

**SB 41**

Department of Posts

Application for issue of Duplicate Passbook

- 1 Amount number and type (SB/CTD/TD) whether minor public joint account etc and in respect of CTD whether 5-10 or 15 years account
- 2 PO which account stands (with the name of HO in brackets if the account is not at a HO)
- 3 Name(s) of Depositor(s)
- 4 Name(s) of father/husband/guardian/person of authority operating accounts
- 5(i) Address of the Depositor(s) at time of opening of the account
- (ii) Present address of the depositor(s)
- 6 Date of opening account office at which opened if different from that at Col.2
- 7 Date and particulars of the last transaction in the account
- 8 Balance at credit after the last transaction
- 9 Name of the PO from which the account was last transferred in the office shown at Col.2 where applicable
- 10 Date of circumstances of loss of passbook results of efforts made to trace etc
- 11 Whether loss was reported to the police and if so, with what results
- 12 Remarks

Affix Rs.2/- stamp as fee

The particulars given above are true to the best of my/our knowledge. A duplicate passbook may please be issued to me. I shall surrender the passbook if found, the fee of Rs.10/- has been paid by affixing postage stamps, please score if exemption has been granted

Station :

Date :

Signature(s) of depositor(s)  
Guardian/personal Authority operating account

NB : If accurate information cannot be furnished in respect of column 1 to 8, available particulars may be given.

**FOR AFFIDAVIT USE**

**Part I**

- 1 Has the account been traced in the ledger binder, index to ledger cards/sub ledger and do the particulars furnished by the applicant(s) tally with the records
- 2 Does the signature(s) of the applicant(s) tally with the specimen(s) on record(s) if not has he/she been satisfactory identified
- 3 Is the register of undeliverable passbooks in safe custody and the HO consulted and is the passbook available in the HO or SBCO lying undelivered in the Sub Post Office?
- 4 If you consider further for laid down in rule 42 of chapter 6 of P&T Vol VI
- 5 If answer to 4 yes, result of enquiries made  
Recommendation regarding a duplicate PB

Date :

Signature of APM/DPM (SB) HO  
with designation with stamp

**Part – II** Encl (In respect of application received from SO only)

- 1 Have the particulars of the accounts as given in the application been verified with HO records
- 2 Is the register of undeliverable passbook in safe custody and the safe custody at the HO been consulted and is the passbook available in the HO
- 3 Recommendations of APM/DPM(SB) HO regarding issue of the duplicate passbook

Date :

Signature of APM/DPM (SB) HO  
with designation with stamp

**Part III**

Order of the Head Postmaster  
Duplicate Passbook may/not be issued

Signature of APM with designation stamp

**Part IV** Receipt for the duplicate passbook

**Part V** Received the duplicate passbook of account no.....  
with a balance of Rs.....

Signature(s) of the Depositor(s)

Date stamp of the HO