circle	Date when last Aptitude Test was held.	No. of candidates appeared	No. of candidates qualified

No.116-01/2007-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 09.09.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Admissibility of commission to SAS Agents.**

Sir / Madam,

The undersigned is directed to say that there are lot of audit paras raised by teams of DG P&T Audit in many circles regarding irregular commission paid to SAS agents where the investment was made exceeding the limit of Rs.50,000/- by cash at a time. One Draft Audit Para relating to Delhi and NE Circles has become CAG Para.

2. As per agency rules, prior to issue of SB Order No.3/2011 dated 11.3.2011, limit for acceptance of cash at a time from SAS agents was Rs.50,000/- which has now been reduced to Rs.10,000/-. In 2004, Regional Director, National Savings Institute, New Delhi vide letter no. Misc/2004 dated 3.11.2001 had intimated the Delhi Circle that agents are not entitled for commission on cash deposits of more than Rs., 50,000/- at a time. CAG Para was also referred to Min. of Finance (DEA) which opined that commission if paid in such cases is irregular and recovery of commission paid cannot be waived.

3. It is therefore requested that where any SAS agent deposited cash more than Rs.50,000/- at a time in any post office and commission was paid to him, the commission paid has to be recovered from the concerned agent if his agency is active and action should be taken against the officials responsible for accepting cash deposits exceeding the prescribed limit. Where the agent is inactive but his agency is not lapsed, his appointing authority may be asked to recover the amount from his security deposit. In case the agency of agent is expired and not further renewed or agent has already expired, such cases may be referred to this office.

4. In future, it may be ensured that no cash more than the prescribed limit of Rs.10,000/- at a time should be accepted from the SAS agents as no commission is payable on such irregular deposits.

5. It is requested that necessary action may be taken immediately to circulate this letter to field units and any violation of these orders by postal staff should be viewed seriously.

6. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)
16. PPS to Secretary Posts.

No.116-01/2011-SB(AO)  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 13.09.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Procedure to be followed during voucher checking by SBCO staff-a clarification regarding.**

Sir / Madam,

The undersigned is directed to say that procedure of checking of vouchers of deposits/new accounts opened/withdrawals/closures of accounts etc. under various schemes have been laid down in the Postal Manual of Savings Bank Control, Pairing and Internal Check Organization. The work of SBCO is to ensure that all relevant rules/procedure and orders issued from time to time are followed by the operative staff in the post offices.

2. It has been brought to the notice of this office that some of the officials working in the SBCO are of the view that Rule and Procedures laid down in various POSB Manuals are not meant for SBCO. It is clarified that though it is duty of the operative staff in post offices to follow the laid down rules and procedures in various POSB Manuals and SB Orders issued from time to time, SBCO staff is also equally responsible to ensure that operative staff is following the rules/procedure and orders issued from time to time scrupulously and in case of any violation found during voucher checking, an objection has to be raised as per laid down procedure in the Manual of SB Control, Pairing and Internal Check Organization.

3. It is requested that necessary action may be taken immediately to circulate this clarification to the field units particularly SBCO staff.

4. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)
16. PPS to Secretary Posts.

No. F.No.25-04/2009-FS (Vol-I)

(Part-AML/CFT inspection)

Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 14.09.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Implementation of AML/CFT norms in Small Savings Schemes- an external inspection of selected post offices by Min. of Finance regarding.**

Sir / Madam,

The undersigned is directed to refer to this office SB Order No.4/2011 dated 01.04.2011 vide which inspection questionnaire on AML/CFT norms in Small savings Schemes and manner of reporting was circulated.

2. Ministry of Finance, Department of Economic Affairs, Budget Division being regulator for implementation of AML/CFT norms in Small savings Schemes has decided that National Savings Institute (NSI) will act as Inspection Wing of Budget Division for the purpose of AML/CFT norms in Small savings Schemes and their Regional Directors in the respective States will carry out external inspection of selected post offices.

3. It is requested that necessary action may be taken immediately to inform the field units to be prepared for the external inspections and raise the level of Implementation of AML/CFT norms including reporting of Cash and Suspected Transactions and record keeping to 100%. All inspecting authorities may also see the level of implementation of these norms during their visit to all post offices including EDBOs.

4. This issues with the approval of Member (Tech.)

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to: -

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB))/DDG (Estt.)/DDG(PG&Inspections)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
- 8. Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. Director, NSI, CGO Complex, 'A' Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)
16. PPS to Secretary Posts.



No. F.No.113-23/2005-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 27.09.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Removal of ceiling of maximum balance to be retained in a post office savings account- amendment to Rule-4 of the Post Office Savings Account Rules 1981 regarding.**

Sir / Madam,

The undersigned is directed to say that issue of removal of ceiling of Rs.1 lac in single savings account and Rs.2 Lac in Joint Savings Account fixed in the year 2000 was under consideration in the Min. of Finance (DEA). This issue was linked to the benefit of exemption in Income Tax on the interest earned in Post Office Savings Account under Section 10(15) (i) of Income Tax Act, 1961 by the CBDT and Min. of Finance (DEA). After sustained efforts on the part of this Directorate, Min. of Finance (DEA) has now amended Rule-4 of the Post Office Savings Account Rules 1981 vide G.S.R.681(E) F.No.2/5/2006-NS-II dated 15.9.2011 (copy enclosed). Some major benefits of this amendment are given below:-

(i) From 1.10.2011, there will be no limit for retaining balance in single as well as joint savings account.

(ii) A depositor or depositor(s) can deposit any amount into single as well as joint savings account.

(iii) Maturity value of any savings instrument can be credited into savings account of the depositor standing in the same post office irrespective of the balance in the account.

(i) Any cheque either issued by Postmaster or any other authority irrespective of any amount can be credited into post office savings account irrespective of the balance in the account.

(ii) From the Financial year 2011-12, Interest income of Rs.3500/- in the case of single account and Rs.7000/- in case of Joint account will be exempted from Income Tax. **(Section 10(15) (i) of Income Tax Act, 1961 amended vide Notification No. 32/2010 {F.No. 173/13/2011-IT A.I}/S.O.1296(E) dated 03.06.2011)**

(iii) It is the duty of the depositor(s) to show the interest income earned from Post Office Savings Account(s) beyond the limit prescribed above in the Income Tax return and pay due Income Tax.

2. It is requested that all field units may be directed to give wide publicity to these changes in the shape of Public Notice and printing of leaflets.

3. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Enclosure: - Notification.

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
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13. MOF(DEA), NS-II, North Block, New Delhi
14. Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)
16. PPS to Secretary Posts.



# भारत का राजपत्र

## The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)  
PART II—Section 3—Sub-section (i)  
प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 508]

नई दिल्ली, बृहस्पतिवार, सितम्बर 15, 2011/भाद्र 24, 1933

No. 508]

NEW DELHI, THURSDAY, SEPTEMBER 15, 2011/BHADRA 24, 1933

वित्त मंत्रालय

(आर्थिक कार्य विभाग)

अधिसूचना

नई दिल्ली, 15 सितम्बर, 2011

सा.का.नि. 681(अ).—केन्द्रीय सरकार, सरकारी बचत बैंक अधिनियम, 1873 (1873 का 5) की धारा 15 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, डाकघर बचत खाता नियम, 1981 में और संशोधन करने के लिए निम्नलिखित नियम बनाती है, अर्थात् :—

1. (1) इन नियमों का संक्षिप्त नाम डाकघर बचत खाता (संशोधन) नियम, 2011 है।  
(2) ये राजपत्र में प्रकाशन की तारीख को प्रवृत्त होंगे।
2. डाकघर बचत खाता नियम, 1981 के नियम 4 की सारणी में वर्तमान वर्ष के लिए ब्याज सहित अधिकतम शेष सम्बन्धी स्तम्भ 3 के अधीन अर्थात् :—
  - (i) एकल खाता से सम्बन्धित क्रम संख्या 1 के सामने प्रविष्टियों के स्थान पर "सीमा के बिना" प्रविष्टि रखी जाएगी;
  - (ii) संयुक्त खाता से सम्बन्धित क्रम संख्या 2 के सामने प्रविष्टियों के स्थान पर "सीमा के बिना" प्रविष्टि रखी जाएगी;
  - (iii) पेंशन खाता से सम्बन्धित क्रम संख्या 3 के सामने प्रविष्टियों के स्थान पर "सीमा के बिना" प्रविष्टि रखी जाएगी।

[फा. सं. 2/5/2006-एन.एस.-II]

एम. ए. खान, अवर सचिव

टिप्पणी :—मूल नियम सा.का.नि. 663(अ), तारीख 17 दिसम्बर, 1981 द्वारा प्रकाशित किए गए थे और पश्चात्पूर्वी संशोधन सा.का.नि. 8(अ), तारीख 2 जनवरी, 1987, सा.का.नि. 948(अ), तारीख 2 दिसम्बर, 1987, सा.का.नि. 5(अ), तारीख 5 जनवरी, 1989, सा.का.नि. 430(अ), तारीख 6 अप्रैल, 1989, सा.का.नि. 695(अ), तारीख 17 जुलाई, 1989, सा.का.नि. 813(अ), तारीख 4 सितम्बर, 1989, सा.का.नि.1001(अ), तारीख 8 नवम्बर, 1989, सा.का.नि. 499(अ), तारीख 8 जुलाई, 1993, सा.का.नि. 165(अ), तारीख 28 फरवरी, 2000, सा.का.नि. 349(अ), तारीख 10 मई, 2002, सा.का.नि. 431(अ), तारीख 14 जून, 2002, सा.का.नि. 587(अ), तारीख 25 जुलाई, 2003, सा.का.नि. 286(अ), तारीख 13 मई, 2005, सा.का.नि. 509(अ), तारीख 27 जुलाई, 2005, सा.का.नि. 481(अ), तारीख 11 जुलाई, 2007, सा.का.नि. 478(अ), तारीख 26 जून, 2008, सा.का.नि. 882(अ), तारीख 3 नवम्बर, 2010 के द्वारा किए गए।



**MINISTRY OF FINANCE**  
**(Department of Economic Affairs)**

**NOTIFICATION**

New Delhi, the 15th September, 2011

**G.S.R. 681(E).**—In exercise of the powers conferred by Section 15 of the Government Savings Banks Act, 1873 (5 of 1873), the Central Government hereby makes the following rules further to amend the Post Office Savings Account Rules, 1981, namely :—

1. (1) These rules may be called the Post Office Savings Account (Amendment) Rules, 2011.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Post Office Savings Account Rules, 1981, in rule 4, in the Table, under column 3 relating to maximum balance including interest for the current year,
  - (1) against serial number 1 relating to Single Account, for the entries, the entry “Without limit” shall be substituted;
  - (2) against serial number 2 relating to Joint Account, for the entries, the entry “Without limit” shall be substituted;
  - (3) against serial number 3 relating to Pension Account, for the entry, the entry “Without limit” shall be substituted.

[F. No. 2/5/2006-NS-II]

M. A. KHAN, Under Secy.

**Note :—**The principal rules were published *vide* G.S.R. 663(E), dated the 17th December, 1981 and subsequently amended *vide* G.S.R. 8(E), dated the 2nd January, 1987, G.S.R. 948(E), dated the 2nd December, 1987, G.S.R. 5(E), dated the 5th January, 1989, G.S.R. 430(E), dated the 6th April, 1989, G.S.R. 695(E), dated the 17th July, 1989, G.S.R. 813(E), dated the 4th September, 1989, G.S.R. 1001(E), dated the 8th November, 1989, G.S.R. 499(E), dated the 8th July, 1993, G.S.R. 165(E), dated the 28th February, 2000, G.S.R. 349(E), dated the 10th May, 2002, G.S.R. 431(E), dated 14th June, 2002, G.S.R. 587(E), dated the 25th July, 2003, G.S.R. 286(E), dated the 13th May, 2005 and G.S.R. 509(E), dated the 27th July, 2005, G.S.R. 481(E), dated the 11th July, 2007, G.S.R. 478(E), dated the 26th June, 2008, G.S.R. 882(E), dated the 3rd November, 2010.

**SB ORDER NO. 21/2011**

No. F.No.113-07/2008-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 12.10.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Attestation of Annexure-II (Affidavit) and Annexure-III (Disclaimer on Affidavit) in case of deceased claim case preferred where there is no nomination- a clarification regarding.**

Sir / Madam,

The undersigned is directed to say that after issue of new procedure for payment of amount of Savings Bank/Certificates in the name of deceased depositor/holders circulated vide SB Order No.25/2010 dated 24.12.2010, this office was receiving many references from the field units regarding attestation of Annexure-II and III by the Notary Public. The matter was referred to Min..of Finance, Department of Economic Affairs for clarification.

2. Min. of Finance (DEA) has now clarified that the matter was referred to Min. of Law and Justice who opined that Annexure-II and III may be attested either by Oath Commissioner or by Notary Public. Therefore, it is requested that necessary amendment may be made in these forms accordingly. Amendment to the forms notified by Min. of Finance in respect of PPF and Sr. Citizen Savings Scheme will be made by the ministry shortly.

3. It is requested that this clarification may be circulated to all all field units and all deceased claim cases kept pending for this reason should be settled urgently.

4. This issues with the approval of DDG(FS).

Yours faithfully,

**(Kawal Jit Singh)**  
**Assistant Director (SB)**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)
16. PPS to Secretary Posts.



No. F.No.113-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 24.11.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Discontinuation of Kisan Vikas Ptras with effect from 1.12.2011.**

Sir / Madam,

The undersigned is directed to convey the decision of the Min. of Finance (DEA) to discontinue the sale of Kisan Vikas Patras (KVP) with effect from the close of business on Wednesday, the 30<sup>th</sup> November 2011 in all Post Offices.

2. It is requested to circulate this decision to all post offices for information and necessary action. All EDBOs which are authorized to issue KVPs, shall return the unsold KVPs to their Account Offices and all Sub Post Offices shall return the unsold stock to their HPOs after tallying with their stock registers duly entered in Invoice NC-13 in triplicate. KVPs shall be dispatched alongwith two copies of invoice. SO/HPO after checking the stock invoiced, retain duplicate copy of invoice and return triplicate copy to the concerned EDBO/SO duly acknowledged the receipt of KVPs. HPOs shall verify the unsold stock with the register NC-12(a) and return all unsold KVPs of their own stock as well as stock received from SOs or EDBOs in account with HPO to CSD duly entered in the list to be prepared in quadruplicate in the following 7 column format:-

Sl.No.	Name of Post Office	Name of series	Sl.No. of KVP(s) with prefix
1	2	3	4
Denomination	No. of KVPs	Remarks if any	
5	6	7	

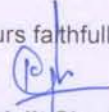
3. All CSDs shall tally the unsold stock of KVPs received alongwith three copies of lists with their respective stock registers and return one copy to the respective HPO and second to the PAO concerned duly acknowledged the stack received.

4. All CSDs will send a report of stack tallying to their Head of Circles. Head of circle will inform this office of the completion of this exercise after that further instructions for return of stock to ISP Nasik shall be issued.

5. It is requested to circulate these instructions to all field units and ensure that these instructions are strictly followed. **It is also requested that to ensure that no KVP is issued from 1.12.2011, investment in KVPs through cheques should not be accepted with effect from 28.11.2011 and if any cheque presented before 28.11.2011 is cleared after 30.11.2011, the amount should be refunded to the investor.**

6. This issues with the approval of Secretary Posts.

Yours faithfully,

  
(Kawal Jit Singh)  
Assistant Director (SB)

Copy to:-

- DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
- Director (Tech) O/o Pr. CPMG T.N Circle.
- Director (FS)/Director (CBS), Dak Bhawan.
- Director of Audit (P&T), Delhi.
- All Directors/Dy. Directors of Accounts, Postal
- Director, Postal Staff College, Ghaziabad.
- All Directors, Postal Training Centres.
- Director PTC Mysore for uploading the SB order on India Post Web Site.**
- A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
- AD /Inspection/PF/Vigilance
- All Accounts Officers ICO(SB)
- All recognized unions.
- MOF(DEA), NS-II, North Block, New Delhi
- Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
- PS to Member (T)
- PPS to Secretary Posts.



No. F.No.113-01/2011-SB  
 Government of India  
 Ministry of Communications & IT  
 Department of Posts

Dak Bhawan, Sansad Marg,  
 New Delhi-110001, Dated: 24.11.2011

To  
 All Heads of Circles/Regions  
 Addl. Director General, APS, New Delhi.

**Subject:- Revision of maturity period and maturity value of 6 Years National Savings Certificate (NSC) VIII Issue with effect from 1.12.2011.**

Sir / Madam,

The undersigned is directed to convey the decision of the Min. of Finance (DEA) to revise the maturity period of existing 6 Years NSC (VIII) Issue to Five (5) years from the NSCs issued on or after 1.12.2011. The maturity value of 5 Years NSC (VIII) Issue shall be Rs. 150.90 (One hundred fifty rupees and ninety paise only) for denomination of Rs.100 and proportionate rate for any other denomination.

2. The existing stock of 6 Years NSC (VIII) issue shall be used to issue new certificates from 1.12.2011 onwards by placing rubber stamp in the following language:-

**MATURITY PERIOD REVISED TO 5 YEARS  
 MATURITY VALUE REVISED TO Rs.150.90  
 FOR DENOMINATION OF RS.100/- FROM 1.12.2011  
 MATURITY VALUE OF THIS CERTIFICATE SHALL  
 BE Rs. \_\_\_\_\_ AFTER FIVE YEARS**

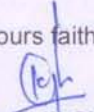
**Signature \_\_\_\_\_  
 Postmaster \_\_\_\_\_ Post Office**

3. The Sub Postmaster or Assistant Postmaster which is authorized to sign on the National Savings Certificate shall fill the maturity value in the stamp personally and signed with date on the space provided in the stamp.

4. It is requested to circulate these instructions to all field units and ensure that these instructions are strictly followed.

5. This issues with the approval of Secretary Posts.

Yours faithfully,

  
 (Kawal Jit Singh)  
 Assistant Director (SB)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (Tech) O/o Pr. CPMG T.N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)
16. PPS to Secretary Posts.

No. F.No.113-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 24.11.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Revision of maximum limit of subscription in a financial year, rate of interest on balance in the PPF Accounts and rate of interest charged on loan taken from PPF account with effect from 1.12.2011.**

Sir / Madam,

The undersigned is directed to convey the following decisions of the Min. of Finance (DEA) which shall be effective from 1<sup>st</sup> Day of December, 2011:-

(i) Existing maximum limit of subscription in a financial year of Rs. 70,000/- shall be of Rs. 1,00,000/- (one lakh) in existing PPF accounts as well as new PPF accounts to be opened on or after 1.12.2011.

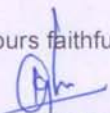
(ii) The rate of interest on the subscriptions made to the fund on or after 1.12.2011 and balances at credit of the subscriber in the existing PPF account shall bear interest at the rate of eight point six per cent (8.6%) per annum.

(iii) The rate of interest charged on the loan taken by the subscriber of a PPF account on or after 1.12.2011 shall be "Two per cent per annum". However, the rate of interest of "one per cent per annum" shall continue to be charged on the loans already taken or taken up to 30.11.2011.

2. It is requested to circulate these instructions to all field units and ensure that these instructions are strictly followed.

3. This issues with the approval of Secretary Posts.

Yours faithfully,

  
(Kawal Jit Singh)  
Assistant Director (SB)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
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No. F.No.113-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 24.11.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Revision of maturity period, rate of interest and discontinuation of 5% bonus on maturity of Monthly Income Account scheme with effect from 1.12.2011.**

Sir / Madam,

The undersigned is directed to convey the following decisions of the Min. of Finance (DEA) which shall be effective from 1<sup>st</sup> Day of December, 2011:-

(i) The maturity period of Monthly Income Accounts to be opened on or after 1<sup>st</sup> Day of December 2011 shall be 5 Years.

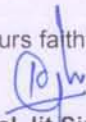
(ii) The rate of interest on the new MIS accounts opened on or after 1.12.2011 shall be 8.2% per annum and the interest so calculated on annual basis shall be rounded off to the nearest multiple of rupee one and for this purpose any amount of 50 paise or more shall be treated as rupee one and any amount less than 50 paise shall be ignored. Interest shall be paid monthly on completion of a month from the date of deposit.

(iii) There shall be no bonus admissible on maturity in the accounts opened on or after 1.12.2011.

2. It is requested that a rubber stamp shall be prepared and placed on all new MIS Passbooks issued on or after 1.12.2011 with language as "Maturity period shall be 5 Years from 1.12.2011". **While accepting deposit by cheque for opening of MIS account from 25.11.2011, a rubber stamp should be placed on the acknowledgement of cheque given to customer that "No bonus shall be payable if cheque is credited to Government account after 30.11.2011".**

3. This issues with the approval of Secretary Posts.

Yours faithfully,

  
(Kawal Jit Singh)  
Assistant Director (SB)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (Tech) O/o Pr. CPMG T.N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)
16. PPS to Secretary Posts.



No. F.No.113-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 24.11.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.


**Subject:- Revision of interest rate on balance at credit in Post Office Savings Account with effect from 1.12.2011.**

Sir / Madam,

The undersigned is directed to convey the decision of the Min. of Finance (DEA) for revision of interest rate on the balance at credit of a Post Office Savings Account from 3.5% per annum to 4% per annum with effect from 1<sup>st</sup> Day of December, 2011.

2. It is requested that this may be circulated to all post offices for information and necessary guidance.
3. This issues with the approval of Secretary Posts.

Yours faithfully,

  
(Kawaljit Singh)  
Assistant Director (SB)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
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14. Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)
16. PPS to Secretary Posts.

No. F.No.113-01/2011-SB  
 Government of India  
 Ministry of Communications & IT  
 Department of Posts

Dak Bhawan, Sansad Marg,  
 New Delhi-110001, Dated: 24.11.2011

To  
 All Heads of Circles/Regions  
 Addl. Director General, APS, New Delhi.

**Subject:- Revision of rate of interest of Time Deposit Accounts with effect from 1.12.2011.**

Sir / Madam,

The undersigned is directed to convey the following decisions of the Min. of Finance (DEA) which shall be effective from 1<sup>st</sup> Day of December, 2011:-

(i) The revised rate of interest in Time Deposit Accounts opened on or after 1.12.2011 shall be:-

Period of deposit	Rate of Interest per annum (Quarterly compounded)
1 year	7.7
2 Years	7.8
3 Years	8.0
5 Years	8.3

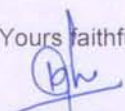
(ii) In case of premature closure of 1 Year, 2 Year, 3 Year or 5 Year account on or after 1.12.2011, if the deposit is withdrawn after 6 months but before the expiry of one year from the date of deposit, simple interest at the rate applicable to from time to time to post office savings account shall be payable.

(iii) In case of premature closure of 2 Year, 3 Year or 5 Year account on or after 1.12.2011, if the deposit is withdrawn after the expiry of one year from the date of deposit, interest on such deposits shall be calculated at the rate, which shall be one per cent less than the rate specified for a period of a deposit of 1 Year, 2 Year or 3 Years as mentioned in the concerned table given under Rule 7 of POTD Rules.

2. It is requested that this may be circulated to all post offices for information and necessary guidance.

3. This issues with the approval of Secretary Posts.

Yours faithfully,

  
 (Kawal Jit Singh)  
 Assistant Director (SB)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
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4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
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14. Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)
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No. F.No.113-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 24.11.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Revision of rate of interest of Recurring Deposit Accounts with effect from 1.12.2011.**

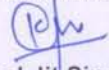
Sir / Madam,

The undersigned is directed to convey the following decisions of the Min. of Finance (DEA) which shall be effective from 1<sup>st</sup> Day of December, 2011:-

(i) The amount repayable on a RD account of Rs. 10 denomination opened on or after 1.12.2011 shall be Rs. 738.62. The amount repayable on an account of any other denomination shall be proportionate to Rs.738.62.

2. It is requested that this may be circulated to all post offices for information and necessary guidance.
3. This issues with the approval of Secretary Posts.

Yours faithfully,

  
(Kawal Jit Singh)  
Assistant Director (SB)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. **Director PTC Mysore for uploading the SB order on India Post Web Site.**
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)
16. PPS to Secretary Posts.

No. F.No.113-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 24.11.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject:- Revision of rate of commission payable to SAS and MPKBY Agents and discontinuance of Commission to PPF Agents with effect from 1.12.2011.**

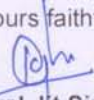
Sir / Madam,

The undersigned is directed to convey the following decisions of the Min. of Finance (DEA) which shall be effective from 1<sup>st</sup> Day of December, 2011:-

- (i) There shall be no commission payable on PPF Deposits made on or after 1.12.2011.
- (ii) The revised rates of commission payable to SAS and MPKBY Agents with effect from deposits made on or after 1.1.2 2011 shall be as follows:-

Category of Agent	Name of Scheme	Rate of Commission
MPKBY	Recurring Deposit	4%
SAS	1 Year Time Deposit	0.5%
	2 Year Time Deposit	0.5%
	3 Year Time Deposit	0.5%
	5 Year Time Deposit	0.5%
	Monthly Income Account Scheme	0.5%
	5 Year NSC(VIII-Issue)	0.5%
	10 Year NSC (IX-Issue)	0.5%
	Sr. Citizen Savings Scheme	NIL

2. It is requested that this may be circulated to all post offices for information and necessary guidance.
3. This issues with the approval of Secretary Posts.

Yours faithfully,  
  
(Kawal Jit Singh)  
Assistant Director (SB)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
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7. All Directors, Postal Training Centres.
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14. Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
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**F.No.113-01/2011-SB**  
**Government of India**  
**Ministry of Communications & IT**  
**Department of Posts**

Dak Bhawan, Sansad Marg,  
 New Delhi-110001, Dated: 30.11.2011

To  
 All Heads of Circles/Regions  
 Addl. Director General, APS, New Delhi.

Subject:- Introduction of new scheme called " 10 Years National Savings Certificates (IX-Issue)" with effect from 1.12.2011.

Sir / Madam,


The undersigned is directed to enclose copy of Min. of Finance (DEA) Notification issued vide File No. 1-13/2011-NS-II dated 29.11.2011 on the subject.

2. While accepting investment under this scheme, Form-1 already in use for NSC (VIII-Issue) may be used by suitable modification in manuscript as per format given in the rules till new forms are printed. All required KYC norms should be followed as prescribed from time to time for other schemes. All records of this scheme shall be kept in manual mode till the software is amended.

2. It is requested to circulate these instructions to all post offices for information and necessary guidance. Till new certificates are printed and supplied, all Departmental Post Offices shall issue a Preliminary Receipt in the prescribed Form NC4(a) and follow the procedure laid down in Rule 13 of POSB Manual Vol-II.

3. This issues with the approval of member (Operations)/(Technology).

Yours faithfully,

  
 (Kawal Jit Singh)  
 Assistant Director (SB)

Encl:- as above

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
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9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
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13. MOF(DEA), NS-II, North Block, New Delhi
14. Director, NSI, CGO Complex, 'A' Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)
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New Delhi, the 29<sup>th</sup> November 2011.

**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
(DEPARTMENT OF ECONOMIC AFFAIRS)**

**GSR (E).**- In exercise of the powers conferred by section 12 of the Government Savings Certificate Act, 1959 (46 of 1959), the Central Government hereby makes the following rules, namely:-

**1. Short title and commencement :-**

- (1) These rules may be called the **National Savings Certificates (IX-Issue) Rules, 2011.**
- (2) They shall come into force on the 1st day of December, 2011.

**2. Definitions :-** In these rules, unless the context otherwise requires,-

- (i) **"Act"** means the Government Savings Certificates Act, 1959 (46 of 1959)
- (ii) **"cash"** means cash in Indian currency;
- (iii) **"certificate"** means the National Savings Certificates (IX-Issue);
- (iv) **"Corporation"** means a corporation established by or under any law for the time being in force;
- (v) **"Form"** means form appended to these rules and also includes forms as prescribed by the Department of Posts;
- (vi) **"Government Company"** means a company as defined in section 617 of the Companies Act 1956 (1 of 1956);
- (vii) **"Local Authority"** means a municipal corporation, municipal committee, district board, Body of port commissioners or other authority legally entitled to or entrusted by the Government with the control or management of municipal or local fund;
- (viii) **"Old Certificate"** means a certificate issued under any of the earlier issues of National Savings Certificates;
- (ix) **"Post Office"** means any departmental post office in India doing Savings bank work and such other post office as is authorised by the Department of Posts;

**3. Denominations in which certificates shall be issued,-** The National Savings Certificates (IX Issue) shall be issued in denominations of Rs. 100, Rs. 500, Rs. 1000, Rs. 5000, Rs. 10000 and such other denominations as may be notified by the Central Government from time to time.

**4. Types of Certificates and Issue thereof,-**

- (1) The certificates shall be of the following types, namely:-
  - (a) Single Holder Type certificates;
  - (b) Joint 'A' Type Certificates; and
  - (c) Joint 'B' Type Certificates;
- (2)
  - (a) A Single Holder Type certificate may be issued to an adult for himself or on behalf of a minor or to a minor;
  - (b) A Joint 'A' Type certificate may be issued jointly to two adults payable to both the holders jointly or to the survivor,



(c) A Joint 'B' Type certificate may be issued jointly to two adults payable to either of the holders or to the survivor;

(3) Non Resident Indians are not eligible to purchase the National Savings Certificates.

**5. Purchase of Certificates,-** Certificates may be purchased for any amount.

**6. Procedure for purchase of certificates,-** Any person specified in rule 4, desiring to purchase a certificate, shall present at a Post Office an application in Form 1, either in person or through an authorised agent of the Small Savings Schemes.

**7. Legal Tender,-** Payment for the purchase of a certificate may be made to a post office in any of the following modes, namely:-

- (i) cash;
- (ii) a locally executed cheque, pay order or demand draft drawn in favour of the postmaster;
- (iii) by presenting a duly signed withdrawal form together with the pass book for withdrawal from the Post Office Savings Bank account;
- (iv) surrender of a matured old certificate duly discharged as follows; "Received payment through issue of fresh of fresh certificate vide application attached".

**8. Issue of certificates,-**

- (1) On payment being made under rule 7, except where payment is made by a cheque, pay order or demand draft, a certificate shall normally be issued immediately, and the date of such certificate shall be the date of payment.
- (2) Where payment for the purchase of a certificate is made by a cheque, pay order or demand draft, the certificate shall not be issued before the proceeds of the cheque, pay order or demand draft, as the case may be, are realised and the date of such certificate shall be the date of encashment of the cheque, pay order or demand draft, as the case may be.
- (3) If for any reason a certificate cannot be issued immediately, a provisional receipt shall be given to the purchaser which may later be exchanged for a certificate and the date of such certificate shall be as specified in sub-rule (1) or sub-rule (2), as the case may be.

**9. Certificate in lieu of proceeds of old certificate,-** A holder of an old certificate entitled to encash that certificate may make an application in Form 1 for the grant of a certificate under these rules; on receipt of such an application, there shall be issued to the applicant a certificate under these rules, the date of issue being the date on which the old certificate duly discharged is presented.

**10. Transfer from one post office to another,-**

- (1) A certificate may be transferred from a post office at which it stands registered, to any other post office on the holder or holders making an application in the prescribed form at either of the two post offices.
- (2) Every such application shall be signed by the holder or holders of the certificate:  
Provided that in the case of Joint 'A' Type certificate or a Joint 'B' Type certificate, the application may be signed by one of the joint holders if the other is dead.



**11. Transfer of certificate from one person to another,-** (1) A certificate may be transferred with the previous consent in writing of an office of the post office as specified below (hereinafter referred to in these rules as authorised Postmaster)

**TABLE**

<b>Cases in which transfer can be sanctioned</b>	<b>Designation of the officer competent to grant permission for transfer</b>
<b>(1)</b>	<b>(2)</b>
(a) (i) From the name of a deceased holder to his/her heir, (ii) From a holder to court of law or to any other person under the orders of court of law. (iii) From a single holder to the names of joint holders of whom the transferee shall be one. (iv) From joint holders to the name of one of the joint holders.	Postmaster of the post office where the certificate stands registered.
(b) All other cases.	Head Postmaster

(2) An authorised Postmaster as referred in sub-rule (1) shall give his consent to the transfer of a certificate only if the following conditions are satisfied, namely:-

- (a) the transferee is eligible under these rules to purchase certificates;
- (b) the transfer is made after the expiry of a period of at least one year from the date of the certificate or where the transfer is sought before the expiry of such period, the transfer falls under any of the following categories, namely:-

- (i) transfer to a near relative out of natural love and affection;

**Explanation:-** For the purposes of this rule, "near relative" means husband, wife, lineal ascendant or descendent, brother or sister;

- (ii) transfer in the name of the heir of the deceased holder;
- (iii) transfer from a holder to a court of law or to any other person under the orders of the court of law;
- (iv) transfer in accordance with rule 12;
- (v) transfer in the name of the survivor in the event of death of one of the joint holders.

(c) An application for transfer is made in the prescribed form and is signed by the holder or holders of the certificate:

Provided in the case of a Joint 'A' Type Certificate or Joint 'B' Type Certificate, the application may be signed by one of the holders, if the other is dead.

(3) Without prejudice to the provisions of sub-rule (2), an authorised Postmaster shall give his consent to the transfer of a certificate held on behalf of a minor only if at the time of the proposed transfer, a parent or the guardian referred to in sub-clause (i) or, as the case may be, sub-clause (ii), of clause (b) of section 5 of the Act, certifies in writing, that the minor is alive and that such transfer is in his interest.



- (4) In every case of transfer, other than a transfer under rule 12, the original certificate shall be duly discharged and the new certificate bearing the same date as that of the original certificate surrendered shall be issued in the name of the transferee.

## 12. Pledging of certificate,-

- (1) On an application being made in the prescribed form, by the transferor and the transferee, the Postmaster of the office of the registration may, at any time, permit the transfer of any certificate as security to-
- (a) the President of India or Governor of a State in his official capacity;
  - (b) the Reserve Bank of India or a scheduled bank or a cooperative society including a cooperative bank;
  - (c) a corporation or a Government company; and
  - (d) a local authority:

Provided that the transfer of a certificate purchased on behalf of a minor shall not be permitted under this sub-rule unless the parent or the guardian of a the minor referred to in sub-clause (i) or as the case may be sub-clause (ii), of clause (b) of section 5 of the Act certifies in writing that the minor is alive and that the transfer is for the benefit of the minor.

- (2) When any certificate is transferred as security under sub-rule (1), the Postmaster of the office of the registration shall make the following endorsement on the certificate, namely: -  
"Transferred as security to ....."
- (3) Except as otherwise provided in these rules, the transferee of a certificate under this rule shall, until it is re-transferred under sub-rule (4), be deemed to be the holder of the certificate.
- (4) A certificate transferred under sub-rule (2), may, on the written authority of the pledge, be re-transferred with the previous sanction in writing of the authorised Postmaster and when any such retransfer is made, the Postmaster of the office of registration shall make the following endorsement on the certificate, namely:-  
"Re-transferred to....."

**Note 1:** A Gazetted officer of the Government accepting the certificate as security under sub-rule (1) or releasing the pledge under sub-rule (4) on behalf of the President or the Governor of a State, shall certify under his dated signature and seal of office that he is duly authorised to execute such instruments or deeds on behalf of the President of India or Governor of a State, giving the particulars of the number and date of the notification of the Government authorising him in this behalf.

**Note 2:** An officer of the Reserve Bank of India or a scheduled bank or a cooperative society including a cooperative bank, a corporation or a Government company or a local authority, as the case may be, accepting the certificate as security under sub-rule (1) or releasing the pledge under sub-rule (4) on behalf of the respective institution, shall certify under his dated signature and seal of the office that he is duly authorised under the articles of the said institution, to execute such instruments or deeds on its behalf.

- (5) Where as a result of several endorsements made under sub-rules (2) and (4) on a certificate, no space is left for making further endorsements of a like character on that certificate, a fresh certificate may be issued by the Postmaster of the office of the registration in lieu of such certificate.



- (6) A fresh certificate issued under sub-rule (5) shall be treated as equivalent to the certificate in lieu of which it has been issued for all purposes of these rules.

**13. Replacement of lost or destroyed certificate,-**

- (1) If a certificate is lost, stolen, destroyed, mutilated or defaced, the person entitled thereto may apply for the issue of a duplicate certificate to the post office where the certificate is registered or to any other post office in which case the application will be forwarded to the post office of registration.
- (2) Every such application shall be accompanied by a statement showing particulars, such as number, amount and date of the certificate and the circumstances attending such loss, theft, destruction, mutilation or defacement.
- (3) If the Officer in charge of the post office of registration is satisfied of the loss, theft, destruction, mutilation or defacement of the certificate, he shall issue a duplicate certificate on the applicant furnishing an indemnity bond in the prescribed form with one or more approved sureties or with a bank's guarantee:

Provided that where the face value or the aggregate face value of the certificate or certificates lost, stolen, destroyed, mutilated or defaced is Rs. 500 or less, a duplicate certificate or certificates may be issued on the applicant furnishing an indemnity bond without any such surety or guarantee:

Provided further that where such application is made with respect to a certificate mutilated or defaced, of whatever face value, a duplicate certificate may be issued without any such indemnity bond, surety or guarantee, if the certificate mutilated or defaced is surrendered and the certificate is capable of being identified as the one originally issued.

- (4) A duplicate certificate issued under sub-rule (3) shall be treated as equivalent to the original certificate for all the purposes of these rules except that it shall not be encashable at a post office other than the post office at which such certificate is registered without previous verification.

**14. Nomination,-**

- (1) Subject to the provisions of sub-rules (2) to (6), the single holder or joint holders of a certificate may, by filling in necessary particulars on Form 1 at the time of purchasing the certificate, nominate any person who, in the event of death of the single holder or both the jointly holders, as the case may be, shall become entitled to the certificate and to the payment of the amount due thereon. If such nomination is not made at the time of purchasing the certificate, it may be made by the single holder, the joint holders or the surviving joint holder, as the case may be, at any time after the purchase of the certificate but before its maturity, by means of an application in Form 2 to the Postmaster of the office at which the certificate stands registered.
- (2) There shall not be more than one nominee, except in cases where the denomination of a certificate is Rs. 500 or more.
- (3) No nomination shall be made in respect of a certificate applied for and held by or on behalf of a minor.
- (4) A nomination made by the holder or holders of a certificate under this rule may be cancelled or varied by submitting an application in Form 3 affixing postage stamps of the value specified



in sub-rule (2) of rule 25 together with the certificate to the postmaster of the post office at which the certificate stands registered.

- (5) Separate application for nomination or cancellation of a nomination or variation of a nomination shall be made in respect of certificates registered on different dates.
- (6) The nomination or the cancellation of a nomination or the variation of a nomination shall be effective from the date it is registered in the post office, which shall be noted on the certificate.

**15. Encashment on maturity,-** The maturity period of a certificate of any denomination shall be ten years commencing from the date of the certificate. The amount, inclusive of interest, payable on encashment of a certificate at any time after the expiry of its maturity period shall be **Rs. 234.35** for denomination of Rs. 100 and at proportionate rate for any other denomination. The interest specified in the Table below shall accrue to the holder or holders of the certificate at the end of each year and the interest so accrued at the end of each year up to the end of the ninth year, shall be deemed to have been re-invested on behalf of the holder and aggregated with the amount of face value of the certificate.

**TABLE**

The year for which interest accrues	Amount of interest (Rs.) accruing on certificate of Rs. 100 denomination
(1)	(2)
First Year	8.89
Second Year	9.68
Third Year	10.54
Fourth Year	11.48
Fifth Year	12.50
Sixth Year	13.61
Seventh Year	14.82
Eighth Year	16.13
Ninth Year	17.57
Tenth Year	19.13

Note: The amount of interest accruing on a certificate of any other denomination shall be proportionate to the amount specified in Table above.

**16. Premature encashment,-**

- (1) Notwithstanding anything contained in rule 15 and subject to sub -rules (2), (3), and (4), a certificate may be prematurely encashed in any of the following circumstances, namely:-
  - (a) on the death of the holder or any of the holders in case of joint holders;
  - (b) on forfeiture by a pledge being a Gazetted Government Officer when the pledge is in conformity with these rules; or
  - (c) when ordered by court of law.
- (2) If a certificate is encashed under sub-rule (1) within a period of one year from the date of the certificate, only the face value of the certificate shall be payable.
- (3) If a certificate is encashed under sub-rule (1) after expiry of one year but before the expiry of three years from the date of certificate, the encashment shall be at a discount. On encashment of the certificate, an amount equivalent to the face value of the certificate together with simple interest shall be payable. Such simple interest shall be calculated on the face value at the rate applicable from time to time to single accounts under the Post Office



Savings Account Rules, 1981, for the complete months for which the certificate has been held. The difference between the aforesaid simple interest and the interest accruing under rule 15 shall be deemed to be the discount.

- (4) If a certificate is encashed under sub-rule (1) after the expiry of three years from the date of the certificate, the amount payable inclusive of interest accrued under rule 15 and after adjustment of discount, shall be as specified in the Table below for a certificate of Rs. 100 denomination and at a proportionate rate for a certificate of any other denomination.

**TABLE**

Period from the date of the certificate to the date of its encashment	Amount payable inclusive of interest (Rs)
(1)	(2)
3 years or more, but less than 3 years and 6 months	123.14
3 years and 6 months or more, but less than 4 years	127.49
4 years or more, but less than 4 years and 6 months	131.99
4 years and 6 months or more, but less than 5 years	136.65
5 years or more, but less than 5 years and 6 months	143.81
5 years and 6 months or more, but less than 6 years	149.13
6 years or more, but less than 6 years and 6 months	154.65
6 years and 6 months or more, but less than 7 years	160.37
7 years or more, but less than 7 years and 6 months	166.30
7 years and 6 months or more, but less than 8 years	172.46
8 years or more, but less than 8 years and 6 months	178.84
8 years and 6 months or more, but less than 9 years	185.46
9 years or more, but less than 9 years and 6 months	192.32
9 years and 6 months or more, but less than 10 years	199.43

**17. Place of encashment,-** A certificate shall be encashable at the post office at which it stands registered:

Provided that a certificate may be encashed at any other post office if the officer-in-charge of that post office is satisfied on verification from the office of its registration that the person presenting the certificate for encashment is entitled thereto.

**18. Discharge of certificate,-**

- (1) The person entitled to receive the amount due under a certificate shall, on its encashment, sign on the back thereof in token of having received the payment.
- (2) In the case of a certificate purchased on behalf of a minor who has since attained majority, the certificate shall be signed by such person himself, but his signature shall be attested by



the person who purchased it on his behalf or by any other person who is known to the Postmaster.

- (3) A certificate of discharge may be issued by the post office to any person encashing a certificate on payment of the fee specified in sub-rule (1) of rule 25.

**19. Encashment of minor's certificate,-**

- (1) A person encashing a certificate on behalf of a minor shall furnish a letter from the parent or guardian of the minor referred to in sub-clause (i), or as the case may be, sub-clause (ii), of clause (b) of section 5 of the Act, to the effect that the minor is alive and that the money is required on behalf of the minor.
- (2) When nominee is a minor, the person appointed under sub-section (3) of section 6 of the Act while encashing the certificate, shall furnish a certificate that the minor is alive and that the money is required on behalf of the minor.

**20. Payment to heirs,-**

- (1) If a person dies and is at the time of his death the holder of a Savings Certificate and there is no nomination in force at the time of his death and probate of his will or letters of administration of his estate or a succession certificate granted under the Indian Succession Act, 1925 (39 of 1925) is not, within three months of the death of the holder produced to the authority specified in the Table to sub-rule (2), then if the sum due on the Savings Certificate does not exceed Rs. 20,000 (inclusive of the sum due on the Savings Certificates issued from time to time and held by the deceased), the authority specified in the Table to sub-rule (2) may pay the same to any person appearing to it to be entitled to receive the sum or to administer the estate of the deceased.
- (2) The authorities specified in the Table below shall be competent to sanction claims upto the limit noted against each on the death of the holder of the savings certificate without production of the probate of his will or letters of administration of his estate or succession certificate granted under the Indian Succession Act, 1925 (39 of 1925).

**TABLE**

	<b>Name of the authority</b>	<b>Limit in (Rs)</b>
	<b>(1)</b>	<b>(2)</b>
(i)	Time Scale Departmental Sub-Postmasters	1,000
(ii)	Sub-Postmaster in Lower Selection Grade	2,000
(iii)	Sub-Postmasters/Deputy Postmasters/Postmaster in Higher Selection Grade (All Non Gazetted)	5,000
(iv)	Deputy Postmasters/Senior Postmasters/Deputy Chief Postmasters/Superintendent of Post Offices/Deputy Superintendent of Post Offices (All Gazetted Group-B)	20,000
(v)	Chief Postmaster in Head Offices, Senior Superintendents of Post Offices (All Gazetted Group-A)	50,000
(vi)	Regional Directors/Director (General Post Offices)(in Mumbai and Kolkata)	75,000
(vii)	Chief Postmasters General/Postmasters General (Headquarter and Region)	1,00,000



**21 Encashment of Certificates held by Army, Air Force and Navy Personnel,-** Where a certificate is held by a person who is subject to the Army Act, 1950 (46 of 1950) or the Air Force Act, 1950 (45 of 1950) or the Navy Act, 1957 (62 of 1957), and such person dies or deserts, the Commanding Officer of the Corps, department, unit or ship to which the deceased or deserter belonged or the Committee of Adjustment, as the case may be, may send a requisition to the officer-in-charge of the post office where the certificate stands registered to pay him or it, the amount due under the certificate; and the officer-in-charge of the post office shall be bound to comply with such requisition even though there is in force at the time of death or desertion of holder of the certificate a nomination made in favour of any person.

**Explanation:** The aforesaid requisition must be made under section 3 of section 4 of the Army and Air Force (Disposal of Private Property) Act, 1950 (40 of 1950) in the case of a person belonging to the Army or the Air Force, or under section 171 or 172 of the Navy Act 1957 (62 of 1957) in the case of a person belonging to the Navy.

**22. Rights of nominees,-**

(1) In the event of the death of the holder of a certificate in respect of which a nomination is in force, the nominee or nominees shall be entitled at any time before or after the maturity of the certificate to,-

- (a) encash the certificate; or
- (b) sub-divide the certificate in appropriate denominations in favour of individual nominees or two adult nominees jointly.

(2) For the purpose of sub-rule (1), the surviving nominee or nominees shall make an application to the Postmaster of the office of registration, supported by proof of death of the holder and of deceased nominee or nominees, if any.

(3) If there are more nominees than one, all the nominees shall give a joint discharge of the certificate at the time of receiving the payment or sub-division.

**Note:** *When there is a nomination in favour of single nominee or two adult nominees, the post office of registration may, on an application made in that behalf, issue a fresh certificate in the name of such nominee or nominees jointly as the case may be.*

**23. Conversion from one denomination to another,-**

(1) Certificates of lower denomination may be exchanged for a certificate or certificates of higher denominations of the same aggregate face value or a certificate of higher denomination may be exchanged for the certificates of lower denomination of the same aggregate face value: Provided that certificate bearing different dates shall not be combined for being exchanged for certificate or certificates of higher denomination.

(2) The date of the certificate or certificates issued in exchange shall be the same as that of the original certificate or certificates surrendered and not the date on which the exchange is made.

**24. Income Tax,-** Interest on these certificates shall be liable to tax under the Income-Tax Act, 1961 (43 of 1961), on the basis of the annual accrual specified in rule 15, but no tax shall be deducted at the time of payment of discharge value.

**25. Fees,-** (1) A fee of rupees five shall be chargeable in respect of the following transactions, namely:-  
(i) transfer of certificate from one person to another other than a transfer from the holder to a court of law or under the orders of court of law;

- (ii) issue of duplicate certificate under rule 13;
- (iii) issue of a certificate of discharge under rule 18;
- (iv) conversion from one denomination to another under rule 23.

**Explanation,-** The fee to be charged for a conversion under clause (iv) shall be based on the number of the certificates required to be issued on such conversion.

- (2) A fee of rupees five shall be chargeable on every application for registration of nomination or of any variation in nomination or cancellation thereof:

Provided that no fee shall be charged on an application for registration of the first nomination.

- 26. Responsibility of the Post Office,-** The post office shall not be responsible for any loss caused to a holder by any person obtaining possession of a certificate and fraudulently encashing it.
- 27. Rectification of mistakes,-** The Department of Posts, or the Postmasters General or the Heads of Postal Division in their respective jurisdictions, may either suo-moto or upon an application by any person interested in any certificates issued in pursuance of these rules, rectify any clerical or arithmetical mistakes, with respect to that certificate, provided that it does not involve any financial loss to the Government or to any such person.
- 28. Power to relax,-** Where the Central Government is satisfied that the operation of any of the provisions of these rules causes undue hardship to the holder or holders of a certificate, it may, by order, for reasons to be recorded in writing, relax the requirements of that provision in a manner not inconsistent with the provisions of the Act.



# FORM-1

(See Rule 6)

Serial No.....

## FORM OF APPLICATION FOR PURCHASE OF NATIONAL SAVINGS CERTIFICATES (IX ISSUE)

To  
**The Postmaster**

Sir,

I/We hereby tender Rs.....(Rupees.....only) in cash/by cheque No. ....for purchase of National Savings Certificates IX Issue of the type Single/Joint A/Joint B.

(a) in the name(s) of.....and.....

(b) in case of minor, his/her date of birth.....encashable by the minor's parent/guardian Shri/Smt.....

2. I/We nominate the person(s) named below who shall on my/our death, receive payment.

Sl. No.	Name of Nominee	Full Address	Date of birth of minor nominee

3. I/We hereby agree to abide by National Savings Certificates (IX Issue) Rules, 2011.

4. The Certificates may be made over to my/our agent Shri/Smt.....Authority No..... or messenger who presents the application.

Signature and address of Witnesses to nomination

.....  
.....

Delete whichever is not applicable

Signature/Thumb impression of Investor

Date.....

Address.....

Received the certificate(s)

Signature of Investor/messenger/authorised agent.

Date.....



**TO BE COMPLETED BY THE POST OFFICE**

S.No. of Certificates	Issue Price (Rs.)	Date of encashment	Initials of the Postmaster	Remarks like transfer, issue of duplicate, etc. With initials

Date.....

Signature of Head/Sub Postmaster

\*\*\*\*

**FORM-2**  
DEPARTMENT OF POSTS  
(See Rule 14(1))

Serial No.....

**FORM OF APPLICATION FOR NOMINATION UNDER SECTION 6 OF THE  
GOVERNMENT SAVINGS CERTIFICATES ACT, 1959**

(This form will be filled in by the holder(s) and submitted with the certificates to the Postmaster of the office where the certificate stands registered)

To

**The Postmaster**

Sir,

Under provisions of Section 6(1) of the Government Savings Certificates Act 1959, I/We.....the holder(s) of Savings Certificates detailed below, hereby nominate the persons mentioned below, who shall, on my/our death, become entitled to the Savings Certificate(s) and to be paid the sum due thereon to the exclusion of all other persons. I/We hereby declare that I/We have not so far made any nomination in respect of these certificates.

Sl. No.	Name of the nominee(s)	Full Address	Date of birth of in case of minor

2. As the nominee(s) at serial number(s).....above is/are minor(s). I/We appoint Shri/Smt./Kumari.....(name and full address) as the person to receive the sum due thereon in the event of my/our death during the minority of the nominee(s).

3. The certificates detailed below are enclosed.

Sl. Nos. of Certificates	Denomination	Date of Issue	Office of Issue

Address

.....

Yours faithfully,

.....

(In case of illiterate holder, father's name should be given)

Signature (or thumb impression  
If illiterate of holder(s))

Witnesses-

1. Name  
Address
2. Name  
Address

N.B. In the case of illiterate holders, the witnesses shall be persons whose signature are known to the Post Office.

Order of the Postmaster accepting the nomination.

Date Stamp of Post Office

Signature of Head/Sub-Postmaster

**FORM-3**  
(See Rule 14(4))

Serial No.....

**FORM OF APPLICATION FOR CANCELLATION OR VARIATION OF NOMINATION  
PREVIOUSLY MADE IN RESPECT OF SAVINGS CERTIFICATES UNDER SECTION 6 OF THE  
GOVERNMENT SAVINGS CERTIFICATES ACT, 1959**

(This form will be filled in by the holder/s and submitted with the certificates to the Postmaster of the office where the certificate stands registered)

To

**The Postmaster**

Sir,

Under provisions of Section 6(1) of the Government Savings Certificates Act 1959, I/We.....the holder(s) of Savings Certificates detailed below, hereby cancel the nomination previously made by me/us in respect of these certificates and registered in your office under No.....dated.....

\*In place of the cancelled nomination. I/Wee hereby nominate the person/s mentioned below, who shall, on my/our death become entitled to the savings certificates and be paid the sum due thereon to the exclusion of all other persons.

Sl. No.	Name of the nominee(s)	Full Address	Date of birth of nominee in case of minor

\*To be filled in case of variation only.

2. As the nominee(s) at serial number(s).....above is/are minor(s). I/We appoint Shri/Smt./Kumari.....(name and full address) as the person to receive the sum due thereon in the event of my/our death during the minority of the nominee(s).

3. The certificates detailed below are enclosed.

Sl. Nos. of Certificates	Denomination	Date of Issue	Office of Issue

Address

.....

Yours faithfully,

.....

(In case of illiterate holder, father's name should be given)

Signature (or thumb impression If illiterate of holder(s))

Witnesses-

1. Name  
Address
2. Name  
Address

N.B. In the case of illiterate holders, the witnesses shall be persons whose signature are known to the Post Office.

Order of the Postmaster accepting the nomination.

Date Stamp of Post Office

Signature of Head/Sub-Postmaster

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[F.No.1-13/2011-NS-II]

  
M.A. Khan, Under Secretary

F.No.113-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 13.12.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

Subject:- Modifications in PORD Rules 1981, Post Office Monthly Income Account Rules 1987, POTD Rules 1981, KVP Rules 1988, NSC (VIII-Issue) Rules 1989-regarding.

Sir / Madam,

The undersigned is directed to enclose copies of Min. of Finance (DEA) Notification No. GSR 740(E), GSR 741(E), GSR 742(E), GSR 743(E) and GSR 744(E) dated 04.10.2011 for information and necessary action. Changes made through these notifications are listed below:-

(1) In case of RD accounts opened between 1<sup>st</sup> Day and 15<sup>th</sup> Day of a calendar month, the each subsequent deposit in the account shall be made up to 15<sup>th</sup> day of the next month and in case of RD accounts opened between 16<sup>th</sup> day and last working day of the calendar month, the each subsequent deposit in the account shall be made up to the end of the next calendar month.

**Procedure:-**This change should be made applicable from 1.01.2012 to all old as well as new accounts. In the month of January 2012, as and when any depositor/MPKBY agent attends the post office for subsequent deposit, a rubber stamp should be fixed on the cover and first page of the Passbook informing the last date up to which the depositor can deposit his monthly installment in the next month. Following is the sample of stamps:-

Sample-1

Sample-2

<b>LAST DATE OF DEPOSIT IS 15<sup>th</sup> DAY OF NEXT MONTH</b>	<b>LAST DATE OF DEPOSIT IS LAST WORKING DAY OF NEXT MONTH</b>
--	---

Sample-1 is to be fixed on the passbooks of the accounts opened between 1<sup>st</sup> and 15<sup>th</sup> Day of a month and Sample-2 is to be fixed on the passbooks of the accounts opened between 16<sup>th</sup> day and the last day of a month. Till the software is amended, penalty should be charged as per old procedure i.e if the amount is not deposited up to the last working day of the month.

(2) In case maturity value of a discontinued RD account is retained after the date of maturity, the depositor shall be entitled to a simple interest at the rate applicable from time to time to post office savings account on the amount deposited from the date of maturity till date of payment.

**Procedure:-** At present, interest at the rate of 9.25% was being paid on such accounts. This amendment will be made applicable from 1.01.2012 to all old as well as new accounts. This calculation is to be made manually till the software is modified. Difference of interest calculated by the software and and interest calculated manually should be noted in the Register to be maintained in manuscript for future reference.

(3) In case of premature closure of RD accounts, simple interest at the rate applicable to post office savings account from time to time shall be payable.

**Procedure:-** Presently, interest is being calculated by the software by compounding the rate of savings account every year. This shall be applicable to the existing RD accounts also. This calculation shall be made manually from 1.01.2012 till the software is amended. Difference of interest calculated by the software and interest calculated manually should be noted in the Register to be maintained in manuscript for future reference.

(4) In case maturity value of RD Account is retained after 10 years, Post Maturity Interest shall be payable at simple rate of interest applicable from time to time to savings account from date of maturity to date of payment.



**Procedure:-** This is a new provision which does not exist in the software. This calculation shall be made manually from 1.01.2011 till the software is amended. This will be applicable for existing RD accounts also. Entry of such accounts in which PMI is paid should be made in a register to be maintained in manuscript for PMI for future reference.

(1) Maximum limit of 2 years fixed for admissibility of Post Maturity Interest has been removed.

**Procedure:-** Now PMI should be paid from the date of maturity to date of payment at the simple interest rate applicable to savings account from time to time. The rate of interest shall be equal to the rate applicable from the date of maturity to the date of payment at different times. For example, if an account was matured on 26.8.2010 and the depositor attends the post office on 15.12.2011, he will be paid PMI at the rate 3.5% from 26.8.2010 to 30.11.2011 and at the rate 4% from 1.12.2011 to 14.12.2011. This shall be applicable to the existing as well as new investments in all schemes. Calculations are to be made manually till software is amended and recorded in the Register to be maintained in manuscript for future reference. Following formula should be adopted while calculating the Post Maturity Interest for the number of days:-

To calculate simple interest for number of days:-  $MV \times R \div 100 \times N \div 365$

MV= Maturity Value

R= Rate of interest

N=Number of days the account stands

**Note:-** While calculating number of days, the day on which account matures shall be counted in number of days but the day on which payment is being taken shall not be counted.

This issues with the approval of DDG(FS)

Yours faithfully,

(Kawal Jit Singh)  
Assistant Director (SB)

Encl:- **Min. of Finance (DEA) Notification No. GSR 740(E), GSR 741(E), GSR 742(E), GSR 743(E) and GSR 744(E) dated 04.10.2011**

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. Resident Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
6. All Directors/Dy. Directors of Accounts, Postal
7. Director, Postal Staff College, Ghaziabad.
8. All Directors, Postal Training Centres.
9. Director PTC Mysore for uploading the SB order on India Post Web Site.
10. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
11. AD /Inspection/PF/Vigilance
12. All Accounts Officers ICO(SB)
13. All recognized unions.
14. MOF(DEA), NS-II, North Block, New Delhi
15. Director, NSI, CGO Complex, 'A' Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
16. PS to Member (T)
17. PPS to Secretary Posts.

F.No.113-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 13.12.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

Subject:- Circulation of Notifications issued by Min. of Finance (DEA) notifying the changes in rules of different savings schemes effective from 1.12.2011 - regarding.

Sir / Madam,

The undersigned is directed to refer to this office SB Orders No.22/2011 to 27/2011 dated 24.11.2011 vide which decisions taken by Min. of Finance regarding changes in small savings schemes effective from 1.12.2011. Following notifications issued by MOF(DEA) are enclosed:-

- (i) GSR 841(E) dated 25.11.2011
- (ii) GSR 842(E) dated 25.11.2011
- (iii) GSR 843(E) dated 25.11.2011
- (iv) GSR 844(E) dated 25.11.2011
- (v) GSR 845(E) dated 25.11.2011
- (vi) GSR 846(E) dated 25.11.2011
- (i) SO No. 2681 dated 25.11.2011
- (ii) SO No. 2682 dated 25.11.2011
- (iii) F.1/10/2011-NS-II dated 25.11.2011
- (iv) F.1/12/2011-NS-II dated 25.11.2011

2. It is requested these notifications may be circulated to all post offices for information and necessary guidance please.

3. This issues with the approval of DDG(FS).

Yours faithfully,

(Kawal Jit Singh)  
Assistant Director (SB)

Encl:- as above

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
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F.No.113-01/2011-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 13.12.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

Subject:- Issue of clarifications regarding premature closure of TD accounts.

Sir / Madam,

The undersigned is directed to refer to this office SB Order No. 27/2011 dated 24.11.2011 vide which decisions taken by Min. of Finance regarding changes in POTD scheme effective from 1.12.2011 were circulated.

2. Some circles have asked for clarifications regarding applicability of reduction in interest rate to be charged on premature closure of TD accounts to the old accounts. It is clarified that:-

(i) In case of premature closure of 1 Year, 2 Year, 3 Year or 5 Year account which were opened even before 1.12.2011, if the deposit is withdrawn after 6 months but before the expiry of one year from the date of deposit, simple interest at the rate applicable to from time to time to post office savings account shall be payable. The rate of interest shall be 3.5% up to the period 30.11.2011 and 4% thereafter.

(ii) In case of premature closure of 2 Year, 3 Year or 5 Year account which were opened even before 1.12.2011, if the deposit is withdrawn after the expiry of one year from the date of deposit, interest on such deposits shall be calculated at the rate, which shall be one per cent less than the rate which was applicable at the time of opening of TD account.

Interest calculation tables for the TD accounts opened before 1.12.2011 and opened on or after 1.12.2011 and applied for premature closure on or after 1.12.2011 are enclosed.

3. It is requested that this clarification and interest calculation table may be circulated to all post offices immediately for information and necessary guidance please.

4. This issues with the approval of DDG(FS)

Yours faithfully,

(Kawal Jit Singh)  
Assistant Director (SB)

Encl:- as above

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
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Premature Closure Interest Rate Tables to be used for TD Accounts opened prior to 1.12.2011				Premature Closure Interest Rate Tables to be used for TD Accounts opened on or after 1.12.2011			
	As per 5.25%	As per 5.5%	As per 6.25%		As per 6.7%	As per 6.8%	As per 7%
<b>200</b>	210.709	211.229	212.796	<b>200</b>	213.740	213.951	214.372
<b>400</b>	421.417	422.458	425.592	<b>400</b>	427.481	427.901	428.744
<b>600</b>	632.126	633.687	638.388	<b>600</b>	641.221	641.852	643.115
<b>800</b>	842.834	844.916	851.184	<b>800</b>	854.962	855.803	857.487
<b>1000</b>	1053.543	1056.145	1063.980	<b>1000</b>	1068.702	1069.754	1071.859
<b>2000</b>	2107.085	2112.290	2127.960	<b>2000</b>	2137.405	2139.507	2143.718
<b>3000</b>	3160.628	3168.434	3191.940	<b>3000</b>	3206.107	3209.261	3215.577
<b>4000</b>	4214.171	4224.579	4255.921	<b>4000</b>	4274.809	4279.015	4287.436
<b>5000</b>	5267.713	5280.724	5319.901	<b>5000</b>	5343.511	5348.769	5359.295
<b>6000</b>	6321.256	6336.869	6383.881	<b>6000</b>	6412.214	6418.522	6431.154
<b>7000</b>	7374.799	7393.014	7447.861	<b>7000</b>	7480.916	7488.276	7503.013
<b>8000</b>	8428.341	8449.158	8511.841	<b>8000</b>	8549.618	8558.030	8574.872
<b>9000</b>	9481.884	9505.303	9575.821	<b>9000</b>	9618.320	9627.784	9646.731
<b>10000</b>	10535.427	10561.448	10639.802	<b>10000</b>	10687.023	10697.537	10718.590
<b>20000</b>	21070.853	21122.896	21279.603	<b>20000</b>	21374.045	21395.075	21437.181
<b>30000</b>	31606.280	31684.344	31919.405	<b>30000</b>	32061.068	32092.612	32155.771
<b>40000</b>	42141.707	42245.792	42559.206	<b>40000</b>	42748.090	42790.149	42874.361
<b>50000</b>	52677.133	52807.240	53199.008	<b>50000</b>	53435.113	53487.687	53592.952
<b>60000</b>	63212.560	63368.689	63838.810	<b>60000</b>	64122.135	64185.224	64311.542
<b>70000</b>	73747.987	73930.137	74478.611	<b>70000</b>	74809.158	74882.761	75030.132
<b>80000</b>	84283.413	84491.585	85118.413	<b>80000</b>	85496.180	85580.299	85748.723
<b>90000</b>	94818.840	95053.033	95758.215	<b>90000</b>	96183.203	96277.836	96467.313
<b>100000</b>	105354.267	105614.481	106398.016	<b>100000</b>	106870.225	106975.374	107185.903

**F.No.25-05/2005-FS(Vol-III)**  
Government of India  
Ministry of Communications & IT  
Department of Posts  
(FS Division)

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 15.12.2011

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

Subject:- **Procedure for opening of Savings Accounts of Below Poverty Line (BPL) households.**

Sir / Madam,

The undersigned is directed to refer to a d.o.letter No. 10-09/2011-RB dated 26.05.2011 from then Secretary Posts regarding opening of Savings Account for all BPL Households.

2. In the above referred d.o.letter, it was advised that circles may obtain list of BPL Households from the State Government Authorities and contact BPL households for opening of savings accounts in post offices. It was also instructed that these accounts should be opened with separate block numbers. In August 2011, SDC Chennai with the approval from RB Division had posted a procedure for computerized post offices working with Sanchay Post to open these accounts from the regular block allotted for SB accounts and entering the word 'BPL' in the option of Introducer name and address to identify these accounts as BPL accounts on its web site. However no uniform procedure was circulated to open these types of accounts. Now, following uniform procedure has been devised to open Savings Account for BPL Households:-

(a) As and when any individual belonging to BPL household attends the post office for opening of savings account, normal procedure for opening of savings account should be followed. In addition to the ID and Address proof prescribed in the KYC norms, **a self attested (attested by a Gazetted Officer/Sarpanch/Postmaster in case of illiterate individuals) copy of any document issued by the State/District Authority identifying the individual as member of the BPL household should be taken and attached with SB-3.**

(b) In computerized post offices working on Sanchay Post Software, these accounts will be opened in the normal savings account block and action should to be taken to enter the word "BPL" in the field of "Introducer name, address, city and " so that the account can be identified at a later stage. **This option should be used only for those accounts where the documentary proof of BPL household is attached with the SB-3.**

(c) In case of remaining post offices working on manual mode, documentary proof of BPL household should be attached with SB-3 and a remark in red ink as "BPL" should be recorded in the ledger card as well as SS Book.

(d) In EDBOs, same procedure is to be followed as prescribed for post offices working on manual mode except that the remark "BPL" should be recorded in the SB-26, BOSB Journal as well as SS Book.

(e) In SBSO, the ledger PA while opening account in the SBSO on-line module of Sanchay Post will check the SB-3 to see as to whether documentary proof of BPL household as prescribed in Para (a) above has been attached. After satisfying himself, he will enter the word "BPL" in the field of "Introducer name, address, city and pincode" so that the account can be identified at a later stage. Supervisor SBSO should also confirm that necessary documents required for marking the account as 'BPL' have been attached with the SB-3.

3. It is requested that the above procedure may be circulated to all post offices for information and necessary guidance. **It is also requested that where the above procedure has not been followed while identifying the savings account as "BPL", required document as mentioned in para (a) above should be obtained and attached with the SB-3.**

4. This issues with the approval of DDG(FS).

Yours faithfully,

(Kawal Jit Singh)  
Assistant Director (SB)

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