

F.No.32-01/2014-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 09.01.2015

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

**Subject: - Extension of Public Provident Fund (PPF) Scheme up to Post Offices with sanctioned strength of 1+1 (double handed Post Office) – reg.**


Sir / Madam,

The references have been received in this office from time to time to expand PPF scheme to all departmental Post Offices across the country. The matter was examined and it has been decided to expand the operation of PPF scheme up to double handed Post Offices.

2. Expanding the PPF Scheme up to double handed Post Offices will provide a very convenient facility/service to large section of population in their nearby locations, in smaller places/semi urban areas/ rural areas. By extending PPF Scheme up to double handed Post Offices; the Department will be in a position to add 6000 plus locations for the scheme, thereby benefitting the investors.
3. As regards supervising the work of double handed Post Offices, it may be ensured to post senior official as SPM.
4. Necessary amendment in the Inspection Questionnaire of Sub Post Offices will be issued by the concerned branch of Directorate to avoid the possibility of any fraud in PPF accounts on extending the Scheme to double handed Post Offices.
5. It is requested to circulate these instructions to all the field units immediately. Appropriate publicity needs to be given for awareness of members of public that PPF Account facility is now available in all Post Offices up to double handed. Each double handed post office may display notice to this effect to open maximum PPF Accounts by 31<sup>st</sup> March, 2015.

This issues with the approval of Secretary Posts.

Yours faithfully,

  
(L.K. Sinha)

**Assistant Director General (FS-I)**

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.

F.No.116-57/2014-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 21.01.2015

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

**Subject: - Introduction of new scheme "Sukanya Samriddhi Account" under Small Savings Schemes.**

Sir / Madam,

Min. of Finance (DEA) vide its O.M No. 2/3/2014-NS-II dated 19.01.2015 has forwarded Notification No. G.S.R 705 (E) dated 23.9.2014 notifying introduction of one new Small Savings Scheme called "Sukanya Samriddhi Account" for the welfare of Girl Child. Copy of Gazette Notification is appended with this letter. Main features of this scheme are outlined below:-

- ❖ A legal Guardian/Natural Guardian can open account in the name of Girl Child.
- ❖ A Guardian can open only one account in the name of one girl child maximum two accounts in the name of two different Girl Children.
- ❖ Guardian will be called as "Depositor" and Girl Child will be called as "Account Holder".
- ❖ Account can be opened up to the age of 10 years only from the date of birth. For initial operations of scheme, one year grace has been given. Therefore, Girl Child who is born on or after 2.12.2003 can open account.
- ❖ KYC Documents of Depositor (Guardian) as per SB Order No. 14/2012 (Master Circular 1) circulated on 9.10.2012 and Birth Certificate of Account Holder (Girl Child) are mandatory to be taken.
- ❖ Nomination is not allowed in these accounts.
- ❖ Minimum Amount for opening of account Rs.1000/- and subsequent deposit should be in multiple of Rs.100/-.
- ❖ Maximum Amount Rs.1,50,000/- in a financial Year.
- ❖ No limit on number of deposits either in a month or in a financial year (just like a savings account).
- ❖ If minimum Rs.1000/- is not deposited in a financial year, account will become discontinued (like PPF) and can be revived with a penalty of Rs.50/- per year with minimum amount required for deposit for that year.
- ❖ Mode of deposit can be Cash/Cheque/Draft and in case of cheque/draft, date of credit of cheque/draft amount into Government Account will be the date of credit.
- ❖ Interest rate will be 9.1% for the Financial Year 2014-15. It will be calculated on Yearly basis and credited into account i.e Yearly compounded up to completion of 14 Years from date of opening.
- ❖ Partial withdrawal, maximum upto 50% of the balance standing at the end of the preceding financial year can be taken after Account Holder attaining age of 18 years.
- ❖ Account can be closed after completion of 21 years.



- ❖ If account is not closed after maturity, balance will continue to earn interest as specified for the scheme from time to time.
- ❖ Normal Premature closure will be allowed after completion of 18 years provided that girl is married. No reduction in the interest. Interest will be paid till completion of month preceding the month of closure. Month means, SSAccount month not a calendar month.
- ❖ In case of Premature (on account of death of the account holder), balance amount will be paid to the guardian with interest till the month preceding the month of premature closure.

2. Following forms are also enclosed:-

- (i) Revised Account Opening form to be used by Non CBS Post Offices
- (ii) Revised Account Opening Form for Individuals (alongwith sample Page-3 with dimentions) to be used in CBS Post Offices.
- (iii) New Account Opening Form for Individuals who have opened CIF after migration to be used in CBS Post Offices.

(For other transactions, existing forms including Passbook will be used.)

3. It is requested to circulate this letter alongwith enclosures to the field units for information and necessary action. Patch from Sanchay Post is being released on DMCC web site today A.N to facilitate operation of this scheme through Sanchay Post. Development of Solution in Finacle CBS for this scheme is under progress and will be deployed by 22nd January 2015.

4. This issues with the approval of Competent Authority.

Yours faithfully,

  
(Kawal Jit Singh)  
Assistant Director (SB-II)

Encl:- Gazette Notification, Three Account Opening Forms.

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 CEPT Mysore for uploading the SB order on India Post Web Site.
9. **Dy. Director CEPT, DMCC/SDC O/o CPMG T.N.Circle, Chennai with the request to release patch from Sanchay Post.**
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
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NEW DELHI, WEDNESDAY, DECEMBER 3, 2014/AGRAHAYANA 12, 1936

वित्त मंत्रालय  
(आर्थिक कार्य विभाग)  
अधिसूचना

नई दिल्ली, 2 दिसम्बर, 2014

सा.का.नि. 863(अ).-- केंद्रीय सरकार, सरकारी बचत बैंक अधिनियम, 1873 (1873 का 5) की धारा 15 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, निम्नलिखित नियम बनाती है, अर्थात्:-

1. संक्षिप्त नाम और प्रारंभ.- (1) इन नियमों का नाम सुकन्या समृद्धि खाता नियम, 2014 है।

(2) ये राजपत्र में प्रकाशन की तारीख को प्रवृत्त होंगे।

2. परिभाषाएं.- इन नियमों में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो,-

(क) 'खाता' से ऐसा खाता अभिप्रेत है जो, इन नियमों के उपबंधों के अनुसार जमाकर्ता द्वारा खोला जाता है;

(ख) 'अधिनियम' से सरकारी बचत बैंक अधिनियम, 1873 (1873 का 5) अभिप्रेत है;

(ग) 'जमा' से ऐसी रकम अभिप्रेत है, जो इन नियमों के अधीन खाते में जमाकर्ता द्वारा जमा की जाती है;

(घ) 'जमाकर्ता' से वह व्यक्ति अभिप्रेत है, जो अवयस्क बालिका जिसका या जिसकी वह संरक्षक है, की ओर से इन नियमों के अधीन खोले गए खाते में रकम जमा करता है;

(ङ) 'डाकघर' से भारत में स्थित ऐसा डाकघर अभिप्रेत है, जो बचत बैंक का कार्य कर रहा है और इन नियमों के अधीन खाता खोलने के लिए प्राधिकृत है;

(च) 'बैंक' से किसी वाणिज्यिक बैंक की शाखा अभिप्रेत है, जो इन नियमों के अधीन खाता खोलने के लिए प्राधिकृत है;

(छ) 'वर्ष' से वित्त वर्ष, अर्थात् 1 अप्रैल से 31 मार्च अभिप्रेत है;

(ज) 'ब्याज दर' से ऐसी दर अभिप्रेत है, जो इन नियमों के अधीन खोले गए खातों में जमा रकमों पर लागू किए जाने के लिए वार्षिक आधार पर सरकार द्वारा घोषित की जा सकेगी; और

(झ) इनमें प्रयोग किए गए शब्दों और अभिव्यक्तियों, जिन्हें परिभाषित नहीं किया गया है परंतु डाकघर बचत बैंक साधारण नियम, 1981 में परिभाषित किया गया है, का क्रमशः वही अभिप्राय होगा, जो उन नियमों में उनका अभिप्राय है।



3. डाकघर बचत बैंक साधारण नियम, 1981 और डाकघर बचत खाता नियम, 1981 का प्रवर्तन.- डाकघर बचत बैंक साधारण नियम, 1981 और डाकघर बचत खाता नियम, 1981 के उपबंध उन मामलों, जिनके लिए इन नियमों के अधीन कोई उपबंध नहीं किया गया है, के संबंध में लागू किए जा सकेंगे।
4. खाते का खोला जाना.- (1) खाता नैसर्गिक या विधिक संरक्षक द्वारा बालिका के नाम से उसके जन्म लेने से दस वर्ष तक की आयु प्राप्त करने तक खोला जा सकेगा और कोई बालिका, जिसने इन नियमों के प्रारंभ होने के एक वर्ष पहले दस वर्ष की आयु प्राप्त कर ली थी, भी इन नियमों के अधीन खाता खोले जाने के लिए पात्र होगी।
- (2) जमाकर्ता इन नियमों के अधीन बालिका के नाम से केवल एक खाता खोल और चला सकेगा।
- (3) जिस बालिका के नाम से खाता खोला जाता है, उसका जन्म प्रमाणपत्र संरक्षक द्वारा डाकघर या बैंक में खाता खोलने के समय, जमाकर्ता की पहचान और आवासीय प्रमाण से संबंधित अन्य दस्तावेजों के साथ प्रस्तुत किया जाएगा।
- (4) बालिका के नैसर्गिक या विधिक संरक्षक को केवल दो बालिकाओं के लिए खाता खोलने की अनुमति दी जाएगी: परंतु बालिका के नैसर्गिक या विधिक संरक्षक को, दूसरे जन्म के रूप में जुड़वां बालिकाओं के जन्म अथवा यदि पहले बच्चे के जन्म के समय एक साथ तीन बालिकाओं के जन्म की स्थिति में, सक्षम चिकित्सा प्राधिकरणों, जहां ऐसी जुड़वां/तीन बालिकाओं का एक साथ जन्म हुआ है, से इस आशय का प्रमाणपत्र प्रस्तुत करने पर, तीसरा खाता खोलने की अनुमति दी जाएगी।
5. जमा रकम.- (1) यह खाता एक हजार रुपए की प्रारंभिक जमा राशि से खोला जा सकेगा और तत्पश्चात्, उसमें एक सौ रुपए के गुणक में कोई रकम इस शर्त पर जमा की जा सकेगी कि वित्त वर्ष में एक हजार रुपए की न्यूनतम रकम जमा की जाएगी, परंतु एक बार में अथवा गुणक अवसरों पर खाते में जमा की गई कुल धनराशि एक वित्त वर्ष में एक लाख पचास हजार रुपयों से अधिक नहीं होगी।
- (2) खाते में रकम खाता खोलने की तारीख से चौदह वर्ष पूर्ण होने तक जमा की जा सकेगी।
- (3) किसी अनियमित खाते, जिसमें उप-नियम-(1) में यथानिर्दिष्ट न्यूनतम राशि जमा नहीं की गई है, को चूक के वर्ष (वर्षों) के लिए उक्त न्यूनतम निर्दिष्ट अभिदान सहित पचास रुपए प्रतिवर्ष के जुमाने का संदाय करके, खाते के चौदह वर्ष पूर्ण होने तक किसी भी समय नियमित कराया जा सकेगा।
6. जमा की विधि.- (1) इन नियमों के अधीन खोले गए खाते में रकम -
- (क) नकद; अथवा
- (ख) संबंधित डाकघर के डाकपाल या संबंधित बैंक के प्रबंधक, जहां खाता खुला है, के नाम से चेक अथवा डिमांड ड्राफ्ट द्वारा और ऐसी लिखत के पीछे जमाकर्ता द्वारा खाता-धारक का नाम और खाता संख्या जिसमें रकम जमा की जाएगी, की पुष्टि की जाएगी और हस्ताक्षर किए जाएंगे-  
जमा की जा सकेगी।
- (2) जहां जमा चेक अथवा डिमांड ड्राफ्ट द्वारा किया जाता है, वहां चेक अथवा डिमांड ड्राफ्ट के नकदीकरण की तारीख खाते में जमा करने की तारीख होगी।
7. जमा रकम पर ब्याज.- (1) सरकार द्वारा अधिसूचित की जाने वाली दर पर ब्याज, वार्षिक रूप से संगणित करके, खाते के चौदह वर्ष पूर्ण होने तक, खाते में जमा किया जाएगा।
- (2) यदि खाता-धारक मासिक आधार पर ब्याज संगणित करने का विकल्प देता है, तो उसे खाते में पूर्ण हजार रुपयों पर जमा शेष राशि पर परिकलित किया जाएगा और धारक के खाते में संदाय किया जाएगा और हजार से कम शेष रकम पर वर्तमान दर पर ब्याज मिलता रहेगा।
8. खाते का खोला जाना.- (1) खाता, जिस बालिका के नाम से खोला गया है, उस बालिका के दस वर्ष की आयु प्राप्त करने तक, बालिका के नैसर्गिक या विधिक संरक्षक द्वारा खोला और संचालित किया जाएगा।
- (2) दस वर्ष की आयु प्राप्त करने पर, खाता-धारक अर्थात् बालिका स्वयं खाता संचालित कर सकेगी, तथापि, खाते में रकम संरक्षक या किसी अन्य व्यक्ति या प्राधिकारी द्वारा जमा की जा सकेगी।
9. समय से पूर्व खाता बंद करना.- (1) खाता-धारक की मृत्यु की दशा में, खाते को सक्षम प्राधिकारी द्वारा जारी मृत्यु प्रमाणपत्र प्रस्तुत करने पर तुरंत बंद कर दिया जाएगा, और खाते में जमा रकम, खाते के समय से पूर्व बंद करने के पूर्व महीने तक ब्याज सहित खाता-धारक के संरक्षक को संदाय की जाएगी।
- (2) जहां केंद्रीय सरकार का यह समाधान हो जाता है कि खाते के संचालन या चलाए जाने से खाता-धारक को अत्यधिक कठिनाई हो रही है, तो वह, कारणों को लेखबद्ध करके, आदेश द्वारा, खतरनाक रोगों की चिकित्सा में



सहायता, मृत्यु जैसे अत्यंत अनुकंपा आधार वाले मामलों में ही खाते को समय से पूर्व बंद करने की अनुमति दे सकेगी।

10. पासबुक.- (1) खाता खोलने पर, जमाकर्ता को एक पासबुक दी जाएगी, जिसमें बालिका की जन्म-तारीख, खाता खोलने की तारीख, खाता संख्या, खाता-धारक का नाम व पता और जमा की गई धनराशि का उल्लेख होगा।  
(2) पासबुक, खाते में रकम जमा करते और ब्याज का संदाय प्राप्त करते समय और परिपक्वता पर खाते को अंतिम रूप से बंद करने के समय भी, यथास्थिति डाकघर या बैंक में प्रस्तुत की जाएगी।
11. खाते का अंतरण.- खाते को भारतवर्ष में कहीं भी अंतरित किया जा सकेगा, यदि जिस बालिका के नाम से खाता है, वह बालिका किसी ऐसे स्थान या जगह पर चली जाती है, जो उस स्थान, जहां खाता है, से भिन्न है, तो वहां अंतरित हो जाएगा।
12. आहरण.- (1) उच्चतर शिक्षा और विवाह के उद्देश्यों के लिए खाता-धारक की आर्थिक आवश्यकताओं की पूर्ति के लिए, पूर्व वित्त वर्ष की समाप्ति पर, खाते में जमा राशि के पचास प्रतिशत तक की राशि निकालने की अनुमति दी जाएगी; और  
(2) उप-नियम (1) में विनिर्दिष्ट आहरणों की अनुमति केवल तभी दी जाएगी, जब खाता-धारक बालिका ने अट्ठारह वर्ष की आयु पूरी कर ली है।
13. परिपक्वता पर खाता बंद करना.- (1) खाता खोलने की तारीख से इक्कीस वर्ष पूर्ण होने पर, खाता परिपक्व होगा: परंतु जहां खाता-धारक का विवाह, इक्कीस वर्ष की ऐसी अवधि पूर्ण होने के पहले, होता है, तो उसके विवाह की तारीख के पश्चात्, खाते को चलाने की अनुमति नहीं होगी: परंतु यह भी कि जहां खाता पहले परंतुक के अधीन बंद किया जाता है, वहां खाता-धारक को इस आशय का हलफनामा देना होगा कि खाता बंद करने की तारीख को वह अट्ठारह वर्ष से कम नहीं है।  
(2) परिपक्वता पर, खाते में बकाया जमा राशि और ब्याज, खाता-धारक को पासबुक के साथ आहरण-पर्ची प्रस्तुत करने पर संदेय होगा।  
(3) उप-नियम (1) के उपबंधों के अनुसार, यदि खाता बंद नहीं किया जाता है, तो नियम 7 के उपबंधों के अनुसार, खाते को अंतिम रूप से बंद किए जाने तक खाते में जमा रकम पर ब्याज संदेय होगा।
14. शिथिल करने की शक्ति.- जहां केंद्रीय सरकार का यह समाधान हो जाता है कि इन नियमों के किसी उपबंध के लागू होने से खाता-धारक या खाता-धारकों को अत्यधिक कठिनाई हो रही है, तो वह, कारणों को लेखबद्ध करके, आदेश द्वारा, उस उपबंध की शर्तों को, ऐसी विधि से, जो इस अधिनियम के उपबंधों से असंगत न हो, शिथिल कर सकेगी।

[फा.सं.2/3/2014.एनएस-II]

डा. रजत भार्गव, संयुक्त सचिव

## MINISTRY OF FINANCE

(Department of Economic Affairs)

### NOTIFICATION

New Delhi, the 2nd December, 2014

**G.S.R.863(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, namely:-

1. **Short title and commencement .-** (1) These rules may be called the Sukanya Samridhi Account Rules, 2014.  
(2) They shall come into force on the date of their publications in the Official Gazette.
2. **Definitions .-** In these rules, unless the context otherwise require , -  
(a) 'account' means an account opened by a depositor in accordance with the provisions of these rules;  
(b) 'Act' means the Government Savings Banks Act, 1873 (5 of 1873);  
(c) 'deposit' means the money deposited by the depositor in an account under the rules;  
(d) 'Depositor' means an individual who - on behalf of a minor girl child of whom he or she is the guardian, deposits money in an account under the rules;



- (e) 'post office' means any post office in India doing savings bank work and authorised to open an account under these rules;
- (f) 'Bank' means any branch of a commercial bank authorised by the Central Government to open an account under these rules;
- (g) 'Year' means financial year i.e. 1st April to 31st March;
- (h) 'Interest rate' means the rate as may be declared by the Government on yearly basis to be applicable on accounts opened under these rules;
- (i) Words and expressions used herein and not defined but defined in the Post Office Savings Bank General Rules, 1981 shall have the meanings respectively assigned to them in those rules.

**3. Application of Post Office Savings Bank General Rules, 1981 and the Post Office Savings Account Rules, 1981.-**

The provisions of the Post Office Savings Bank General Rules, 1981 and the Post Office Savings Account Rules, 1981 may be applied in relation to matters for which no provision has been made in these rules.

**4. Opening of Account.-** (1) The account may be opened by the natural or legal guardian in the name of a girl child from the birth of the girl child till she attains the age of ten years and any girl child, who had attained the age of ten years, one year prior to the commencement of these rules, shall also be eligible for opening of the account under these rules.

(2) A depositor may open and operate only one account in the name of a girl child under these rules.

(3) Birth certificate of a girl child in whose name the account is opened shall be submitted by the guardian at the time of opening of the account in post office or bank along with other documents relating to identity and residence proof of the depositor.

(4) Natural or legal guardian of a girl child shall be allowed to open the account for two girl children only:

Provided that the natural or legal guardian of the girl child shall be allowed to open third account in the event of birth of twin girls as second birth or if the first birth itself results into three girl children, on production of a certificate to this effect from the competent medical authorities where the birth of such twin or triple girl children takes place.

**5. Deposits .-** (1) The account may be opened with an initial deposit of one thousand rupees and thereafter any amount in multiple of one hundred rupees may be deposited subject to the condition that a minimum of one thousand rupees shall be deposited in a financial year but the total money deposited in an account on a single occasion or on multiple occasions shall not exceed one lakh fifty thousand rupees in a financial year.

(2) Deposits in an account may be made till completion of fourteen years, from the date of opening of the account.

(3) An irregular account where minimum amount as specified in sub-rule (1) has not been deposited may be regularised on payment of a penalty of fifty rupees per year along with the said minimum specified subscription for the year (s) of default any time till the account completes fourteen years.

**6. Mode of Deposit .-** (1) The deposit in the account opened under these rules may be made -

a) in cash; or

b) by cheque or demand draft drawn in favour of the postmaster of the concerned post office or the Manager of the concerned bank where the account stands and an endorsement on the back of such



instrument shall be made and signed by the depositor indicating name of the account holder and account number in which the deposit is to be credited.

- (2) Where deposit is made by cheque or demand draft, the date of encashment of the cheque or demand draft shall be the date of credit to the account.
7. **Interest on deposit .-** (1) Interest at the rate, to be notified by the Government, compounded yearly shall be credited to the account till the account completes fourteen years.
- (2) In case of account holder opting for monthly interest, the same shall be calculated on the balance in the account on completed thousands, in the balance which shall be paid to the account holder and the remaining amount in fraction of thousand will continue to earn interest at the prevailing rate.
8. **Operation of account .-** (1) The account shall be opened and operated by the natural or legal guardian of a girl child till the girl child in whose name the account has been opened, attains the age of ten years.
- (2) On attaining age of ten years, the account holder that is the girl child may herself operate the account, however, deposit in the account may be made by the guardian or any other person or authority.
9. **Premature closure of account .-** (1) In the event of death of the account holder, the account shall be closed immediately on production of death certificate issued by the competent authority, and the balance at the credit of the account shall be paid along with interest till the month preceding the month of premature closure of the account, to the guardian of the account holder.
- (2) Where the Central Government is satisfied that operation or continuation of the account is causing undue hardship to the account holder, it may, by order, for reasons to be recorded in writing, allow pre-mature closure of the account only in cases of extreme compassionate grounds such as medical support in life-threatening diseases, death, etc.
10. **Pass book .-** (1) On opening an account, the depositor shall be given a pass book bearing the date of birth of the girl child, date of opening of account, account number, name and address of the account holder and the amount deposited.
- (2) The pass book shall be presented to the post office or bank, as the case may be, at the time of depositing money in the account and receiving payment of interest and also at the time of final closure of the account on maturity.
11. **Transfer of account .-** The account may be transferred anywhere in India if the girl child in whose name the account stands shifts to a place other than the city or locality where the account stands.
12. **Withdrawal .-** (1) To meet the financial requirements of the account holder for the purpose of higher education and marriage, withdrawal up to fifty per cent. of the balance at the credit, at the end of preceding financial year shall be allowed.
- (2) The withdrawal referred to in sub-rule (1) shall be allowed only when the account holder girl child attains the age of eighteen years.
13. **Closure on maturity .-** (1) The account shall mature on completion of twenty-one years from the date of opening of the account :
- Provided that where the marriage of the account holder takes place before completion of such period of twenty-one years, the operation of the account shall not be permitted beyond the date of her marriage :
- Provided further that where the account is closed under the first proviso, the account holder shall have to give an affidavit to the effect that she is not less than eighteen years of age as on the date of closing of account.

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(2) On maturity, the balance including interest outstanding in the account shall be payable to the account holder on production of withdrawal slip along with the pass book.

(3) If the account is not closed in accordance with the provisions of sub-rule (1), interest as per the provisions of rule 7 shall be payable on the balance in the account till final closure of the account.

**14. Power to relax .-** Where the Central Government is satisfied that the operation of any provision of these rules causes undue hardship to the account holder or account holders, it may, by order and for reasons to be recorded in writing, relax the requirements of that provision in a manner not inconsistent with the provisions of the Act.

[F. No.2/3/2014.NS-II]

Dr. RAJAT BHARGAVA, Jt. Secy.



POST OFFICE SAVINGS BANK

SB-3

Application for opening of an account (Saving/RD/TD (1/2/3/5year/MIS/SSA)

ACCOUNT NUMBER (For office use)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1. Name of Post Office

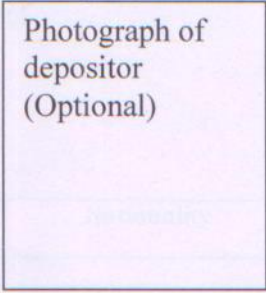
2. Date of opening of account:

3. Type of Account  SB/RD/TD(1/2/3/5Year)/MIS/SSA

4. Denomination  (in case of RD account)

5. Amount of initial deposit Rs. (In figures)   
Rs. (in words)

6. Mode of initial deposit   
  
(Cash/other. In case of other, please give full detail)



7. (i) Full Name of depositor(s) in block letters

1 <sup>st</sup> Depositor	<input type="text"/>
2 <sup>nd</sup> Depositor	<input type="text"/>
3 <sup>rd</sup> Depositor	<input type="text"/>

(ii) Residential address

(iii) Date of birth  mandatory for all type of accounts.

8. The account will be operated

Singly	Jointly (Joint-A)	Severally (Joint-B)
<input type="text"/>	<input type="text"/>	<input type="text"/>

9. In case of Minor Account

(i) Date of Birth of Minor

(ii) Date of majority

(iii) Applicant's relationship with minor

10. I/We wish to open a cheque account. Please furnish me/us Cheque book (in case of saving account only). Mention Yes or No

11. **Declarations**

(i) I/We hereby undertake to maintain the balance in all my/our accounts single or joint, within the limits specified in the relevant rules, and also furnish on demand from the Post Office Savings Bank, particulars of all such accounts irrespective of the location of post office where opened..

**Note:-** In case of Saving/MIS account, for the purpose of maximum balance, the depositor's share in the balance of a joint account shall be taken as one half or one third of such balance according as the account is held by two or three adults.

(ii) I/We agree to abide by such rules framed by the Central Government as may be applicable to the account from time to time.

(iii) Certified that I/we do not hold amounts in multiple accounts in excess of the limits prescribed.

(iv) I/We agree to receive the amount from the Post Office without interest in case the deposits/balances exceed the prescribed maximum limit specified in relevant rules.

12.(i)

I do not wish to make nomination	OR	I wish to make nomination as per details given below:-
<input type="text"/>		<input type="text"/>
Signature(s) or Thumb impression(s)		Signature(s) or Thumb impression(s)
If illiterate of applicant		if illiterate of applicant



(ii) I/We nominate the person(s) named below under Section 4 of the Government Savings Bank Act, 1873 (5 of 1873) to be the sole recipient (s) of the amount standing at the credit of the account in the event of my/our death.

Name & address of nominee(s)	Date of Birth (in case of minor)	Name & address of person who may receive the said amount during the minority of the nominee(s)

13. The name(s) of nominee(s) may be entered in the passbook.(Yes/No)

14. Signature of witness in case depositor wish to make nomination in column 12(i)

.....  
Name & Address of witness

15. **Specimen Signature(s)**

Name of applicant (in capital letters)	Specimen Signature of applicant(s)	Nationality

16. **Introduction**

I certify that I have known the above party (ies) for the past.....years..... months and confirm his / her / their occupation (s) and address (es) as stated in this application

Account No. of Introducer (if any)

Name & Full Address \_\_\_\_\_

**Signature of Introducer**

17. **Identification ( if no introduction is given)**

Document

Name

Issuing Authority

Date of Expiry (if any)

18. ....

Signature (s) or thumb impression (s) if illiterate, of applicant

\*Tel.no..... Mobile no.....E.mail ID.....

**\*Optional**

**(For office use)**

Introduction or identification accepted and specimen signatures attested

Signature of BPM  
Date Stamp

Signature of SPM  
Date Stamp

Signature of Postmaster  
Date Stamp



# POST OFFICE SAVINGS BANK

## ACCOUNT OPENING/PURCHASE OF NSC APPLICATION FORM FOR INDIVIDUALS

<b>For Office Use</b>											
Post Office				Date				SOL ID			
Account/Registration No.				CIFID(1)							
CIFID(2)				CIFID(3)							

### For Applicant(s)

\*1. I/We request you to open/issue account/certificate in my/our name (please tick  the empty box):-

Savings Account	<input type="checkbox"/>	TD A/C 2 Years	<input type="checkbox"/>	Sr. Citizen Savings Scheme A/C	<input type="checkbox"/>
Basic Savings Account	<input type="checkbox"/>	TD A/C 3 Years	<input type="checkbox"/>	PPF A/C	<input type="checkbox"/>
RD Account	<input type="checkbox"/>	TD A/C 5 Years	<input type="checkbox"/>	NSC VIIIth Issue	<input type="checkbox"/>
TD A/C 1 Year	<input type="checkbox"/>	Monthly Income A/C	<input type="checkbox"/>	NSC IXth Issue	<input type="checkbox"/>
KVP-14	<input type="checkbox"/>	Sukanya Samirddhi A/C	<input type="checkbox"/>		<input type="checkbox"/>

\*2. Operating Instruction (please tick  the empty box)

Single/Self	<input type="checkbox"/>	Either or Survivor (Joint-B)	<input type="checkbox"/>	Jointly (Joint-A)	<input type="checkbox"/>	Through literate agent	<input type="checkbox"/>
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\*3. Full Name of applicant, in CAPITAL Letters (leave a space between words)

	Mr./Mrs./Ms./Other	First Name	Middle Name	Last name	Gender( M/F)
1					
2					
3					

\*4. Full Name of father/husband/Mother, in CAPITAL Letters ( leave a space between words)

	Mr./Mrs./Ms./Others	First Name	Middle Name	Last name	Gender( M/F)
1					
2					
3					

\*5. Residential Address

	First Applicant	2 <sup>nd</sup> Applicant	3 <sup>rd</sup> Applicant
Flat No./Bldg. name			
Street/Road/Locality/Village			
Tehsil/Post Office			
City and District			
State			
Pin Code			
Tel./Mobile No.(optional)			
Email (optional)			

\*6. Applicant Date of Birth (dd/mm/yy) PAN (If not available, attach Form 60/61) CIF ID (if already exists)

1			
2			
3			

7. Please choose from the following (Tick  any one):-

Minor through Guardian	Lunatic Through Guardian	Blind/Physically Handicapped/Illiterate through agent	Pensioner	BPL	Beneficiary of any Welfare Scheme	Sanchayaka	Others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*8. In case of minor/Lunatic Account, please fill the following:-

Name of Guardian	Residential Address	Relationship with minor

\*9. In case of other than Minor/Lunatic, please fill the following:-

Name of Sanchayika/Government Welfare Scheme	
PPO/BPL/Registration/Enrollment No.	

10. Details about AADHAR:-

UIDAI Aadhaar Number	
UIDAI Aadhaar Number of Guardian (in case of minor/lunatic account)	



**\*11. Detail of Know Your Customer (KYC) documents submitted:-**

	Photo ID Applicant			Address Proof Applicant		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
	Type of Document					
Document No.						
Valid up to (if any)						

**\*12. Detail of First deposit**

Mode of deposit (Tick✓ any one)	Amount Rs.(figures).....(words).....					
Cash						
Cheque/DD	Cheque/DD No.		Date of issue		Name of Bank/Post Office	
Transfer	Transfer Account No.		CIF ID		Name of Bank/Post Office	
SBMO						
Postal Orders						

**\*13. Amount of Monthly Installment (In case of RD Account)**

Rs. (in figures)..... (in words).....
---------------------------------------

**\*14. In case of Certificates/KVP:- Please issue certificates/KVP as detailed below:-**

Denomination (Rs.)	No. of Certificates/KVP	Detail of Certificates/KVP issued (to be entered by Post Office)
100 Not for KVP		
500 Not for KVP		
1000		
5000		
10000		

**\*15. In case services of SAS/PPF/MPKBY Agent are taken**

I/We are using the services of SAS/PPF/MPKBY Agent (name).....
Authority No.....Valid up to.....
Received Passbook/Certificates on behalf of depositor
Signature of Agent with date .....

**\*16. Standing Instructions**

Please credit my monthly/Quarterly/Yearly interest into following account(in case of MIS/SCSS/TD accounts):-
Savings Account No.....Standing at.....PO/Bank.
Please debit my following account for credit of my RD installment monthly/half yearly/yearly:-
Savings Account No.....Standing at.....PO/Bank

**\*17. Nomination**

I/We nominate the person(s) named below under Section 4 of the Government Savings Bank Act, 1873 (5 of 1873) to be the sole recipient (s) of the amount standing at the credit of the account in the event of my/our death.

Name & address of nominee(s)	Date of Birth (in case of minor)	Share of nomination	Name & address of person who may receive the said amount during the minority of the nominee(s)

Signature of witness in case depositor wish to make nomination

.....  
 Name & Address of witness.....  
 .....

\*Mandatory Fields to be filled by customer.



**18. Other Information**

Monthly Income (Rs.) (Tick√ any one)

Up to 5000/-	5001-10000	10001-20000	20001-50000	50001-lac	Above one lac
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Occupation (Tick√ any one)

Salaried	Self employed	Business	Retired	Student	Pensioner	Agriculture	Others
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Account open mode (Tick√ any one)

Normal	Without Cheque Book	With cheque book	Welcome Kit
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\*Documents attached (Tick√ relevant columns)

Age proof	Photo ID	Address Proof	Source of funds	Form 60	Form 61	Form 15G	Form 15H
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\*Facilities required (Tick√ relevant columns)

Internet Banking	Viewing rights	Applicant (1)	Applicant (2)	Applicant(3)
	Transaction rights	Applicant (1)	Applicant (2)	Applicant(3)

Tick√ relevant Box:-	ATM cum Debit Card	Mobile banking	SMS Alerts
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\*For ATM cum Debit Card (fill relevant line)

Applicant No.	Short name	Preferred name	Name as would appear on the card(Capital Letters)
1			
2			
3			

Mother's maiden (initial) name	
--------------------------------	--

\*For Mobile Banking/SMS Alerts

For statement

Mobile No.	Email ID
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	Signature or Thumb Impression	Recent Photograph
Applicant (1) Or Guardian (in case of Minor or Lunatic Account)		
Applicant (2) Or Operating agent  (in case of Blind/Physically Handicapped/Illiterate depositors operating through agent)		
Applicant (3)		



Declarations (Tick the relevant bullet)

- I/We hereby declare that I/We have clearly understood POSB General Rules 1981 and Post Office Savings Account Rules 1981/ Post Office Recurring Deposit Rules 1981/ Post Office Time Deposit Rules 1981/ Monthly Income Account Rules 1987/ Senior Citizens Savings Scheme Rules, 2004 and Sukanya Samriddhi Account Rules 2014 (amended from time to time) governing the accounts under this scheme and to abide by such rules framed by the Central Government as may be applicable to the account from time to time. I/We will not open more than one savings account in one post office. I/We will furnish on demand from the Post Office Savings Bank, particulars of all such accounts irrespective of the location of post office where these accounts are/were opened.
- I/We also declare that I/we have not exceeded the prescribed maximum limit of investment for an individual while investing in various MIA/SCSS/SSA accounts in different post offices.

Note:-For the purpose of maximum limit in MIA, the depositor's share in the balance of a joint account shall be taken as one half or one third of such balance according as the account is held by two or three adults.

- I/we shall adhere to the ceiling on deposits, taking the deposits in all the accounts opened by me/us together, as specified in rule 4 and amended from time to time. In case, at any time, any excess deposit is found, such excess deposit will be refunded to me/us after recovery of excess interest paid if any under the rules.
- For any transaction occurred through my cheque-book/Passbook/ATM cum Debit card/Internet/Mobile Banking, I/We shall be fully responsible.
- I/we am/are legal guardian of the minor/lunatic and copy of the orders of the competent court is attached.

**For PPF**

- I hereby declare that I/we have clearly understood the PPF Scheme Rules, 1968 governing the accounts under the said scheme, as amended from time to time (hereinafter referred to as the said rules) and shall abide by such rules framed by the Central Government as may be applicable to the account from time to time.\*
- I hereby declared that I am not maintaining any other Public Provident Fund Account.
- I hereby declared that I am not maintaining any other Public Provident Fund Account except an account on behalf of a minor.
- I also declare that I shall adhere to the ceiling on deposits as provided for by Central Government from time to time, which is Rs. 1.50,000/- in a financial year at present, in my individual self account and accounts opened on behalf of minor(s) of whom I am a guardian. In case, at any time, the above said declaration is found untrue/false, no interest shall be payable to me/ the subscriber on the amount of deposits found in excess of the prescribed limit.

**For NSC/KVP**

- I/We hereby agree to abide by National Savings Certificates (VIII Issue) Rules, 1989 or (IX Issue) Rules 2011 or Kisan Vikas Patra Rules 2014 (amended from time to time).

**Authorization**

- I/We authorize Agent (name)..... to receive Passbook/Certificates on my/our behalf.

Signature/Thumb Impression:-      1<sup>st</sup> Applicant

2<sup>nd</sup> Applicant

3<sup>rd</sup> Applicant

Date:-

\*Mandatory Fields to be entered into system by Post Office Operator.

**For Office Use only**

Certified that I have verified the documents submitted with this application form and confirm that KYC norms are fully complied with.

Signature of BPM  
Date Stamp

Signature of SPM

Signature of Postmaster



**.....Please Cut from Here and paste in Register(Only for Literate Savings Account Customers).....**

Date of Opening of Account	Account Number	Sl.No.	Specimen Signature {to be filled by the applicant(s)}
		1	
		2	
		3	



(Sample PAGE-3 of AOF with dimentions)

**18. Other Information**

Monthly Income (Rs.) (Tick√ any one)

Up to 5000/-	5001-10000	10001-20000	20001-50000	50001-1 lac	Above one lac
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Occupation (Tick√ any one)

Salaried	Self employed	Business	Retired	Student	Pensioner	Agriculture	Others
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Account open mode (Tick√ any one)

Normal	Without Cheque Book	With cheque book	Welcome Kit
--------	---------------------	------------------	-------------

Documents attached (Tick√ relevant columns)

Age proof	Photo ID	Address Proof	Source of funds	Form 60	Form 61	Form 15G	Form 15H
-----------	----------	---------------	-----------------	---------	---------	----------	----------

Facilities required (Tick√ relevant columns)

Internet Banking	Viewing rights	Applicant (1)	Applicant (2)	Applicant(3)
	Transaction rights	Applicant (1)	Applicant (2)	Applicant(3)

Tick√ relevant Box:-	ATM cum Debit Card	Mobile banking	SMS Alerts
----------------------	--------------------	----------------	------------

\*For ATM cum Debit Card (fill relevant line)

Applicant No.	Short name	Preferred name	Name as would appear on the card(Capital Letters)
1			
2			
3			

Mother's maiden (initial) name	
--------------------------------	--

\*For Mobile Banking/SMS Alerts

For statement

Mobile No.	Email ID
------------	----------

	Signature or Thumb Impression	Recent Photograph
Applicant (1) Or Guardian (in case of Minor or Lunatic Account)	8.2 cm	4.4 cm 5.1 cm
Applicant (2) Or Operating agent  (in case of Blind/Physically Handicapped/Illiterate depositors operating through agent)		4.4 cm
Applicant (3)	14.3 cm	4.4 cm

14 cm



# POST OFFICE SAVINGS BANK

## ACCOUNT OPENING/PURCHASE OF NSC APPLICATION FORM FOR INDIVIDUALS WHO HAVE OPENED CIF AFTER MIGRATION TO CBS

<b>For Office Use</b>											
Post Office				Date				SOL ID			
Account/Registration No.				CIFID(1)							
CIFID(2)				CIFID(3)							

### For Applicant(s)

\*1. I/We request you to open/issue account/certificate in my/our name (please tick  the empty box):-

Savings Account	<input type="checkbox"/>	TD A/C 2 Years	<input type="checkbox"/>	Sr. Citizen Savings Scheme A/C	<input type="checkbox"/>
Basic Savings Account	<input type="checkbox"/>	TD A/C 3 Years	<input type="checkbox"/>	PPF A/C	<input type="checkbox"/>
RD Account	<input type="checkbox"/>	TD A/C 5 Years	<input type="checkbox"/>	NSC VIIIth Issue	<input type="checkbox"/>
TD A/C 1 Year	<input type="checkbox"/>	Monthly Income A/C	<input type="checkbox"/>	NSC IXth Issue	<input type="checkbox"/>
KVP-14	<input type="checkbox"/>	Sukanya Samriddhi A/C	<input type="checkbox"/>		<input type="checkbox"/>

\*2. Operating Instruction (please tick  the empty box)

Single/Self	<input type="checkbox"/>	Either or Survivor (Joint-B)	<input type="checkbox"/>	Jointly (Joint-A)	<input type="checkbox"/>	Through literate agent	<input type="checkbox"/>
-------------	--------------------------	------------------------------	--------------------------	-------------------	--------------------------	------------------------	--------------------------

\*3. Full Name of applicant, in CAPITAL Letters (leave a space between words)

Mr./Mrs./Ms./Other	First Name	Middle Name	Last name	Gender( M/F)
1				
2				
3				

\*4. Please choose from the following (Tick  any one):-

Minor through Guardian	<input type="checkbox"/>	Lunatic Through Guardian	<input type="checkbox"/>	Blind/Physically Handicapped/Illiterate through agent	<input type="checkbox"/>	Pensioner	<input type="checkbox"/>	BPL	<input type="checkbox"/>	Beneficiary of any Welfare Scheme	<input type="checkbox"/>	Sanchayaka	<input type="checkbox"/>	Others	<input type="checkbox"/>
------------------------	--------------------------	--------------------------	--------------------------	---	--------------------------	-----------	--------------------------	-----	--------------------------	-----------------------------------	--------------------------	------------	--------------------------	--------	--------------------------

\*5. In case of minor/Lunatic Account, please fill the following:-

Name of Guardian	Residential Address	Relationship with minor

\*6. In case of other than Minor/Lunatic, please fill the following:-

Name of Sanchayika/Government Welfare Scheme	
PPO/BPL/Registration/Enrollment No.	

\*7. Details about AADHAR:-

UIDAI Aadhaar Number	
UIDAI Aadhaar Number of Guardian (in case of minor/lunatic account)	

\*8. Detail of First deposit

Mode of deposit (Tick <input type="checkbox"/> any one)	Amount Rs.(figures).....(words).....		
Cash			
Cheque/D D	Cheque/DD No.	Date of issue	Name of Bank/Post Office
Transfer	Transfer Account No.	CIF ID	Name of Bank/Post Office
SBMO			
Postal Orders			

\*9. Amount of Monthly Installment (In case of RD Account)

Rs. (in figures)..... (in words).....
---------------------------------------

\*10. In case of Certificates/KVP:- Please issue certificates/ as detailed below:-

Denomination (Rs.)	No. of Certificates/KVP	Detail of Certificates/KVP issued (to be entered by Post Office)
100 Not for KVP		
500 Not for KVP		
1000		
5000		
10000		









DG

**SB ORDER NO. 2/2015**

**F.No.116-57/2014-SB**  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 26.02.2015

**ADDENDUM**

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

**Subject: - Introduction of new scheme "Sukanya Samridhi Account" under Small Savings Schemes.**

Sir / Madam,

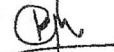
Please refer to this office letter of even number dated 21.1.2015 vide which Min. of Finance (DEA) Notification No. G.S.R 863 (E) dated 2nd December, 2014 issued by Min. of Finance was circulated. This office is receiving references from some field units for clarifications on some of the features of the scheme. Following clarifications are hereby issued:-

- i. On the date of opening of account, girl child should not be of more than 11 Years age. This initial grace period of one year is up to 2.12.2015 only and thereafter the age of the girl child should not be more than 10 Years.
- ii. Accounts can be opened at BOs also. BO has to maintain separate BO Journal for these accounts just like BOSB Journal. BPMs should be given training on the documents (Birth Certificate, ID and Address Proof of Guardian) to be taken at the time of opening of account, minimum amount (i.e Rs.1000/- ) to be taken while opening of account and subsequent deposits to be accepted (i.e in multiple of Rs.100/-), maximum amount to be accepted in a financial year (i.e Rs.1,50,000/-) in an account and number of accounts that can be opened by a guardian etc. BOs will send Passbooks to Account Office for entry of interest annually in the first week of April every year.
- iii. In case proper Birth Certificate of girl child is not available, a certificate of date of birth from school given by Headmaster or a certificate from Head of the village showing date of birth of the child or a certificate from the hospital where the girl child was born can also be taken.
- iv. HOs have to allot separate block numbers for HO Counter and SOs (where Sanchay Post is in operation) for this scheme in Sanchay Post and intimation is to be given to SBCO.
- v. SBCO will maintain separate registers manually for this scheme.
- vi. All post offices working on Sanchay Post or working on manual mode should enter date of birth of girl child manually on the first page of Passbook.
- vii. Scheme will be centralized and all accounts opened at SOs are also to be opened at SOSB for which patch from Sanchay Post will be deployed shortly.



- viii. Account opening forms of these accounts are to be sent by SOs to HO which will return the same to SO after opening of account in SOSB.
- ix. Interest rate will be notified every year by Min. of Finance and interest is to be applied by HO (SOSB) and copy of interest statement is to be sent to SOs.
- x. Amount deposited by 10th of a month will only be eligible for calculation of interest for the month.
2. This office is also receiving a lot of references from CBS Post Offices. It is further clarified that an interim solution has been provided in CBS software to open account and accept subsequent deposits and full fledged product development is under process. As the interim solution for opening SSA account in Finacle has been taken from PPF product, therefore for the minors who are already having CIF in PPF, users will have to create another CIF to open SSA in Finacle. If the minor has any other type of POSB account in Finacle, then creation of another CIF will not be required.
3. Some other issues need clarification from Ministry of Finance, which have already been taken up with MoF. Those clarifications shall be issued once we get the response from MoF. Also refer to the Clause '3' of the notification on 'Sukanya Samriddhi Account' which makes the provision of applying Post Office Savings Bank General Rules 1981, Post Office Savings Bank Account Rules 1981 in relation to matters for which no provision has been made in these rules.
4. This issues with the approval of Competent Authority.

Yours faithfully,



(Kawaljit Singh)  
Assistant Director (SB-II)

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 CEPT Mysore for uploading the SB order on India Post Web Site.
9. **Dy. Director CEPT, DMCC/SDC O/o CPMG T.N.Circle, Chennai with the request to get the patch developed for SOSB in Sanchay Post and release the same as quickly as possible.**
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.



F.No.116-57/2014-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts  
Dak Bhawan, Sansad Marg,

New Delhi-110001, Dated: 25.03.2015

**CLARIFICATION**

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

**Subject: - Clarification on eligibility age for opening "Sukanya Samriddhi Account" under Small Savings Schemes.**

Sir / Madam,

Please refer to this office letter of even number dated 21.1.2015 (SB Order No.2/2015) vide which Min. of Finance (DEA) vide Notification No. G.S.R 863 (E) dated 2nd December, 2014 was circulated. Further, Addendum to this SB Order was issued on 26.02.2015. This office is still receiving references to further clarify the eligibility age of girl child for opening of account.

2. It is therefore clarified that up to 01.12.2015, account can be opened in the name of any girl child who is born on or after 3.12.2003. Thereafter, account can be opened only if girl child has not completed 10 Years age on the day of opening of account.
3. This issues with the approval of Competent Authority.

Yours faithfully,



(Kawal Jit Singh)  
Assistant Director (SB-II)

Encl

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 CEPT Mysore for uploading the SB order on India Post Web Site.
9. Dy. Director CEPT, DMCC/SDC O/o CPMG T.N.Circle, Chennai
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. **Under Secretary (Budget), MOF(DEA), NS-II, North Block, New Delhi. This clarification has been issued keeping in view the spirit of notification. In case of any doubt, further clarification may be issued from MOF(DEA).**
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.



F. No.113-01/2011-SB  
Ministry of Communications & IT  
Department of Posts  
(F.S. Division)

Dak Bhawan, New Delhi

Dated: 01.04.2015

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

**Sub: - Revision in interest Rates of Small Savings Schemes w.e.f. 1<sup>st</sup> April 2015.**

Sir/Madam,

The undersigned is directed to say that vide its OM No.6/01/2011-NS-II dated 31<sup>st</sup> March, 2015 Ministry of Finance (DEA) has revised interest rates of Small Savings Schemes from 1<sup>st</sup> of April 2015, Details about old and revised rates are given below.

Sl.no.	Scheme	Rate of interest w.e.f.01.04.2014	Rate of interest w.e.f.01.04.2015
1	Savings Deposit	4.0%	4.0%
2	1 Year Time Deposit	8.4%	8.4%
3	2 Year Time Deposit	8.4%	8.4%
4	3 Year Time Deposit	8.4%	8.4%
5	5 Year Time Deposit	8.5%	8.5%
6	5 Year Recurring Deposit	8.4%	8.4%
7	5 Year SCSS	<b>9.2%</b>	<b>9.3%</b>
8	5 Year MIS	8.4%	8.4%
9	5 Year NSC	8.5%	8.5%
10	10 Year NSC	8.8%	8.8%
11	PPF	8.7%	8.7%
12	Kisan Vikas Patra	8.7%	8.7%
13	Sukanya Samriddhi Account Scheme	<b>9.1%</b>	<b>9.2%</b>

2. These revised interest rates will be applicable on the new investments made on or after 1.4.2015 in all schemes.
3. This is for information of the field staff as well as General Public.
4. This issues with the approval of Competent Authority.

Yours faithfully



(K. Ramalingaiah)

Assistant Director (SB-I)



Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG(Estt.)/DDG(PG & Inspections)/ DDG (PCO)
2. Director (FS)/Director (CBS), Dak Bhawan.
3. Director of Audit (P&T), Delhi.
4. All Directors/Dy. Directors of Accounts, Postal
5. Director, Postal Staff College, Ghaziabad.
6. All Directors, Postal Training Centers.
7. **Director CEPT Mysore for uploading the SB order on India Post Web Site.**
8. Dy. Director (CEPT) Chennai O/O CPMG T.N.Circle, Chennai.
9. Dy. Manager FSI &RSI (CEPT)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.



F.No.113-01/2011-SB(Vol-II)

Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 29.05.2015

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

**Subject: - Competent Authority to issue "Reconciliation Certificate" under Rule 87(15) of POSB Manual Vol-I and 50(16) of POSB Manual Vol-II.**

Sir / Madam,

The undersigned is directed to say that a question has been raised regarding "Competent Authority to issue Reconciliation Certificate" under Rule 87(15) of POSB Manual Vol-I and Rule 50(17) of POSB Manual Vol-II.

2. The competent authority has reviewed the existing provisions of these rules and decided to replace the existing rule with the following text:-

**Rule 87(15) & Rule 50(16) Reconciliation Certificate:-** If there is a difference in the name of the deceased depositor/investor, the claimant will apply to the concerned Head of the Postal Divisional /Head of the GPO/Gazetted HO for issue of reconciliation certificate by giving an application in manuscript declaring the facts supported by documentary evidence(s) if any and two witnesses with their ID and Address proof. Head of the Postal Divisional /Head of the GPO/Gazetted HO, after satisfying himself through the documantry evidence(s) submitted or after conducting any inquiry, which he deems necessary, shall issue Reconciliation Certificate in the following format:-

**Reconciliation certificate in case of a difference in name of deceased depositor/investor**

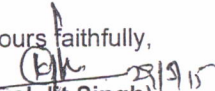
Certified that the real name of the deceased depositor/investor of POSB Account/Savings Certificate Number.....dated.....was.....He/She also used to be called by.....(name). The name as mentioned in POSB Account/Savings Certificate and in the Death Certificate, is that of one and the same person viz., the deceased depositor/investor.

Date /Place.....

Signature .....  
Name (in block letters) .....  
Designation stamp .....

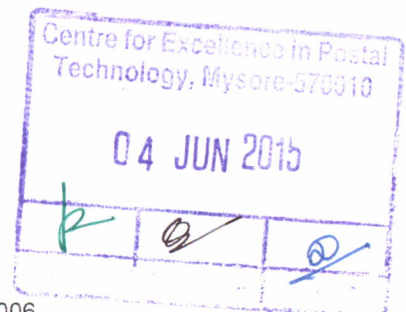
Claimant will attach the above Reconciliation Certificate with the claim application Form.

3. This issues with the approval of Competent Authority.

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

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 CEPT Mysore for uploading the SB order on India Post Web Site.
9. Dy. Director CEPT, DMCC/SDC O/o CPMG T.N.Circle,
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.





F.No. 116-57/2014-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

PTC

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 08.06.2015

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

Subject: - Provisions of Income Tax Rebate in the deposits under "Sukanya Samriddhi Accounts" regarding.

Sir / Madam,

This office has been receiving references regarding provisions of Income Tax rebate in the deposits under Sukanya Samriddhi Accounts. Following provisions are now available in the Income Tax Act 1961 amended up to date:-

(a) Sukanya Samriddhi Account has been specified under clause (viii) of Sub Section (2) of Section 80(C) of Income Tax Act 1961 and deposits under these accounts enjoy benefit of this Income Tax Section up to the overall maximum limit of Rs. One Lakh Fifty Thousand (1,50,000).

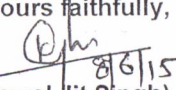
(b) By Finance Act 2015, a new clause (11A) has been inserted under Section 10 of Income Tax Act 1961 under which any amount withdrawn from Sukanya Samriddhi Account will not be included in the total income of a previous year of a person for the purpose of calculation of Income Tax.

(c) By Finance Act 2015, a new clause (ba) has been inserted under clause (viii) of sub-section 4 of Section 80C of Income Tax Act 1961 under which a Legal Guardian can claim Income Tax benefit for the amount deposited by him or his/her girl child under the Sukanya Samriddhi Account.

2. This may be brought to the notice of all the Post Offices for information, guidance and wide publicity for opening of Sukanya Samriddhi Accounts. These amendments are available in the web site of Income Tax Department.

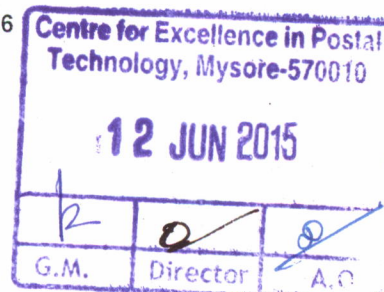
3. This issues with the approval of Competent Authority.

Yours faithfully,

  
8/6/15  
Kawal Jit Singh  
Assistant Director (SB-II)

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 CEPT Mysore for uploading the SB order on India Post Web Site.
9. Dy. Director CEPT, DMCC/SDC O/o CPMG T.N.Circle,
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.





F.No.25-08/2012-FS(CBS)  
Government of India  
Ministry of Communications & IT  
Department of Posts

02257

PTC

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 09 .06.2015

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

Subject: - Introduction of common Account Opening Form (AOF) for CBS and non CBS Post Offices replacing existing SB-3 and Purchase Application Forms of Certificates/KVPs etc regarding.

Sir / Madam,

This office has been receiving suggestions from field units to allow use of the same common Account Opening/Purchase of Certificate Form (AOF) prescribed for CBS offices in non- CBS offices also so that only one form can be printed and supplied to all Post Offices. This has been considered by the competent authority and it has been decided that :-

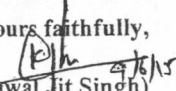
- (i) Common Account Opening/Purchase of Certificate Form (AOF) may be used in non CBS post Offices after exhausting the available stock of SB-3/Purchase of Certificate application forms for opening of accounts(other than SCSS/PPF) and purchase of certificates.
- (ii) In case of SCSS/ PPF Accounts, there being additional requirements, all post offices (CBS & non-CBS) have to take Additional Form (Annexure-I) and keep alongwith AOF in post office.
- (iii) While using this AOF, non CBS Post Offices may ignore CIF /SOL related fields (as they would not be there) till post office is migrated to CBS and from the day the office is migrated, these fields of AOF are to be filled and separate KYC Form (Annexure-II) is also to be taken from the depositors/investors who will open new accounts/purchase certificates after migration.
- (iv) This AOF alongwith KYC Form (Annexure-II) is to be used by all CBS Post Offices and process circulated vide this office e mail dated 27.3.2015 and 20.5.2015 should be followed. These post offices should also take Annexure-I in case of opening of SCSS/PPF Accounts and preserve the same with AOF at post office.

2. As per above, find enclosed AOF, Additional Form (Annexure-I) and KYC Form (Annexure-II). The use will be as under:-

- (i) AOF:- For non-CBS post offices for opening of accounts(other than SCSS/PPF)/purchase of certificates.
- (ii) AOF& Annexure-I:- For non CBS Post offices for opening of SCSS/PPF Accounts.
- (iii) AOF& Annexure-II:- For CBS Post offices for opening of accounts(other than SCSS/PPF)/purchase of certificates.
- (iv) AOF, Annexure-I & II :- For CBS Post offices for opening of SCSS/PPF Accounts.

3. This may be brought to the notice of all the Sub Post Offices and Head Post Offices for information, guidance and necessary action. Hindi Version of the Forms will be circulated shortly.

4. This issues with the approval of Competent Authority.

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

Encl:- Sample AOF, Annexure-I & II.

Copy to:-

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

Centre for Excellence in Postal Technology, Mysore-570010		
22 JUN 2015		
G.M.	Director	A.O.



**POST OFFICE SAVINGS BANK  
ACCOUNT OPENING/PURCHASE OF CERTIFICATE APPLICATION FORM FOR INDIVIDUALS**

For Office Use											
Post Office:				Date:				SOL ID:			
Account/Registration No.						CIFID(1)					
CIFID(2)						CIFID(3)					

**For Applicant(s)**

\*1. I/We request you to open \_\_\_\_\_ Savings (with/without cheque book)/Basic Savings/RD/1/2/3/5 Years TD/MIS/SCSS/PPF/SSA or issue NSC(8<sup>th</sup>/9<sup>th</sup> issue) or KVP) in my/our name(s).

\*2. Full Name of applicant(s)/Guardian (in case of minor/Lunatic A/C), in CAPITAL Letters (leave space between words)

Mr./Mrs./Ms./Other	First Name	Middle Name	Last name	Gender
1				
2				
3				

\*3. Full Name of father/husband/Mother, in CAPITAL Letters

*4. Residential Address	First Applicant	2 <sup>nd</sup> Applicant	3 <sup>rd</sup> Applicant
Flat No./Bldg. name			
Street/Road/Locality/Village			
Tehsil/Post Office			
City and District			
State			
Pin Code			
Tel./Mobite No.(optional)			
Email (optional)			

\*5. Applicant's Date of Birth (dd/mm/yy) PAN Number or Form 60/61) CIF ID (if already exists)

1	2	3

\*6. Operating Instruction (please tick ✓ the empty box)

Single/Self	Either or Survivor (Joint-B)	Jointly (Joint-A)	Through literate agent
-------------	------------------------------	-------------------	------------------------

\*7. Detail of Know Your Customer (KYC) documents submitted:-

Type of Document	Photo ID of Applicant(s)			Address Proof of Applicant(s)		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Document No.						
Valid up to (if any)						

\*8. Detail of First deposit:- Amount Rs.(figures) \_\_\_\_\_.(words) \_\_\_\_\_

Mode of Deposit \_\_\_\_\_

9. Nomination:- I/We nominate the person(s) named below under Section 4 of the Government Savings Bank Act, 1873 (5 of 1873) to be the sole recipient (s) of the amount standing at the credit of the account in the event of my/our death.

Name & address of nominee(s)	Date of Birth (in case of minor)	Share of nomination	Name & address of person who may receive the said amount during the minority of the nominee(s)

Signature of witness in case depositor wish to make nomination

Name & Address of witness \_\_\_\_\_

\*Mandatory Fields to be filled by customer.



10. AADHAR NUMBER:- \_\_\_\_\_

11. Please open, Minor A/C through Guardian/Lunatic Account through Guardian/Blind/Physically Handicapped/Illiterate through Agent/Pensioner/BPL/SB Basic Savings Account/Sanchayika Account/Others \_\_\_\_\_

12. In case of minor/Lunatic Account, please fill Name of Minor/Lunatic and his/her Relationship with Guardian \_\_\_\_\_

13. In case of other than Minor/Lunatic, please enter Name of Sanchayika/Government Welfare Scheme and PPO/BPL/Registration/Enrollment number:- \_\_\_\_\_

14. Amount of Monthly Installment (in case of RD Account):-Rs.(in figures) \_\_\_\_\_ (in words) \_\_\_\_\_

15. In case services of SAS/PPF/MPKBY Agent are taken:- Name of Agent \_\_\_\_\_ Authority No. \_\_\_\_\_ Valid Up to \_\_\_\_\_

16. Standing Instructions if any :- \_\_\_\_\_ to receive

17. I/We authorize Agent (name) \_\_\_\_\_ Passbook/Certificates on my/our behalf. \_\_\_\_\_ Signature of investor/messenger/Authorized agent

18. Received Certificate(s) \_\_\_\_\_

Declarations

I/We hereby declare that I/We have clearly understood POSB General Rules 1981 and Post Office Savings Account Rules 1981/ Post Office Recurring Deposit Rules 1981/ Post Office Time Deposit Rules 1981/ Monthly Income Account Rules 1987/ Senior Citizens Savings Scheme Rules, 2004 and Sukanya Samridhi Account Rules 2014, PPF Rules 1968, NSC(VIII) and (XI) issue Rules, KVP Rules (amended from time to time) governing the accounts/Certificates under this scheme and to abide by such rules framed by the Central Government as may be applicable to the account from time to time. I/We hereby declare that I/We will adhere to the maximum investment limit notified under various schemes for self/joint/minor accounts and in case of any excess investment is found, will not claim interest.

DATE:

Signature/Thumb Impression:-

1<sup>st</sup> Applicant

2<sup>nd</sup> Applicant

3<sup>rd</sup> Applicant

Space for affixing photo of applicants(in case of SCSS Joint Account, please affix joint photograph of both spouses)

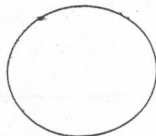
All Fields to be entered into system by Counter PA.

**For Office Use only**

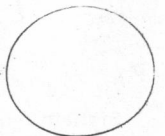
Certified that I have verified the documents submitted with this application form and confirm that KYC norms are fully complied with. Following serial numbers of NSC(s)/KVP(S) issued (in case of NSC/KVP Application):-

Serial Nos.of certificates	Denomination	Date of issue	Date of encashment

Signature of BPM  
Date Stamp



Signature of Sub/Head Postmaster  
Date Stamp





Additional FORM to be taken for opening Sr. Citizen Savings Scheme(SCSS)/PPF Account  
(to be attached with AOF)

To be filled by Post Office:-

CIF ID No. \_\_\_\_\_ (in case of CBS Post Office)

Account No. \_\_\_\_\_ (for all Post Offices)

To be filled by customer:-

IN CASE OF NOMINATION IN SCSS ACCOUNT, FILL THE FOLLOWING TABLE

Photograph of Nominee(s)	Signature/thumb impression of the nominee(s)

**Declarations:-**

1. I hereby declare that the details of other Public Provident Fund/Sr. Citizens Savings Account(s) opened earlier by me/us under SCSS-2004/PPF Rules, are as under:-

Sl. No.	Account Number	Date of Opening	Type of Account (Single/Joint/Minor)	Name of Post Office/Bank Branch	Amount of Deposit

2. I hereby declare that I am not maintaining any other Public Provident Fund Account/Sr. Citizen Savings Scheme Account except declared above.
3. I also declare that I shall adhere to the ceiling on deposits as provided for by Central Government from time to time, in each of the following types of PPF Account:-  
Individual Self Account and Account(s) opened on behalf of minor(s) of whom I am a guardian.  
In case, at any time, the said declaration is found untrue/false, no interest shall be payable to me/the subscriber on the amounts of deposits found in excess of the prescribed limit.
4. I also declare that the information provided by me/us in the application for opening of account is true to the best of my knowledge and belief and in case, at any time, any of the information and/or declaration is found false, no interest on the deposits shall be payable to me/us, the post office shall close the account(s) and refund the deposits after recovery of interest, if any, already paid on the deposits.

Following documents are enclosed (tick whichever is applicable):-

- (i) **Age Proof (mandatory for SCSS Account).** Self attested copies of the following documents can be given as Age Proof:- Birth Certificate issued by Municipal Authority/Gram Panchayat/District Office of Registrar of Births & Deaths; Voter ID Card; PAN Card; Passport; Ration Card; Date of birth certificate issued by School last attended by the applicant or any other recognized educational institution or Driving Licence.
- (ii) If PAN is not allotted, copy of receipt for application form for allotment of PAN. The applicants, who are not assessed to income tax, may furnish a self declaration, that their income from all sources (including interest income from the account to be opened) does not cross the exemption limit and the applicant is not required to obtain PAN under Income Tax Act, 1961, as amended from time to time.
- (iii) **Certificate from Employer** indicating the fact of retirement, retirement benefits, employment held and period of employment if age on the date opening of SCSS account is less than 60 years and above 55 years.

DATE/PLACE.....

SIGNATURE/THUMB IMPRESSION OF SUBSCRIBER/DEPOSITOR







F.No.116-15/2013-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Date: 18.06.2015

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

Subject:- Clarifications on different scenarios being faced or likely to be faced by Post Offices after implementation of CBS.

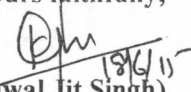
Sir / Madam,

The undersigned is directed to refer to this office letter of even number dated 06.08.2014 (SB Order No.8/2014) & 14.8.2014 (Addendum to SB Order No.8/2014) on the subject.

2. The competent authority has reviewed the process of all the 14 scenarios circulated vide above references in the light of roll out of CBS in 800 HOs and 1790 SOs across the country as well as change in the process of Circle Processing Centres (CPC). Process mentioned in the scenario No. 2,3,5,6,10, 11 and 14 have been revised. Revised process pertaining to these scenarios is attached as ANNEXURE with this letter. This will supersede the process circulated vide SB Order No. 8/1014 and Addendum to SB Order No.8/2014.

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



Yours faithfully,

  
(Kawal Jit Singh)  
AD (SB-II)

Encl:- ANNEXURE

Copy to:-

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

Centre: Technology, Mysore-570010		
22 JUN 2015		
22/6		
G.M.	Director	A.O.



**Revised procedure to be followed in case of following scenarios which will supersede the existing procedure.**

**2.Scenario:- When a Certificate holder attends any CBS Post Office to encash certificates either on maturity or for premature closure where certificates were purchased from other CBS Post Office.**

The Counter PA should first go to HACLI and see that Certificates are genuine and stand in Finacle. He/She will verify signatures of the holder(s) on the certificates with that available in Finacle. Once, it is confirmed from the signatures that holder is genuine, holder should be asked to fill NC-32 and give fresh ID as well as Address Proof and Mobile number. After proper verification of KYC documents, Certificates first be transferred IN by using HACXFSOL. Customer's new address and mobile number should be entered through account modification menu and it should be verified by Supervisor. Then payment should be made by crossed cheque or credit to savings account. **Payment should not be made by cash in any case.**

An intimation of Transfer/Discharge should be sent to the office of issue by service registered post which will make Transfer/Discharge entry in the Purchase Application(in case of old certificates) or AOF.

NC-32 and KYC documents should be preserved in the CBS Post Office in a A4 size Ring Guard File.

**3.Scenario:- When any claimant (in case of death of holder) presents certificates issued by another CBS Office alongwith claim application form for payment or transfer to the claimant's name.**

In CBS environment, claim form can be submitted at any CBS post office. When such a claim is presented at any CBS post office, first of all, user has to enter date of death in the CIF and supervisor has to verify. Then procedure of settlement of deceased claim case has to be followed. After sanction of claim, if claimant wants payment, procedure mentioned in scenario 2 should be followed. If claimant wants to transfer of certificates in his/her name, open new CIF in his/her name based on new AOF(if no CIF is available in his/her name) and attach the existing Certificates (Accounts) with new CIF. Name of holder can be changed through menu HAALM.

In this case also, an intimation of Sanction of Claim/Transfer/Discharge alongwith copy of sanction memo should be sent to the office of issue by service registered post which will make Death/Transfer/Discharge entry in the Purchase Application(in case of old certificates) or AOF.

Claim Application Form and KYC documents of claimant and Account Opening Form (AOF) should be preserved in the CBS Post Office. If certificates are transferred in the name of claimant, KYC Form has to be taken from the claimant and sent to CPC of the office where claim is sanctioned. CPC will scan the Photograph and signature and attach the same with new CIF.

**5.Scenario:- When Account Holder of MIS/SCSS/TD scheme approaches any CBS Post Office for taking interest or closing accounts.**

The Counter PA should first go to HACLI and see that Account(s) are genuine and stand in Finacle. He/She will verify signatures of the holder(s) on the withdrawal Form or Account Closure Form with that available in Finacle. Once, it is confirmed from the

signatures that holder is genuine, payment of interest should be made to the account holder as per process being followed for normal withdrawal. If account closure is requested, take SB10(b) form, fresh ID as well as Address Proof. After proper verification of KYC documents, Accounts(s) first to be transferred IN by using HACXFSOL. Whenever any account is closed at the office other than the office where account was opened, **in any case, payment should not be made by cash** and payment should either be made by crossed cheque or credit to savings account (where required KYC documents have been taken and signatures are available in the system) only.

SB10(b) and fresh KYC documents obtained should be preserved in the CBS Post Office where payment is made. An intimation of Transfer/Closure should be sent to the office from where the account was transferred by service registered post which will make Transfer/Closure entry in the original AOF.

**6.Scenario:- When any claimant presents documents for preferring claim (in case of death of depositor) in respect of any MIS/SCSS/TD/RD/PPF account(s) stand at another CBS Office alongwith claim application form for payment or transfer of account (RD/TD/SCSS {only spouse}) in the name of claimant.**

Death should be noted in the relevant field in CIF of deceased depositor. Follow the procedure laid down for settlement of deceased claim case. After sanction of claim, follow the procedure mentioned in scenario 5 above. If claimant wants to transfer RD/TD/SCSS (only spouse) account in his/her name, open new CIF (based on new Account Opening Form (AOF)) in his/her name (if not already exists) and attach the existing Accounts with new CIF. Name of holder can be changed through menu HAALM.

Claim Application Form and KYC documents of claimant or Account Opening Form (AOF) should be preserved in the CBS Post Office and in case account(s) is/are transferred in the name of claimant, KYC Form has to be obtained and sent to CPC of the office where claim is sanctioned. CPC will scan the Photograph and Signature and attach the same with new CIF.

**10.Scenario:- An account holder of a CBS Post Office applies for transfer of account to any Non CBS Post Office or any account holder of non-CBS post Office to a CBS Post Office.**

Transfer of account from CBS Post Office to Non-CBS Post Office and vice versa is not allowed. However, Postmaster or Sub Postmaster of SO/HO where transfer of account is applied will go to DMCC Chennai website to see list of CBS Post Offices and confirm that post office to which transfer is applied is a CBS Office or not. If SO is completely manual and unable to see the list, it will be the duty of HO that before issue of AT, list should be consulted and if that post office is already in the list of CBS Post Offices, AT should not be issued.

In case transfer is sought from CBS to a non CBS Post Office, Account holder should be advised to select a nearby CBS Post Office (from the list) and get account transferred or avail services of that CBS Post Office.

In case transfer is sought from a non CBS Post Office to a CBS Post Office, account holder should be advised to get his/her account transferred to a nearby non CBS Sub Post office.

**11. Scenario:-Inter CBS Post office Transactions (INTERSOL TRANSACTIONS)**

In CBS environment, transactions can be initiated in any CBS Post Office. Any depositor of Savings, RD, TD, MIS, SCSS, PPF or Certificates can initiate Financial Transactions



at any CBS Post Office. Transaction will appear in the Report No.19 i.e Common Counter Wise Transactions Report-Inter Branch of the office where transaction is initiated. Amount of the transaction would also appear in Consolidation of the same office. No transaction would appear in the office where account/certificate stands. Extra care should be taken at the time of such transactions. In respect of withdrawal from savings Account for more than for Rs. 50,000/- , it should be allowed only if signatures are available in the system and are tallied. In respect of accepting deposits, no extra care is required to be taken. As regards, payment of maturity value of MIS/RD/SCSS/TD/PPF/Certificates, procedure given in the relevant scenario should be followed.

Non Financial transaction like modification in account or CIF can be made only the office where account stands and it should be supported by documentary proof. In case of change in name or photograph or address, fresh KYC Form (in duplicate) has to be obtained with documents and one copy of KYC Form has to be sent to CPC for scanning of fresh photograph or signature. Please ensure that all Financial or Non Financial Transactions should be verified by Supervisor/SPM at the same office when initiated by PA.

**14. Scenario:- A customer wants to do re-investment of matured amount in CBS post office.**

In case, depositor wants re-investment from one scheme's maturity value to another scheme, customer should be asked if he/she has a Savings Account in any CBS Post Office. If yes, then signature in that account available in the system should be tallied with the signature on the Closure Form or Certificate & if not, customer should be asked to open new savings account under the same CIF (fresh KYC documents and Form should be taken if account/certificate matured belong to pre-migration period). Customer should write on the receipt side of the Account Closure Form or Certificate, the amount to be re-invested, name of scheme and Savings Account number under his/her signatures. In case of new AOF presented for re-investment, under the filed "Mode of Deposit", he/she has to write savings account number. In such a case, no separate withdrawal form is required to be given and this transaction has to be treated as non-cash transaction for the purpose of eligibility of commission to agents (if AOF contains detail of agent). Once Postmaster/Sub Postmaster is sure about genuiness of the depositor (from signatures/photograph/any other identification), total maturity value+interest should be credited into that Savings Account and then amount to be re-invested should be debited/withdrawn from this savings account and credited/deposited in the concerned new account while funding.

No re-investment should be accepted if customer does not have a savings account in a CBS Post Office or customer is not ready to open new savings account, in such a case, payment should be made by Postmaster Cheque only.

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

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 10.07.2015

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

**Subject: - Enhancement in cash handling limit of authorized agents of Small Savings Scheme and commission to Kisan Vikas Patra Scheme – reg.**

Sir / Madam,

The undersigned is directed to convey the decision of the Min. of Finance (DEA) for enhancement of cash handling limit of authorized agents of Small Savings Scheme and commission in respect of Kisan Vikas Patra Scheme.

2. Ministry of Finance (DEA) vide its O.M. F. No. 2/4/2014-NS.II dated 01.07.2015 has modified the cash handling limit by authorized agents of Small Savings Scheme and increased it from Rs 10000/- to Rs 20000/- on behalf of depositer.
3. The agent's commission in respect of Kisan Vikas Patra Scheme is also enhanced from **0.5% to 1%** vide aforesaid O.M. dated 01.07.2015 and the date of effect has been notified vide O.M. of even number dated 10.07.2015 giving effective date of enhancement of commission from 15.07.2015.
4. It is requested to circulate the above instructions to all field units and ensure that the instruction is strictly followed.
5. This issues with the approval of Competent Authority.

Yours faithfully,



(L.K. Sinha)

**Assistant Director General (FS-I)**

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.



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

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 19.08.2015

**CLARIFICATION**

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

**Subject: - Enhancement in cash handling limit of authorized agents of Small Savings Schemes - reg.**

Sir/Madam,

This office is receiving references from field units seeking clarification as to whether the enhancement of cash handling limit conveyed vide this office SB Order No. 08/2015 dated 10.07.2015 is applicable to both SAS and MPKBY agents.

2. In the said SB Order, it is mentioned that cash handling limit by the **authorized agents** of Small Savings Schemes is modified and increased from Rs 10000/- to Rs 20000/- on behalf of depositor.
3. It is therefore clarified that increased of cash handling limit is applicable to authorized agents i.e. SAS and MPKBY agents.
4. This issues with the approval of Competent Authority.

Yours faithfully,

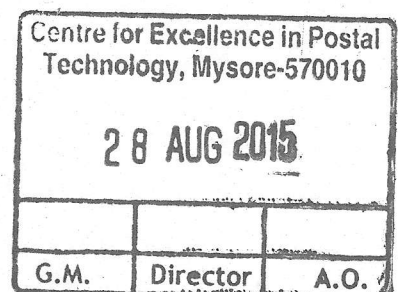


(L K Sinha)

**Assistant Director General (FS-I)**

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. Dy.Director (CEPT) 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.



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

Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Date: 03.09.2015

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

Subject:- Premature Closure of POTD Accounts before 6 months-a clarification regarding.

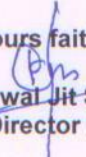
Sir / Madam,

The undersigned is directed to refer to this office letter of even number dated 24.03.2014 (SB Order No.5/2014) vide which many Small Savings Schemes rules were amended in the backdrop of implementation of CBS.

2. This office has been receiving references from various circles regarding mis-use of amended POTD Rule 8(a) by some SAS Agents/BPMs to earn undue commission. The competent authority has reviewed the Rule 8(a) and (aa) of POTD Rules 1981 and decided to refer back the issue to MOF(DEA) for restoring Rule 8(a) and allowing renewal of POTD Accounts opened in CBS Post Offices from date of maturity without restrictions placed in the table under POTD Rule 6(3).

3. It has been further decided that awaiting amendment by MOF(DEA), Post Offices will not to allow closure of any TD Account opened from date of receipt of this order up to 6 months period from date of opening of account ( except for those TD Accounts which are re-newed automatically in Finacle through a batch).

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

Yours faithfully,  
  
(Kawaljit Singh)  
Assistant Director (SB-II)

Copy to:-

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



F.No.116-19/2015-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Date: 04.09.2015

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

Subject:- Implementation of Pradhan Mantri Jeevan Jyoti and Suraksha Bima Yojnas (PMJJBY&PMSBY) in CBS Post Offices.

Sir / Madam,

The undersigned is directed to refer to D.O Letter of even number dated 28.7.2015 from Member (Banking & HRD) on the above subject and Video Conference held on 3.9.2015 from Dak Bhawan. SOP and PPT on both the schemes including Enrollment Forms have already been sent through e mail.

2. It is further informed that Software solution for accepting premium under both the schemes is being deployed in Finacle Application and will be available on 7th September 2015 morning in all CBS SOs/HOs.

3. It is once again reiterated that most important validations in these schemes are DATE OF BIRTH and GENDER as well as NOMINATION which are mandatory. In Sanchay Post, DOB/Gender are not captured, therefore at the time of migration both fields being mandatory in Finacle, 01.07.1960 as default DOB and OTHERS as default Gender will be there. Therefore, for the account opened prior to migration, users have to modify DOB and Gender in CMRC menu before going to Enrollment menu i.e CPMY.

4. For Nomination, if nomination is there in Savings Account, it will be displayed and user has to see and match the name and relationship of nominee filled in the Enrollment Form with the data displayed. If data field is blank or name does not match, User has to enter the name of Nominee in the field from the Enrollment Form and relationship has to be selected from the dropdown given in the field.

5. Software Solution being deployed in this phase (Phase-I) is for enrollment of Single Account Holder only and further SOP as well as Software Solution for dealing with Joint Accounts/Claims/Reports/Enquiries/Atal Pension Yojna (APY) are under development and will be circulated in next phase (Phase-II).

6. It is further informed that Government has given exemption to both the schemes from SERVICE TAX. Accounting Procedure for both these schemes is under process and will be circulated shortly.

This has approval of competent Authority and may kindly be circulated to all CBS Post Offices for guidance and necessary action.

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

Copy to:-

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



F.No. 116-57/2014-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 28.09.2015

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

**Subject: - Acceptance of Passport, Aadhar card and PAN card as a valid document for age proof of girl child for opening of Sukanya Samriddhi Account- reg.**

Sir / Madam,

The undersigned is directed to say that this office has received some complaints regarding non acceptance of Passport, Aadhar card and PAN card as a valid document for age proof of girl child for opening of Sukanya Samriddhi Account.

2. The matter was examined and it has been decided by the Competent Authority to accept Passport, Aadhar card and PAN card as a valid document for age proof of girl child for opening of Sukanya Samriddhi Account in case date of birth certificate of girl child is not available. It is, therefore, requested to circulate this instruction to all field units for information and necessary action.

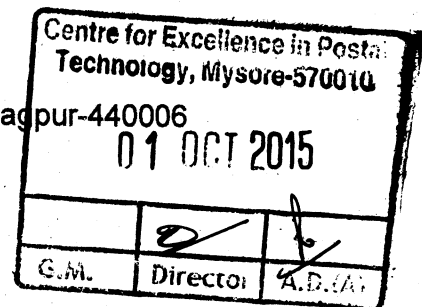
This issues with the approval of DDG (FS).

Yours faithfully,

  
(Kawaljit Singh)  
Assistant Director (SB-II)

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.





Centre for Excellence in Postal  
Technology, Mysore-570010

08 OCT 2015

G.A.	Director	A.D.(A)

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

F.No.113-02/2015-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

SB Order No.12/2015

Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Date: 05.10.2015

**Subject:- Mandatory use/opening of Savings Account in CBS Post Offices for maintaining/development of relationship of customers with Post Office Savings Bank (POSB)- regarding**

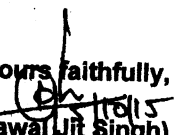
Sir / Madam,

The undersigned is directed to say that in view of growing number of CBS Post Offices and various facilities being provided in the Post Office Savings Account standing in a CBS Post Office, the competent authority has taken the following decisions to be implemented from 15.10.2015 (except RD Deposits through MPKBY Agents and Cash Payment of Interest where the date of implementation has been mentioned separately) in all CBS Post Offices:-

1. All existing POSB/SC customers of CBS Post Offices who do not have Savings Account in any of the CBS Post Office should be requested to open Savings Account in any CBS Post Office to avail all the benefits mentioned in the enclosed leaflet. Those, who have Savings Accounts but are not operating the same or have not updated KYCs should be requested to revive their savings accounts and update KYC status of their Customer Information File (CIF) in Finacle CBS Application to promote/maintain and continue relationship with POSB.
2. Various FREE benefits being provided in Post Office Savings Account standing in a CBS Post Office mentioned in the attached leaflet should be printed in the form of a Poster and placed on the Notice Board and on all the POSB/SC counters.
3. Whenever any customer attends any CBS Post Office for investment in any scheme, he/she should be requested to first open Savings Account with proper KYC documents to start relationship with POSB (as being followed by various Banks on CBS) and then invest in any of Small Savings Scheme through same Savings Account. In case any customer wants to invest through other Bank Cheque, his/her cheque should be lodged only through his/her savings account and then new account/certificate should be funded from that savings account by putting cheque credit date as Value Date.
4. All existing customers who are coming to post office either directly or through SAS/MPKBY agent for any subsequent deposit in any RD/PPF/SSA Account through other Bank Cheques should be asked to open Savings Account with cheque book and present POSB Cheque for subsequent deposit to avail immediate credit instead of waiting for the clearing of other Bank Cheque or provide Standing Instruction for automatic debit from their savings account and credit into their RD account. If any customer still insists on deposit through other bank cheque, his/her cheque should be lodged only through his/her savings account and further deposit should be made by debiting his/her savings account.
5. All MPKBY Agents who are submitting other Bank Cheques pertaining to some RD depositors should be suitably informed that from 1st Nov.2015, all such customers should be asked to submit POSB Cheque only for their subsequent deposit and if they do not have savings account opened in any CBS Post Office, they have to open Savings Account with cheque Books. In case of RD Deposits through MPKBY Agents, other bank cheques can be accepted up to 31.10.2015 only.
6. All Closure Maturity Values/Premature Closure Values/Death Claim values of any Account/Certificate ( if value is Rs.20,000/- or above) should be credited to the Post Office Savings Account of the Customer/Legal Heir/Nominee only in all CBS Post Offices.
7. In respect of point number 6, no cheque from Postmaster bank Account should be issued and Postmaster Repayment Office Account number 0340 should not be used for any such purpose with effect from 15.10.2015.
8. Customers/Nominee/legal heirs should be requested to mention Savings Account Number on the receipt side of SB7/SB7A or Certificates. SBCO/DAP while checking of closed vouchers/discharged certificates of CBS Post Offices should invariably check this and Inform higher Authorities in case of any discrepancy.



9. Counter PA will enter only Customer/Nominee/legal Heir's Savings Account standing at any CBS Post Office in the field of Repayment ID in Finacle.
10. Before entering Savings Account number, Counter PA and Supervisor have to ensure that status of KYC in the CIF is "KYC Documents Submitted" and the account is not silent.
11. If KYC status of the account is "KYC Document not submitted", fresh KYC documents are to be taken from the customer/nominee/legal heir and KYC Form is sent to CPC for scanning/uploading. Counter PA has to enter KYC document details in CIF and update status to "KYC Documents Submitted" and Supervisor has to verify the same. Then Savings Account has to be entered as Repayment Account ID.
12. If any customer/Nominee/legal heir has no Savings Account in any of the CBS Post Office, He/She should be politely requested to open a new Savings Account with Rs.20/- or Rs.500/- (if Cheque Book or ATM card is required) by just filling CIF Number and Signature on the AOF (if customer is already having CIF and submitted proper KYC documents). If customer does not have CIF, then a new account has to be opened as per normal practice (may be in case of nominee/legal heir).
13. All MIS/SCSS/TD Account Holders who are coming to post office for taking interest in cash should also be requested to open savings account and give standing instruction for credit of interest so that they need not to visit post office frequently and stand in long queue, instead they can be issued ATM/Debit Card to withdraw from ATMs. No cash payment of interest should be given from 1.12.2015.
14. It is requested to circulate this order to all CBS Post Offices and non CBS Post Offices may start requesting customers to open Savings Accounts to avail all the benefits once office is migrated to CBS.

Yours faithfully,  
  
(Kawaljit Singh)  
Assistant Director (SB-II)

Encl:- Sample Leaflet/Poster

Copy to:-

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

## **OPEN SAVINGS ACCOUNT IN A CBS POST OFFICE TO AVAIL ALL BENEFITS/INSTANT ALERTS**

- 1. Instant cash withdrawal and view of all Financial Transactions under one Passbook/Statement.**
- 2. Instant Issue of ATM cum Debit Card FREE of Cost.**
- 3. Instant issue of Cheque Book FREE of cost.**
- 4. No Annual Charge for ATM card and cheque Books are also FREE of cost.**
- 5. No Need to visit Post Office and stand in queue for withdrawal of Interest.**
- 6. Internet Banking/Mobile Banking facilities FREE of cost.**
- 7. Instant FREE SMS on cash withdrawal**
- 8. Instant FREE SMS on Fund Transfer.**
- 9. Instant FREE SMS on RD Deposit.**
- 10. Advance FREE SMS against accounts MIS/TD/SCSS/PPF/Certificates maturing.**
- 11. Deposits/Withdrawals at any CBS Post Office across India FREE of cost**
- 12. Account Closure Facility at any CBS Post Office across India FREE of Cost.**
- 13. Instant Account Transfer across CBS Post Offices FREE of Cost.**
- 14. Automatic Interest credit of MIS/SCSS/TD across CBS Post Offices FREE of Cost.**
- 15. Automatic credit of RD deposits from Savings Accounts across CBS Post Offices in India FREE of Cost.**
- 16. Instant credit of maturity amount of any MIS/TD/SCSS/PPF/SSA/Certificate product FREE of Cost.**
- 17. No Need to wait for Postmaster cheque and deposit it in any other account or wait for clearing. Credit into Savings Account Saves delay is getting payment/reinvestment.**
- 18. Passbook can be updated at any CBS Post Office FREE of cost.**
- 19. Cheque issued from POSB Cheque Book is treated at Par by all CBS Post Offices across India.**
- 20. Many more facilities to come.**

**Note:-**

- (i) Savings Account can be opened with Rs.20/-. If Cheque Book or ATM Card is required, Account can be opened with Rs.500/-.**
- (ii) No need to furnish fresh KYC if any type of account/certificate already opened/purchased after migration of that Post Office to CBS.**
- (iii) No need to fill whole Account opening Form again if KYCs are already submitted. Only furnish CIF number and sign the Form with cash of Rs,20 or Rs.500/- (as the case may be) to open Savings Account in CBS Post Office.**
- (iv) Do not forget to get Passbook after opening of Savings Account.**



F.No.107-02/2007-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Date: 09.10.2015

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

Subject:- Deduction of TDS under Section 194A of Income Tax Act 1961 (amended by Finance Act 2015)-regarding

Sir / Madam,

The undersigned is directed to refer to SB Order No. 20/2010 circulated vide this office letter of even number dated 21.9.2010 on the subject.

2. This office has received a reference from a customer through an e-mail mentioning that Income Tax Commissioner Mumbai has written a letter on 8.9.2015 to Post Master General GPO Mumbai for implementing the amendments applicable from 1.6.2015 in Section 194A of Income Tax Act 1961 through Financial Act 2015 under which Postmasters have to deduct TDS of aggregate interest payment on Time Deposits including Rcurring Deposits. He has sought change in the post office software and mentioned that in case of failure to deduct TDS, penalty interest will be levied on person responsible for paying such interest. The customer has also attached copy of this letter with his mail and informed that many post offices in Mumbai have stopped making payments of matured Recurring Deposit Accounts from 20th Sept. 2015 on the pretext that Software has not yet been updated to deduct TDS.

3. Since the customer has informed that many post offices in Mumbai have stopped payment of RD Deposits, therefore, without waiting for the formal reference from Maharashtra Circle, this office has decided to issue clarifications (as given below) under the existing provisions of the relevant section of the Income Tax Act 1961.

(i) As per provisions mentioned in Section 194A (3)(i)(c), TDS is not applicable if interest income paid during financial year does not exceed Rs. ten thousand (10000) on any deposit with post office under any scheme framed by the Central Government and notified in this behalf. As per link No.51 mentioned in the relevant section of Income Tax Act 1961-2014 (screen shot attached) and now available at Page 4 of Guide on TDS uploaded under Serial No. 22 of PDF in the web link [www.incometaxindia.gov.in/tutorials](http://www.incometaxindia.gov.in/tutorials) (copy enclosed for ready reference), only Sr. Citizens Savings Scheme Rules 2004 is notified by the Government.

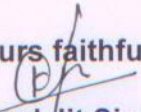


(ii) Proviso(a) (b) and (c) below the Section 194A (3)(i) are not applicable to any deposits with post office under any Small Savings Scheme and the word "Time Deposit" mentioned in this proviso pertains to FDs issued by Banks.

(iii) With regard to Recurring Deposit, as per Income Tax Act 1961-2014 under Explanation 1 below Section 194A(3) (xi), it was mentioned that "time deposits" means deposits (excluding recurring deposits) repayable on the expiry of fixed periods (copy attached). Now in the Income Tax Act 1961-2015, in the Explanation 1 below Section 194A(3) (xi), the word "excluding recurring deposits" has been replaced with "including recurring deposits" which means that now TDS deduction will also be applicable in case of Recurring Deposit (RD) accounts of Banks and not Post Office.

4. It is requested to circulate this order to all Post Offices i.e CBS and non CBS Post Offices for ready reference and it may be ensured that no customer is harassed by stopping payments due to this reason.

This issues with the approval of DDG(FS)

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

Encl:- As mentioned above (4)

Copy to:-

- 1) 1. DDG (FS)/DDG (VIG)/JS&FA/DDG (PAF)/DDG (RB)/DDG (Estt.)/DDG(PG & Inspections)/ DDG (PCO)
- 2) Director (FS)/Director (CBS), Dak Bhawan.
- 3) Director of Audit (P&T), Delhi.
- 4) All Directors/Dy. Directors of Accounts, Postal
- 5) Director, RAKNPA, Ghaziabad.
- 6) All Directors, Postal Training Centres.
- 7) Director CEPT Mysore for uploading the SB order on India Post Web Site.
- 8) Dy. Director CEPT, DMCC/SDC O/o CPMG T.N.Circle.
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- 13) Director, NSI, CGO Complex, 'A' Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
- 14) PS to Member (Banking & HRD)
- 15) PPS to Secretary Posts.



fifty thousand rupees;]

Section 194A (3) (xi)

<sup>66</sup>[(x) to such income which is paid or payable by an infrastructure capital company or infrastructure capital fund or a public sector company <sup>67</sup>[or scheduled bank] in relation to a zero coupon bond issued on or after the 1st day of June, 2005 by such company or fund or public sector company <sup>67</sup>[or scheduled bank];]

<sup>67a</sup>[(xi) to any income by way of interest referred to in clause (23FC) of section 10.]

<sup>68</sup>[Explanation 1.—For the purposes of clauses (i), (vii) and (viii), "time deposits" means deposits (excluding recurring deposits) repayable on the expiry of fixed periods.

Explanation 2.—<sup>69</sup>[\*\*\*]]

<sup>70</sup>[(4) The person responsible for making the payment referred to in sub-section (1) may, at the time of making any deduction, increase or reduce the amount to be deducted under this section for the purpose of adjusting any excess or deficiency arising out of any previous deduction or failure to deduct during the financial year.]

Explanation.—[Omitted by the Finance Act, 1992, w.e.f. 1-6-1992.]



aggregate of the amounts of such income paid during the financial year does not exceed fifty thousand rupees;]

(x) to such income which is paid or payable by an infrastructure capital company or infrastructure capital fund or a public sector company or scheduled bank in relation to a zero coupon bond issued on or after the 1st day of June, 2005 by such company or fund or public sector company or scheduled bank;

<sup>57</sup>[(xi) to any income by way of interest referred to in clause (23FC) of section 10.]

*Explanation 1.*—For the purposes of clauses (i), (vii) and (viii), "time deposits" means deposits (<sup>58</sup>including recurring deposits) repayable on the expiry of fixed periods.

*Explanation 2.*—[\*\*\*]

(4) The person responsible for making the payment referred to in sub-section (1) may, at the time of making any deduction, increase or reduce the amount to be deducted under this section for the purpose of adjusting any excess or deficiency arising out of any previous deduction or failure to deduct during the financial year.

*Explanation.*—[Omitted by the Finance Act, 1992, w.e.f. 1-6-1992.]



## Screen Shot of Section 194A of Income Tax Act 1962-2014

3

Director (CBS) - Outlook x Tax Laws & Rules > Acts x

www.incometaxindia.gov.in/pages/acts/income-tax-act.aspx

Apps Suggested Sites Imported From IE Search results - kaw... New folder Indiapost Mail

### Income Tax Department

Section - 194A, Income-tax Act, 1961-2014

<sup>40</sup>[Interest other than "Interest on securities".

<sup>41</sup>194A. <sup>42</sup>(1) Any person, not being an individual or a Hindu undivided family, who is responsible for paying<sup>43</sup> to a resident any income by way of interest<sup>44</sup> other than income<sup>44</sup> [by way of interest on securities] shall, at the time of credit of such income to the account of the payee<sup>45</sup> or at the time of payment thereof in cash or by issue of a cheque or draft or by any other mode, whichever is earlier, deduct income-tax thereon at the rates in force:

<sup>46</sup>[Provided that an individual or a Hindu undivided family, whose total sales, gross receipts or turnover from the business or profession carried on by him exceed the monetary limits specified under clause (a) or clause (b) of section 44AB during the financial year immediately preceding the financial year in which such interest is credited or paid, shall be liable to deduct income-tax under this section.]

<sup>47</sup>[Explanation:—For the purposes of this section, where any income by way of interest as aforesaid is credited to any account, whether called "Interest payable account" or "Suspense account" or by any other name, in the books of account of the person liable to pay such income, such crediting shall be deemed to be credit of such income to the account of the payee and the provisions of this section shall apply accordingly.]

(2) <sup>48</sup>[Omitted by the Finance Act, 1992, w.e.f. 1-6-1992.]

(3) The provisions of sub-section (1) shall not apply—

<sup>49</sup>(i) where the amount of such income or, as the case may be, the aggregate of the amounts of such income credited or paid or likely to be credited or paid during the financial year by the person referred to in sub-section (1) to the account of, or to, the payee, <sup>50</sup>[does not exceed—

- (a) ten thousand rupees, where the payer is a banking company to which the Banking Regulation Act, 1949 (10 of 1949) applies (including any bank or banking institution, referred to in section 51 of that Act);
- (b) ten thousand rupees, where the payer is a co-operative society engaged in carrying on the business of banking;
- (c) ten thousand rupees, on any deposit with post office under any scheme framed by the Central Government and notified<sup>51</sup> by it in this behalf; and
- (d) five thousand rupees in any other case.]

51. Notified scheme is Senior Citizens Savings Scheme, Rules, 2004. For details, see Taxmann's Master Guide to Income-tax Act & Taxmann's Income-tax Rules.

javascript:ShowFootnote(194A)

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8:1 PM 10/2/2015





**Income Tax Department**  
Department of Revenue, Ministry of Finance, Government of India

As per section 194A, tax is to be deducted at the time of payment or credit of interest (to any account by whatever name called), whichever is earlier.

In case of interest on compensation awarded by Motor Accident Claims Tribunal, tax is to be deducted at the time of payment (TDS applies only if interest exceeds Rs. 50,000).

**Illustration**

Essem Industries, a partnership firm has taken a loan of Rs. 8,40,000 from Mr. Kumar residing in Mumbai (friend of one of its partners). Interest on loan for the financial year 2015-16 amounted to Rs. 84,000. The interest is credited to the account of Mr. Kumar in the month of March 2016, but the same is actually paid in the month of May 2016. When is the firm liable to deduct tax, in March 2016 or in May 2016?

\*\*

As per section 194A, tax is to be deducted at the time of payment or credit of interest (to any account by whatever name called), whichever is earlier. In this case, interest is credited to the account of the payee in March 2016 and the same is actually paid in the month of May 2016. In other words, the time of credit is March 2016 and the time of payment is May 2016, hence, the liability to deduct tax will arise in the month of March 2016.

When no tax is to be deducted?

Following are few important instances in which there is no requirement of deduction of tax at source under section 194A.

1. No tax is to be deducted if the aggregate amount of interest during the financial year does not exceed Rs. 5,000.

However, the limit of Rs. 5,000 will increase to Rs. 10,000 in case of interest paid/payable by banking company on time deposit or a co-operative society carrying on banking business on time deposit and in case of interest paid/payable by post office on deposit made under Senior Citizens Saving Scheme Rules, 2004. The limit of Rs. 5,000 will be increased to Rs. 50,000 in case of Interest on compensation awarded by Motor Accident Claims Tribunal.

For the above purposes "time deposits" means deposits including recurring deposits repayable on the expiry of fixed periods.

It should be noted that interest on time deposits/deposits with a public company eligible for deduction under section 36(1)(viii) shall be computed with reference to the income credited or paid by the banking company or the co-operative society or the public company, as the case may be, where such entity has adopted core banking solutions.

**Illustration - 1**

Essem Enterprise., a partnership firm took a loan of Rs. 8,400 from Mr. Kumar residing in Mumbai (friend of one of its partners). Interest on this loan for the year 2014-15 amounted to Rs. 840. Is the firm required to deduct tax at source from interest paid by it?





**F.No.116-15/2013-SB (Pt-SBCO)  
Government of India  
Ministry of Communications & IT  
Department of Posts**

**Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Date: 19.10.2015**

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

**Subject:- Change of Role of SBCO in the backdrop of implementation of CBS-regarding  
Sir / Madam,**

The undersigned is directed to say that the issue mentioned in the subject was under consideration in this office. Based on the recommendations of the group of officials constituted for this purpose, suggestions of the circles and practices being followed in banks working on CBS, the competent authority has decided to circulate the following instructions:-

**1. General**

- (i) As and when SOs are migrated to CBS, staff working in SOSB Branch should be re-deployed either at POSB Counters or at CPC or in the SBCO Branch for assistance in physical voucher checking.
- (ii) Incharge SBCO will identify one SBCO PA who will take voucher bundles with Consolidation from Sub Account and tally totals shown in consolidation with amount shown in SO Daily Account and SO Summary.
- (iii) No Office-wise balances need to be maintained by SBCO for CBS Post Offices.
- (iv) Handling of Agent Commission Schedules and ACG-17 by SBCO will be discontinued. ACG-17 will be preserved alongwith Agent Commission Report/schedule in the Accounts Branch of HPO and sent to PAO alongwith other schedules.
- (v) In case of RD deposits accepted through MPKBY Agents, only two copies of Agent LOT is to be taken from the agent alongwith pay-in-slip and ACG-17. One copy of Agent LOT will be kept in the office guard file and second copy of Agent schedule (LOT) should be attached with the pay-in-slip and placed at the end of RD Voucher Bundle. ACG-17 is to be attached with the Agent Commission Report/schedule and sent to Accounts Branch of HO.
- (vi) Account Opening Form (SB-3/AOF) where KYC documents are attached will not be transferred to SBCO alongwith Account Closure Voucher. APM/SPM should record on the closed vouchers that " SB-3/AOF retained with KYC documents". In case of any SB-3 or AOF for the accounts opened subsequently not requiring KYC documents again, therefore having no KYC documents attached (with SB-3 or AOF) in that case, SB-3 or AOF is to be attached with the closed voucher and sent to SBCO. SBSO branch of HOs will send all SB-3 of SOs (migrated to CBS) to the respective SOs. In case of Accounts closed at the Post Office other than the one where account was opened, Account Transfer Form collected by the Post Office at the time of closure should be attached with the closure voucher.
- (vii) In case of any adjustment, if required in interest, Postmaster/Sub Postmaster will write error book and raise the issue to Head Postmaster who will raise the issue with Incharge SBCO. In case of any adjustment related to pre-migration period, Head Postmaster will raise the issue with Divisional Head with copy of error book who will after necessary inquiry (if required), approve adjustment and send letter to SBCO Incharge for effecting interest adjustments.
- (viii) Postmaster/APM/SPM will be held personally responsible for all transactions happened in the Finacle Office Accounts in the post office. They should view the office accounts used by counter PAs and cross verify the transactions. They should be vigilant while verifying the transactions to see the Office Account Number used by the User.

**2. Change in procedure of Sealing of Vouchers and LOT by CBS Post Offices**

- (i) Post Office staff will write name of Scheme and TRAN ID in red ink on the right hand side of the voucher.

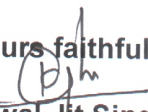


- (ii) One deposit slip and one withdrawal slip will be prepared for auto-credit of MIS/SCSS/TD to Savings and Savings to RD.
- (iii) One deposit slip will be prepared for the total of each type of Agent commission credited into savings accounts supported by consolidated list of commission paid.
- (iv) One withdrawal slip will be prepared by SPM/APM for the POSB Cheque clearing amount ( based on the clearing amount intimated to Clearing House/HO) and print out of cheque's images should be attached to it.
- (v) At the closing of counter hours, all vouchers should be sorted scheme-wise and TRAN ID wise. Vouchers should be tallied with LOT shown in the system by Counter PA and Supervisor.
- (vi) A consolidation of the scheme should be generated and printed by all CBS post offices. Where laser printers are not available, while executing command in HFINRPT, user has to select "XLS" instead of "PDF" (which is shown by default) in the field "Output File Name". Then report can be printed on Dot Matrix printer.
- (vii) All vouchers including closed vouchers are to be sealed alongwith print out of consolidation. One copy of consolidation (scheme-wise) is to be preserved in post office in guard file to be maintained scheme-wise and date-wise. APM/SPM will sign the consolidation and write the amount in words and figures alongwith No. of Deposit/Withdrawal vouchers included in the bundle.
- (viii) Postmaster/APM/SPM will be responsible for tallying the amount entered into SB Cash/CSI F&A Module by Post Office with the amount shown in Consolidation of each scheme/Agent Commission/TDS in Finacle. In case of any discrepancy or manual correction in consolidation/any report, proper error should be noted and sent to Postmaster, Divisional Head and SBCO (with the voucher bundle). i.e one copy to be attached with voucher, one copy with office copy of consolidation and one copy to be sent to Divisional Office.
- (ix) Noting of DLT and BAT on the vouchers will be discontinued.
- (x) No manual entry in Passbook is to be written (except default fee/Rebate/TDS) and Passbooks should be updated through Passbook printer only.

3. Detailed role of SBCO is attached with this SB Order. (Annexure-I)

4. It is requested to circulate this order to all CBS Post Offices for ready reference. It should be included in the training module of End Users so that as and when any office is migrated to CBS, they start following the above procedure from that day.

**This issues with the approval of DDG(FS)**

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

**Encl:- Annexure-I**

**Copy to:-**

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



**Role of SBCO in CBS environment.**

In the CBS Environment, following procedure will be followed by Post Offices and SBCO Officials for Transactions happened in CBS Post Offices:-

**1. General**

- 1.1 As and when SOs are migrated to CBS, staff working in SOSB Branch should be reduced and re-deployed either at POSB Counters or at CPC or in the SBCO Branch for assistance in physical voucher checking.
- 1.2 Incharge SBCO will identify one SBCO PA who will take vouchers bundles with consolidation from Sub Account and tally totals shown in consolidation with amount shown in SO Daily Account and SO Summary.
- 1.3 Handling of Agent Commission Schedules and ACG-17 by SBCO will be discontinued. ACG-17 will be preserved alongwith Agent Commission Report/schedule in the Accounts Branch of HPO and sent to PAO alongwith other schedules.
- 1.4 In case of RD deposits accepted through MPKBY Agents, only two copies of Agent LOT is to be taken from the agent alongwith pay-in-slip and ACG-17. One copy of Agent LOT will be kept in the office guard file and second copy Agent schedule (LOT) should be attached with the pay-in-slip and placed at the end of RD Voucher Bundle. ACG-17 is to be attached with the Agent Commission Report/schedule and sent to Accounts Branch of HO.
- 1.5 Account Opening Form (SB-3/AOF) where KYC documents are attached will not be transferred to SBCO alongwith Account Closure Voucher. APM/SPM should record on the closed vouchers that " SB-3/AOF retained with KYC documents". In case of any SB-3 or AOF with whom KYC documents are not attached (subsequently opened accounts), SB-3 or AOF is to be attached with the closed voucher and sent to SBCO. SBSO branch of HOs will send all SB-3 of SOs (migrated to CBS) to the respective SOs. In case of Accounts closed at the Post Office other than the one where account was opened, Account Transfer Form collected by the Post Office at the time of closure should be attached with the closure voucher.
- 1.6 In case of any adjustment if required in interest, Postmaster/Sub Postmaster will write error book and raise the issue to Head Postmaster who will raise the issue with Incharge SBCO. In case of any adjustment related to pre-migration period, Head Postmaster will raise the issue with Divisional Head with copy of error book who will after necessary inquiry (if required), approve adjustment and send letter to SBCO Incharge.
- 1.7 Postmaster/APM/SPM will be held personally responsible for all transactions happened in the Finacle Office Accounts in the post office. They should be vigilant while verifying the transactions to see the Office Account Number used by the User.

## **2. Change in procedure of Sealing of Vouchers and LOT by CBS Post Offices**

- 2.1 Post Office staff will write name of Scheme and TRAN ID in red ink on the right hand side of the voucher.
- 2.2 One deposit slip and one withdrawal slip will be prepared for auto-credit of MIS/SCSS/TD to Savings and Savings to RD.
- 2.3 One deposit slip will be prepared for the total of each type of Agent commission credited into savings accounts supported by consolidated list of commission paid.
- 2.4 One withdrawal slip will be prepared by SPM/APM for the POSB Cheque clearing amount ( based on the clearing amount intimated to Clearing House/HO) and print out of cheque's images should be attached to it.
- 2.5 At the closing of counter hours, all vouchers should be sorted scheme-wise and TRAN ID wise. Vouchers should be tallied with LOT shown in the system by Counter PA and Supervisor.
- 2.6 A consolidation of the scheme should be generated and printed by all CBS post offices. Where laser printers are not available, while executing command in HFINRPT, user has to select "XLS" instead of "PDF" (which is shown by default) in the field "Output File Name". Then report can be printed on Dot Matrix printer.
- 2.7 All vouchers including closed vouchers are to be sealed alongwith print out of consolidation. One copy of consolidation (scheme-wise) is to be preserved in post office in guard file to be maintained scheme-wise and date-wise. APM/SPM will sign the consolidation and write the amount in words and figures alongwith No. of Deposit/Withdrawal vouchers included in the bundle. If any manual correction is made, it should be supported by copy of error book (one copy to be attached with voucher, one copy with office copy of consolidation and one copy to be sent to Divisional Office.

## **3. Overview of Proposed work of SBCO**

<b>SL</b>	<b>PRESENT NATURE OF WORK</b>	<b>After implementation of CBS</b>	<b>Postal Manual of SB Control</b>
1	Receipt of Returns	Will be discontinued. SBCO PA will receive Vouchers and Consolidations of SOs directly from Sub Account and APM (SB) HO Counter for HO.	Rule -3
2	Checking List of Transactions [SB -60/76]	Will remain continued as at present. SBCO has to match account number on LOT (to be viewed from Finacle)	Rule – 4



		and account number on voucher and if there is any difference, print out of LOT may be taken and objection should be raised.	
3	Un-posted Items	Not applicable	Rule – 6
4	Register of Non-cash transactions SB-62 [a]/85 [a]	Not applicable	Rule – 7
5	Register of Office wise [SB-63/RD85] Balances.	Not applicable	Rule – 8 & 10
6	Consolidated Journal of all the Schemes *	Has to be separately prepared for CBS Post Offices (if all SOs are not migrated) by SBCO for the purpose of tallying totals of SOs with SO Summary and HO with HO Summary.Total amount has to be added below Consolidated Journal of Sanchaya Post received from SOSB and tallied with HO Cash Book.	Rule – 9 *
7	General check of vouchers & checking of vouchers	Will remain continued as at present	Rule – 11 & 15
8	Checking of Non-cash Transactions	Not applicable	Rule – 12
9	Revival of Accounts pre 01.01.2003	Not applicable	Rule – 12 [3]
10	Objection Register	Will remain continued without any change.	Rule – 13
11	Reporting of Minus balance	Not applicable	Rule – 13 [2]
12	Verification of binder balances	Not applicable	Rule – 14
13	Checking of Annual Interest	Not applicable	Rule – 16
14	Preparation of Interest cum Silent Accounts *	Report taken from Finacle is to be compiled and Only summary will be required to be sent to DAP.	Rule – 16*
14.a	Annual Listing balances RD/MIS/TD/SCSS	Not applicable.	Rule – 38
15	Silent Account Revival Procedure	Not applicable	Rule – 17 (3)

16	Un-used Cheque Foils	Continued as it is.	Rule – 18
17	Un-deliverable & spoilt Pass books	Continued as it is.	Rule – 19
18	Statistical Register	Only non financial part will be continued.	Rule – 20
19	Custody and preservation of records	Continued as it is (without LOT).	Rule – 25
20	Monthly progress Report	Not applicable.	Rule - 26
21	Checking of Agents Commission bill	Not applicable	
22	Submission of returns to AO & DAP *	Only Statistical Register (non financial)and Interest Summary will be continued. *	Rule - 40

**\*This will be discontinued once CSI and FSI both are rolled out in all Post Offices.**

#### **4 Mode of handling of work**

1	Receipt of Vouchers	Physical
2	Checking List of Transactions	In system& print out is to be taken only if there is any objection.
3	Consolidated Journal*	In MS Excel.*
4	General check of vouchers & checking of vouchers	Manual&In system
5	Objection Register	Manual
6	Reporting of Minus balance	Not applicable
7	Verification of office wise balances	Not applicable
8	Checking of Annual Interest	Not applicable
9	Preparation of Interest statement*	Only grand summary will be prepared manually/MS Excel (not in system) *
10	Annual Listing balances RD/MIS/TD/SCSS	Not applicable.
11	Un-used Cheque Foils	Manual
12	Un-deliverable & spoilt Pass books	Manual
13	Statistical Register*	Manual/MS Excel*



14	Custody and preservation of records	Manual
15	Monthly progress Report	Not applicable
16	Checking of Agents Commission bill	Not applicable
17	Submission of returns to DAP *	Manual/MS Excel*

**\*This will be discontinued once CSI and FSI both are rolled out in all Post Offices.**

## **5. Proposed duties of SBCO PA/Supervisor**

- 5.1 Examination of scheme-wise consolidation received from HO and SOs.
- 5.2 Checking of entries in LOTs viewed from Finacle MIS server and checking the daily/ progressive totals in the Cash Book and general check of vouchers.
- 5.3 Writing of Objections and maintenance of Objection Registers.
- 5.4 Entries of Interest Adjustments in Finacle and maintenance of Interest Adjustment Register.
- 5.5 Unused Cheque Foils.
- 5.6 Undelivered/Spoiled Passbooks.
- 5.7 Maintenance of Statistical Registers (non financial)
- 5.8 Submission of Returns
- 5.9 Requisition of Vouchers for Inquiry.
- 5.10 Safe Custody of Keys.
- 5.11 Preservation of Record.
- 5.12 Any other work which may be entrusted by the Supervisor/Divisional Head/AO(ICO) and through any subsequent order issued from time to time.

### **5.1 Examination of scheme-wise consolidation received from HO and SOs, Checking of entries in LOTs viewed from Finacle MIS server and checking the daily/ progressive totals in the Cash Book.**

#### **5.1.1 SBCO PA**

- The designated Postal Assistant SBCO will receive Scheme-wise sealed and stitched Voucher Bundles with Consolidation placed at the top from Sub Account PA and tally the amount shown in the consolidation with SO Daily Account. Voucher Bundle of HO will be received from APM(SB) of HO Counter and amount shown in the consolidation should be tallied with the HO Summary. All Voucher Bundles of each scheme will be handed over to Incharge SBCO.

#### **5.1.2 SBCO Incharge**

- SBCO Incharge will examine the voucher bundles and verify that the Scheme-wise Consolidation bears signatures and designation stamp of the Supervisor (APM)/Sub Postmaster and number of vouchers written on the consolidation are tallied with number of vouchers attached with the bundle. He will countersign each consolidation and mark

to concerned SBCO PA as per workload and availability of staff. In case of any shortcoming, he will write objection and send copy of objection to the Postmaster.

## **5.2 Checking of entries in LOTs viewed from Finacle MIS server and checking the daily/ progressive totals in the Cash Book and general check of vouchers.**

**Following checks should be exercised:-**

### **5.2.1 SBCO Incharge**

Incharge SBCO, before handing over consolidation and voucher bundle to SBCO PA, should prepare consolidation in MSEXCEL\* for each scheme for CBS Offices. He can download consolidation from Finacle (in MSEXCEL)\* by selecting SOL SET ID as input criteria and remove the data of SOs from where vouchers are not received on that day and add data of those SOs from where vouchers are received but these are not in the excel (due to transit). He will struck total and if all SOs and HO are in CBS, the total will be tallied with the Cash Book and progressive totals will be entered manually. If all offices are not in CBS, totals of CBS Offices should be manually entered at the end of Sanchay Post Consolidation at the end and totals are to be tallied with cash book as usual.**(where there is no transit, consolidation can be generated from Finacle by entering set id as input criteria.)**

**\*Once CSI and FSI are rolled out all over India, this activity will be discontinued.**

### **5.2.2 SBCO PA**

**On receipt of Voucher Bundle and Consolidation, SBCO will login to MIS server and view LOT of the concerned office from Finacle Application and execute following checks:-**

- (i) The entries in the vouchers are complete and there are no suspicious erasures and alterations.
- (ii) The date stamp of the office has been affixed on the voucher.
- (iii) The application for withdrawal bears the signature of the depositor.
- (iv) The warrant of payment bears the signature of the Postmaster in token of having authorized the payment.
- (v) There is acquaintance of the depositor or his messenger on the warrant of payment in token of having received the amount.
- (vi) The identification of the depositor, wherever taken, is in proper form.
- (vii) In the case of illiterate depositor, the thumb impression has been attested on both the sides of the voucher.
- (viii) Whether the amount of deposit/withdrawal/Interest/Default Fee/Rebate etc. as shown in the Pay-in-Slip and Withdrawal Form/Cheque/Account Closure Form by the post office and the depositor agrees with that in the List Of Transactions (viewed from Finacle MIS server). Date shown on the voucher and value date shown in LOT is same and if there is



a difference in both, it is supported by proper error extract or approval of competent authority (except in case of clearing entries). If there is any difference, full transaction should be checked in Finacle through HTI and objection should be raised if required. While sending copy of the objection to Postmaster of HPO, print out of LOT/Screen Shot of HTI should be taken and attached.

- (ix) That in case of withdrawal exceeding Rs. 5000/- the signature of the depositor on the withdrawal form has been attested by two postal officials except in Single Handed Offices (list of Single Handed offices to be taken from the Divisional Head by Incharge SBCO).
- (x) In case of transactions by cheque, the rules relating to cheques have been observed. In case of CTS clearing, image of the cheque should be treated equivalent to the hard copy of the cheques.
- (xi) The vouchers do not bear any erasure or over-writing.

### **5.3. Writing of Objections and maintenance of Objection Registers.**

- 5.3.1 Any irregularity noticed will be entered in clear and concise words in the Register and copy of objection should be sent to Postmaster of HPO supported by printed copy of LOT/Finacle screen.
- 5.3.2 If the irregularity relating to a transaction is such as would affect its validity e.g., if there is erasure or overwriting or the depositor's acquaintance is wanting, the amount involved should be placed under objection. Vouchers once received by the Control Organization should not be given back to the Head Office.
- 5.3.3 Every irregularity should be brought to the notice of the Postmaster for necessary action.
- 5.3.4 Incharge SBCO will write to Head of Postal division in case of those objections where inquiry is required and those which are not settled within 30 days.

### **5.4 Entries of Interest Adjustments in Finacle and maintenance of Interest Adjustment Register.**

- 5.4.1 Incharge SBCO will maintain Interest Adjustment Register manually and execute Interest Adjustments in Finacle through HIARM menu after getting approval from the competent authority.
- 5.4.2 Details of interest adjustments will be communicated to PAO (DAP) with copy to AO(ICO) on monthly basis.

### **5.5 Unused Cheque Foils**

- 5.5.1 If the depositor of the cheque account closes his account or ceases to avail of the cheque facilities, the Postmaster will take over from him the cheque book containing unused cheques. Counter Supervisor will cancel each cheque under his dated signatures and designation stamp.

- 5.5.2 At the close of the day the Postmaster will transfer the partly used cheque books to the Control Organization duly entered in the voucher list.
- 5.5.3 The Incharge SBCO will verify that all unused cheque foils have been cancelled by Counter Supervisor and keep them in his personal custody. In case of any missing cancellation, Supervisor will cancel the cheque under his own signatures.
- 5.5.4 The Control Organization will enter the particulars of unused cheques in a manuscript register in the following form after noting the date of receipt on the top. The serial number of the register will be in an annual series starting from No. 1 in April.
- 5.5.5 These cheque leaves should be destroyed during inspection of AO(ICO) in his presence.

### **5.6 Undelivered/Spoiled Passbooks/Will Follow items**

- 5.6.1 As and when a fresh pass book is issued in lieu of a spoilt one, spoilt pass book will be transferred by the Head Office to the Control Organization duly entered in the Savings Bank voucher list.
- 5.6.2 The Control Organization will enter the particulars of the spoilt pass books in a manuscript register in the following form.
- 5.6.3 The Serial No. in the register will be in an annual series starting from No. 1 in April. The pass books will be kept in an almirah in the personal custody of the Supervisor.
- 5.6.4 If for any reason, a voucher does not accompany the list/of transactions, the remark "will follow" must have been noted by the head office against the relevant entry.
- 5.6.5 In case such a remark has not been noted by the head office, the official should bring this to the notice of the Postmaster immediately without damaging the seal on the bundle of vouchers.
- 5.6.6 An entry should also be made in the "Register of vouchers not received" in form prescribed (Annexure 3 of Rule 4 of Postal Manual of SB Control) and the Serial number of the entry in the register should be noted against the relevant account number in the list of transactions .

### **5.7 Statistical Registers (Non Financial)**

- 5.7.1 The Supervisor/PA incharge Control Organization will at the end of each month will generate Statistical report with HO SOL Set ID (non financial) from Finacle MIS server. If all Post Offices under HO are on CBS, copy of the report should be sent to PAO and AO(ICO) and if some offices are in CBS, totals of this report should be added while sending Statistical Report to PAO(DAP).
- 5.7.2 Note:- Non- financial means statistical information of number of accounts and number of transactions etc.



## 5.8 Submission of Returns\*

Sl. No.	Particular of return	Office to which due	Due date
1	Copy of the statistical register (non financial if all Post Offices in CBS)	Postal Accounts Office	By the 10th of the following month
2.	Report of Silent Accounts ( to be taken from Finacle Application)	PAO	By the 10th of the following month
3	Annual Interest Summary	PAO & AO(ICO)	In the month of April.

\* Once CSI Data Warehousing solution will be in place and DAPs/AO(ICO) are also online , these reports need not to be sent by SBCO as these reports can be viewed on line by DAP/AO(ICO).

## 5.9 Requisition of Vouchers for Inquiry

5.9.1 May be given to the Divisional Supdt/Postmaster under receipt.

5.9.2 Requisition be signed personally by the Divisional Supdt/Postmaster.

5.9.3 If any voucher is required for investigation by the police, the police should send the application to the Head of the Postal Circle.

5.9.4 keeping an a nested copy of the voucher in its place, the voucher should be delivered to the Police authorities after getting the copy of the voucher attested by the officer concerned.

5.9.5 The voucher/document should be sent by insured post when it cannot be conveniently transferred by hand under receipt.

5.9.6 Record of the vouchers given be maintained in a separate register and case pursued by the C.O. to obtain back the voucher/document.

5.9.7 When the voucher/document is received back, it is kept in its proper place by the in charge SBCO The requisition slip and the attested copy will be removed and kept in a separate file. The bundle will be again resealed.

5.9.8 The vouchers/documents required to be preserved in connection with fraud cases will be made over to the Divisional Supdt till the finalization of case and need not be preserved by the SBCO.

Note:- It is not open to Postmasters, Inspectors, etc. to see in person or to call back any record or document except on a written requisition. Whenever any voucher or document is required by these officers, the same may be obtained on a written requisition only.

#### **5.10 Safe custody of Keys,**

5.10.1 The duplicate keys of steel almirahs, etc. supplied to S.B.C.O. will be kept by the A.O.ICO(SB) in his personal custody.

5.10.2 The Supervisor SBCO will send all the duplicate keys by parcel post registered and insured for Rs. 100 to the A.O.ICO(SB) after entering their number in a list to be prepared in triplicate.

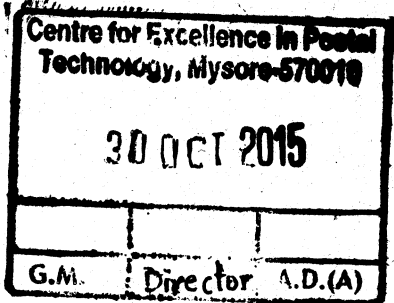
5.10.3 When the original key is lost by the SBCO the matter will be reported to the A.O.ICO(SB) who will authorize the issue of duplicate key. The A.O. will make necessary entries in the register and attest them.

5.10.4 The duplicate key will be sent by parcel post registered and insured for Rs.100.

#### **5.11 Preservation of Record**

(i) VOUCHERS with Consolidation	-	5 YEARS
(ii) CONSOLIDATED JOURNAL	-	1 YEAR
(iii) UNDELIVERABLE PASSBOOKS	-	1 YEAR
(iv) STATISTICAL REGISTER	-	3 YEARS
(v) OBJECTION REGISTER	-	2 Years after settlement of all objections.
(vi) Interest Adjustment Register	-	5 Years.





**F.No.113-02/2015-SB**  
Government of India  
Ministry of Communications & IT  
Department of Posts

**Dak Bhawan, Sansad Marg,  
New Delhi-110001.**  
Date: 26.10.2015

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

**Subject:- Mandatory use/opening of Savings Account in CBS Post Offices for maintaining/development of relationship of customers with Post Office Savings Bank (POSB)- further clarifications to SB Order No.12/2015 regarding**

Sir / Madam,

In continuation of SB Order No.12/2015 issued vide this office letter of even number dated 05.10.2015 on the subject, the undersigned is directed to convey that a number of references from Public by mails, letters and phone calls have been received, mentioning that Opening of new Savings Account at CBS Post Office is taking too much time/even days due to which maturity payments are getting delayed. Post Offices are not issuing cheques to the customers. The competent authority has reviewed the matter particularly in the backdrop of issues being reported in CIF Creation and Modification menus of Finacle CBS Application and has decided to issue following clarifications:-

1. The objective of the letter dated 05.10.2015 was to educate the customers for availing various benefits of Post Office Savings Account in CBS Post Office and to develop/maintain relationship with the POSB customers through Savings Account. With this, a customer can also have a holistic view of all transactions happening in various accounts/certificates standing at different post offices in his/her name. Looking to the benefits of Savings Bank Account, field units may be asked to continue to pursue the customers to open savings account for better and sustainable relationship with POSB. However, in case of extreme exigencies like a Bank or any Institution presenting Certificates after forfeiting security, any depositor becomes NRI after investment and now wants to take maturity value only, the claim case where there are multiple nominees/legal heirs or any other case where Postmaster/Sub Postmaster is satisfied that depositor is genuinely not in a position to open savings account immediately may issue cheque for the maturity/prematurity value. Depositors may be made aware that facility of transfer of funds through NEFT/RTGS and use of Post Office Savings Bank ATM cum Debit Card in other Bank's ATMs will also be provided shortly.
2. In case a depositor of RD or PPF is also genuinely unable to open Savings Account immediately, then may present cheque of other bank for deposit but for future deposits he/she may be requested to open savings account.
3. For all new investments in any scheme including through agents, customer should open Savings Account mandatorily with proper KYC documents to start relationship with POSB and then invest in any of Small Savings Scheme through the same Savings Account. In such cases, if customer wants to invest through Cheque of other Bank, his/her cheque should be lodged only through his/her savings account and then new account/certificate should be funded from that savings account by putting cheque credit date as Value Date.
4. For subsequent deposits by RD, PPF and SSA Accounts, Customers/MPKBY Agents should be suitably informed that from 1st Jan. 2016, all such customers should be asked to submit POSB Cheque only for their subsequent deposit and if they do not have savings account in any CBS Post Office, they may have to open Savings Account with cheque Books.
5. All MIS/SCSS/TD Account Holders who open further new account or extend the existing accounts, should also be requested to open savings account mandatorily and give standing instruction for credit of interest so that they need not visit post office frequently and stand in queue, instead they can be issued ATM/Debit Card to

withdraw from ATMs. Existing account holders should also be convinced to open Savings Account for getting monthly/quarterly/yearly interest.

6. It is further reiterated that for all the entries made in Clearing Inward/Outward, ECS Inward/Outward, BO Settlement and Postmaster Repayment Office Account (0340) by the User are to be verified by Supervisor. For these entries, it will be the personal responsibility of that User and Supervisor.

7. It is requested to circulate this order to all CBS Post Offices and non CBS Post Offices may start requesting customers to open Savings Accounts to avail all the benefits once office is migrated to CBS.

Yours faithfully,



(Kawal Jit Singh)  
Assistant Director (SB-II)

Copy to:-

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



No. F.No.113-04/2015-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001, Dated: 11.12.2015

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

**Subject:- Discontinuation of National Savings Certificate (IX Issue) with effect from 20.12.2015.**

Sir / Madam,

The undersigned is directed to convey the decision of the Min. of Finance (DEA) vide its O.M. F. No. 1/13/2011-NS-II dated 01-12-2015 to discontinue the sale of National Savings Certificate (NSC) (IX Issue) with effect from the close of business on Saturday, the 19<sup>th</sup> December 2015 in all Post Offices.

2. It is requested to circulate this decision to all post offices for information and necessary action. 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. NSC (IX Issue) shall be dispatched alongwith two copies of invoice. HPO after checking the stock invoiced, retain duplicate copy of invoice and return triplicate copy to the concerned SO duly acknowledged the receipt of NSC (IX Issue). HPOs shall verify the unsold stock with the register NC-12(a) and return all unsold NSC (IX Issue) of their own stock as well as stock received from SOs 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 NSC (IX Issue) with prefix
1	2	3	4
Denomination	No. of NSC (IX Issue)	Remarks if any	
5	6	7	

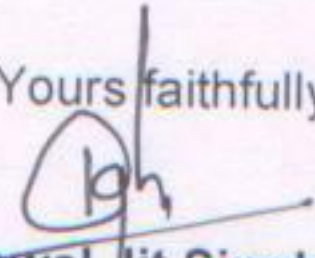
3. All CSDs shall tally the unsold stock of NSC (IX Issue) received alongwith three copies of lists with their respective stock registers and return one copy to the respective HPO and second to the PAO concerned duly acknowledged the stock received.

4. All CSDs will send a report of stock 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 to ensure that no NSC (IX Issue) is issued from 20.12.2015 and investment in NSC (IX Issue) through cheques should not be accepted with effect from 15.12.2015 and if any cheque presented before 15.12.2015 is cleared after 19.12.2015, the amount should be refunded to the investor.**

6. This issues with the approval of Competent Authority.

Yours faithfully,

  
(Kawal Jit Singh)  
Assistant Director (SB-II)

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 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.



**F.No.113-02/2015-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts**

**Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Date: 15.12.2015**

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

**Subject:- Mandatory use/opening of Savings Account in CBS Post Offices for maintaining/development of relationship of customers with Post Office Savings Bank (POSB)- further clarifications to SB Order No.12/2015 and SB Order No.15/2015 regarding**

**Sir / Madam,**

In continuation of SB Order No.12/2015 issued vide this office letter of even number dated 05.10.2015 on the subject and further SB Order No.15/2015 dated 26.10.2015, the undersigned is directed to convey that, the whole matter has been reviewed by the competent authority and following clarifications are issued:-

1. Either in case of new or old investment, customer should not be compelled to open savings account. It is again reiterated that the objective of the letter dated 05.10.2015 was to educate the customers for availing various benefits of Post Office Savings Account in CBS Post Office and to develop/maintain relationship with the POSB customers through Savings Account. Therefore, customer should be requested to open savings account to get a complete view of all transactions happening in various accounts/certificates standing at different post offices in his/her name. Business from SAS Agenets (within the prescribed limits) should continue to be accepted as it was being done before issue of SB Order No.12/2015.
2. In case of RD and PPF also, customers/depositors should not be compelled to open Savings Account and other bank cheques should continue to be accepted.
3. All MIS/SCSS/TD Account Holders who open further new account or extend the existing accounts, should also be requested to open savings account and give standing instruction for credit of interest so that they need not visit post office frequently and stand in queue, instead they can be issued ATM/Debit Card for withdrawal of money from ATMs. Existing account holders should also be persuaded to open Savings Account for getting monthly/quarterly/yearly interest. No depositor should be compelled to open savings account.
4. It is further reiterated that for all the entries made in Clearing Inward/Outward, ECS Inward/Outward, BO Settlement Office Account, Sundry MIS/TD/SCSS Office Accounts and Postmaster Repayment Office Account (0340) by the User are to be verified by Supervisor. For all entries in Office Accounts used by Users/Supervisors, it will be the personal responsibility of that User and Supervisor to be sure that entries are genuine and bonafide.
5. It is requested to circulate this order to all CBS Post Offices and non CBS Post Offices may also start requesting customers to open Savings Accounts to avail all the benefits once office is migrated to CBS.

**Yours faithfully,**



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

**Copy to:-**

- 1) DDG (FS)/DDG (VIG)/JS&FA/DDG (PAF)/DDG (RB)/DDG (Estt.)/DDG(PG & Inspections)/ DDG (PCO)
- 2) Director (FS)/Director (CBS), Dak Bhawan.
- 3) Director of Audit (P&T), Delhi.
- 4) All Directors/Dy. Directors of Accounts, Postal
- 5) Director, RAKNPA, Ghaziabad.
- 6) All Directors, Postal Training Centres.
- 7) Director CEPT Mysore for uploading the SB order on India Post Web Site.



F.No.116-19/2015-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Date: 03.05.2016

**ADDENDUM**

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

Subject:- Implementation of Pradhan Mantri Jeevan Jyoti and Suraksha Bima Yojnas (PMJJBY&PMSBY)  
in CBS Post Offices.

Sir / Madam,

The undersigned is directed to refer to this office letter of even number dated 04.09.2015 on the subject.

2. It is further informed that now solution for joint account has been developed and accounting procedure has also been approved by DG of Audit (P&T). All CBS HOs and SOs can now start enrollment of PMSBY and PMJJBY for all types of savings account i.e Single and Joint. For Joint Account, CIF ID has to be compulsory entered. Following reports are now available in Finacle under HFINRPT menu:-

- (i) Administrative Report for Social Security Schemes (For Circles & HOs)
- (ii) Post Office Report for Social Security Schemes (For Post Offices)
- (iii) Statistical Reports for Social Security Schemes (For circles)

3. Accounting procedure is enclosed for information and may kindly be circulated to all CBS Post Offices for guidance and necessary action.

This has approval of competent Authority.

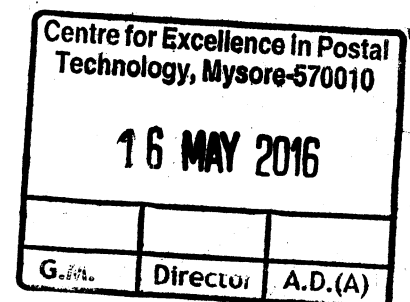
Yours faithfully,

  
(Babulal Barolia)  
Assistant Director (SB-I)

Encl:- as above

Copy to:-

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



No.6-1 /2015 -16-PA (Tech-I) Δ - 338  
DEPARTMENT OF POSTS  
PA WING: TECH-I BRANCH  
DAK BHAVAN: SANSAD MARG  
NEW DELHI-110001

04.01-2016  
Dated--~~12-2015~~


**Sub:** Regarding Operational and Accounting Procedure for New Scheme called "Pradhan Mantri Jeevan Jyoti Bima Yojna" (PMJJBY).

Sir,

The Provisional Accounting Procedure prepared on the basis of Standard Operating Procedure for the scheme called "Pradhan Mantri Jeevan Jyoti Bima Yojna" (PMJJBY) was forwarded to Director General of Audit (P&T) Delhi vide this office letter of even No. D-226-228 dated 28.09.2015 for seeking Audit approval/concurrence.

Director General of Audit (P&T) Delhi vide its letter No. No. Report DoP/Heads of Account/F.151/215/dated 17.11.2015 has sent the Audit Approval on the Accounting Procedure for opening of Sub and Detailed Heads of Accounts for the New Scheme in the Books of the Department of Posts. The same is forwarded for information, guidance and necessary action at your end.

Encl: As above

  
(S.Sekar)  
Asstt. Director General  
(Accounts)

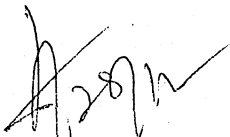
Asstt. Director (SB-I), F.S Division

✓  
TTL 630-Teel E  
4.1.16



**Copy for information and necessary action to:**

ACAO (Book) along with copy of Accounting Procedure and Standard Operating Procedure for the scheme for information and necessary action. The Accounting Heads are concurred by DGP&T Audit Delhi vide No. Report DoP/Head of Account/F.151/215/dated 17.11.2015.



(V.N.Kalyani)

**Asstt. Chief Accounts Officer  
(Tech/BPR)**

## Accounting Procedure for "Pradhan Mantri Jeevan Jyoti Bima Yojna" (PMJJBY).

As per Standard Operating Procedure for the new scheme "Pradhan Mantri Jeevan Jyoti Bima Yojna" (PMJJBY) issued from Financial Services Division of this Directorate vide Note bearing No. F. No.116-19/2015-dated 01.09.2015 received through FS Division case file No. F. No.116-19/2015 and other records relating thereto, the following Heads of Accounts/Accounting Procedure for the Scheme called "Pradhan Mantri Jeevan Jyoti Bima Yojna" (PMJJBY) to classify the transactions are proposed to be allotted/formulated as under.

2. When the amount is withdrawn by Postmaster from Saving Account of the Customer.

(i) Major Head- 8446-Postal Deposits

Sub-Major Head- 00- Postal Deposits

Minor-Head 102-Other Postal Deposits

Sub Head - 09-Gross Amount withdrawn from Saving Account of Customer under Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)

Detailed Head - 01- Gross Amount withdrawn from Saving Account of Customer under Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY) (Cr) (Rs. 330/- per Enrolment Form)

02-Deduct- Amount to be remitted to LIC on account of Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY) (DFC) (Rs. 289/- per Enrolment Form)

03-Deduct-Income of DoP and DoP share on account of Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)(Rs.41/-)

(To be transferred to 1201-Postal Receipts /DoP share on account of Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)

(ii) Major Head 1201-Postal Receipts

Sub-Major Head- 00- Postal Receipts

Minor-Head 800-Other Postal Receipts

Sub & Detailed Head- 57-Income/Share of DoP on account Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)(Rs. 41/-)

01-Income/Share of DoP on account Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)(Rs. 41/-)



**3. Accounting Procedure:** Role of different units of the Department relating to the Scheme as far as accounting procedure is concerned, is furnished below.

**i) Role of Sub Post Offices/Head Post Offices:**

(a) On close of each day, the Sub Post Offices/HOs will account for the amount withdrawn @ Rs. 330/- per Enrolment Form from the Saving Account of the Customer on the Receipt side of the Sub Office/HO Summary and SO/HO Cash Book distinctly indicating "Withdrawal on account of Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY) Premium. Similarly, amount to be remitted to LIC @ 289/-per per Enrolment Form should be accounted on payment side of the SO/HO Summary and Cash Book. At the end of each month, progressive totals under this Head should be intimated to HOs/Divisional Head by SO/HOs respectively. Rs. 41/- being Income share of DoP on account of incentive payable to Postal staff entrusted with the work of Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY) and other expenses relating thereto will be retained by HO for making payment of incentive and other expenses.

(b) For this purpose, HO will prepare a monthly schedule as prescribed in **Annexure-A** in triplicate showing the details of amount withdrawn from the Saving Bank Account of the Customer, amount to be remitted to LIC and share of DoP to be retained at HPO and he will ensure that total of column 3&4 of the Annexure is tallied with column 2 and send a copy of the same to its Postal Accounts Office along with Cash Account, another copy to its Divisional Office and retaining third copy as office record.

**(ii) Role of Nodal Head Post Office:**

The Sansad Marg Head Post Office which has been nominated as the Nodal Office under the Scheme will watch the credit of amounts received from various Head Post Offices of Delhi Circle and from the HOs of the rest of the country through System generated statements, consolidate the same and arrange to remit the same to LIC under Pradhan Mantra Jeevan Jyoti Bima Yojna(PMJJBY) and send its details to FS Division of Postal Directorate for monitoring purpose

and DAP Delhi for record in the prescribed schedule in **Annexure-B** showing Circle-wise details.

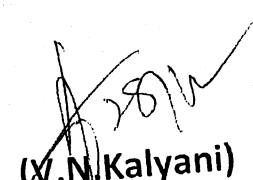
**(iii) Role of Postal Accounts Offices:**

(a) At the end of the month, on receipt of the Cash Accounts Return along with the supporting documents and monthly schedule as prescribed in Annexure-A, relating to the scheme from the Head Post Offices, the PA Section of Postal Accounts Office will verify the figures and ensure that they tally and then book the amount under the Head **8446-00-102-09-01** Gross Amount withdrawn from Saving Account of Customer under Premium Pradhan Mantri Jeevan Jyoti Bima Yojna(PMJJB) (Cr.), amount to be remitted to LIC under 8446-00-102-09-01-Deduct-02, DoP share as Deduct -03 to be transferred to 1201-00-800-57-and Deduct-01 there under as Incentive paid to the staff engaged in the work of the Scheme and other expenditure related thereto.

**(iv) Role of Nodal Circle Postal Accounts Office:**

PAO Delhi, on receipt of Cash Accounts Returns along with the statements/schedule as prescribed in **Annexure-A** of Premium withdrawn from Saving Accounts of the Customers of Delhi Circle he will verify the same from the system generated statements the amount of premium to be remitted to LIC through Postmaster Sansad Marg, HO and DoP share to be retained by HPO. He will ensure that they are tallied with the figures received through schedules/returns. Similarly, PAO Delhi will verify the figures received through schedule as prescribed in **Annexure-B** from the Sansad Marg HPO and ensure that they are tally.

**(v) Role of Divisional /Regional/Circle Office and FS Division** will be as stated in SOP except that Role of DDG(PAF) will be restricted to booking of amount figures of premium collected, Premium remitted to LIC and amount spent on account of payment of Incentive and other expenses by various offices.

  
(V.N. Kalyani)  
Asstt. Chief Accounts Officer  
(Tech/BPR)









No.6-2 /2015 -16-PA (Tech-I) / 0-340  
DEPARTMENT OF POSTS  
PA WING: TECH-I BRANCH  
DAK BHAVAN: SANSAD MARG  
NEW DELHI-110001

4  
Dated--01-2016


**Sub:** Regarding Operational and Accounting Procedure for New Scheme called "Pradhan Mantri Suraksha Bima Yojna" (PMSBY).

Sir,

The Provisional Accounting Procedure prepared on the basis of Standard Operating Procedure for the scheme called "Pradhan Mantri Suraksha Bima Yojna" (PMJJBY) was forwarded to Director General of Audit (P&T) Delhi vide this office letter of even No. D-233-235 dated 13.10.2015 for seeking Audit approval/concurrence.

Director General of Audit (P&T) Delhi vide its letter No. No. Report DoP/Heads of Account/F.151/235/dated 14.12.2015 has sent the Audit Approval on the Accounting Procedure for opening of Sub and Detailed Heads of Accounts for the New Scheme in the Books of the Department of Posts. The same is forwarded for information, guidance and necessary action at your end.

Encl: As above

  
(S.Sekar)  
Asstt. Director General  
(Accounts)

Asstt. Director (SB-I), F.S Division

TR- 819- Tech I  
9 4-1-2016

**Copy for information and necessary action to:**

ACAO (Book) along with copy of Accounting Procedure and Standard Operating Procedure for the scheme for information and necessary action. The Accounting Heads are concurred by DGP&T Audit Delhi vide No. Report DoP/Heads of Account/F.151/235/dated 14.12.2015.

  
(V.N.Kalyani)

**Asstt. Chief Accounts Officer  
(Tech/BPR)**



## Accounting Procedure for "Pradhan Mantri Suraksha Bima Yojna" (PMSBY).

As per Standard Operating Procedure for the new scheme "Pradhan Mantri Suraksha Bima Yojna" (PMSBY) issued from Financial Services Division of this Directorate vide Note bearing No. F. No.116-19/2015-dated 01.09.2015 received through FS Division case file No. F. No.116-19/2015 and other records relating thereto, the following Heads of Accounts/Accounting Procedure for the Scheme called "Pradhan Mantri Suraksha Bima Yojna" (PMSBY) to classify the transactions are proposed to be allotted/formulated as under.

2. When the amount is withdrawn by Postmaster from Saving Account of the Customer.

**(i) Major Head-** 8446-Postal Deposits

Sub-Major Head- 00- Postal Deposits

Minor-Head 102-Other Postal Deposits

Sub Head - 10-Gross Amount withdrawn from Saving Account of Customer under Pradhan Mantri Suraksha Bima Yojna (PMSBY)

Detailed Head - 01- Gross Amount withdrawn from Saving Account of Customer under Pradhan Mantri Suraksha Bima Yojna (PMSBY) **(Cr)(Rs. 12/- per Enrolment Form)**

02-Deduct- Amount to be remitted to NIC on account of Pradhan Mantri Suraksha Bima Yojna ( PMSBY) **(DFC)(Rs. 12/-)**

**(ii) Major Head** 1201-Postal Receipts

Sub-Major Head- 00- Postal Receipts

Minor-Head 800-Other Postal Receipts

Sub & Detailed Head- 58-Share of DoP to be received from NIC on account of Incentive payable to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna( PMSBY) and other expenses relating thereto. **(Cr)**

01- Share of DoP to be received from NIC on account of Incentive payable to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna( PMSBY) and other expenses relating thereto. **(Cr)**

02- Deduct- Incentive payable to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna (PMSBY) and other expenses relating thereto. **(DFC)**

**3. Accounting Procedure:** Role of different units of the Department relating to the Scheme as far as accounting procedure is concerned, is furnished below.

**i) Role of Sub Post Offices/Head Post Offices:**

(a) On close of each day, the Sub Post Offices/HPOs will account for the amount withdrawn @ Rs. 12/- per Enrolment Form from the Saving Account of the Customer on the Receipt side of the Sub Office/HO Summary and SO/HO Cash Book distinctly indicating "Pradhan Mantri Suraksha Bima Yojna (PMSBY) Premium". Similarly, amount to be remitted to NIC @Rs. 12/- per Enrolment Form should be accounted on payment side of the SO/HO Summary and Cash Book. At the end of each month, progressive totals under both this Head should be intimated to HO/Divisional Head by SO/HO respectively. Rs. 02/ being share of DoP on account of Incentive payable to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna (PMSBY) and other expenditure related thereto will be credited by NIC later on in the Bank Account of Postmaster Sansad Marg HPO at the closing of the month from which payment of Incentive and other expenses relating thereto will be made. Postmaster Sansad Marg HPO will intimate circle-wise receipt of funds to PAO Delhi. **It may please be ensured that no payment of incentive is made until the amount is transferred from NIC to PAO Delhi.**

(b) For this purpose, HO will prepare a monthly schedule as prescribed in **Annexure-A** in triplicate showing the details of amount withdrawn from the Saving Bank Account of the Customer, amount to be remitted to NIC. He will ensure that total of column 3 of the Annexure is tallied with column 2 and send a copy of the same to its Postal Accounts Office along with Cash Account, another copy to its Divisional Office and retaining third copy as office record

**(ii) Role of Nodal Head Post Office:**

The Sansad Marg Head Post Office which has been nominated as the Nodal Office under the Scheme will watch the credit of amounts received from various SOs/Head Post Offices of Delhi Circle and from the HOs of the rest of the country through System generated statements, consolidate the same and arrange to remit the same to NIC under Pradhan Mantri Suraksha Bima Yojna (PMSBY) and send its details to FS Division of Postal Directorate, DAP Delhi for record in the prescribed schedule in **Annexure-B** showing Circle-wise details. However, he will monitor the credits to be received from NIC at the close of the



month on account of DoP share i.e. Incentive payable to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna (PMSBY) and other expenses relating thereto, prepare schedule as prescribed in **Annexure-C** of crediting of DoP share of various Circles to PAO Delhi for its onward issuance of Circle-wise ATCs to concerned PAOs by PAO Delhi.

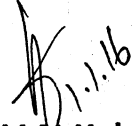
**(iii) Role of Postal Accounts Offices:**

(a) At the end of the month, on receipt of the Cash Accounts Return along with the supporting documents relating to the scheme from the Head Post Offices, the PA Section of Postal Accounts Office will book the amount under the Head **8446-00-102-10-01** Gross Amount withdrawn from Saving Account of Customer and remitted to NIC under Deduct-02- under Premium Pradhan Mantri Suraksha Bima Yojna (PMSBY) (Cr.). Also, on receipt of ATCs from PAO Delhi (Nodal PAO), of the amount of DoP share received at Sansad marg HPO from NIC for whole of the country, on account of Incentive payable to the staff engaged in the work of the Scheme and other expenditure related thereto will acknowledge and accept the same and will classify it under 1201-Postal Receipts and then expenditure as Deduct-01. PAO Delhi will receive the amount booked under 1201-00-800-58 share of DoP on account of Pradhan Mantri Suraksha Bima Yojna (PMSBY).

**(iv) Role of Nodal Circle Postal Accounts Office:**

PAO Delhi, on receipt of Cash Accounts Returns along with the statements/schedule as prescribed in **Annexure-A** of Premium withdrawn from Saving Accounts of the Customers of Delhi Circle, he will verify the same from the system generated statements the amount of premium to be remitted to NIC through Postmaster, Sansad Marg HO and will ensure that they are tallied with the figures received through schedules/returns. Similarly, PAO Delhi will verify the figures received through schedule as prescribed in **Annexure-B** from the HPOs of rest of the country and ensure that they are tally. Simultaneously, on the basis of schedule as prescribed in **Annexure-C**, received from Postmaster Sansad Marg HPO, he will transfer the Circle-wise DoP share @ Rs. 2/- per Enrolment Form to respective Circle PAOs by issuing Circle-wise ATCs for the amount to be spent on payment of incentive to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna (PMSBY) and accept the acknowledged ATCs from respective Circle PAOs and monitor the same.

(v) **Role of Divisional/Regional/Circle Office and FS Division** will be as stated in SOP except that Role of DDG (PAF) will be restricted to booking of amount figures of premium collected, Premium sent to NIC and amount of DoP share received from NIC and spent on incentive and other expenses.



**(V.N.Kalyani)**

**Asstt. Chief Accounts Officer  
(Tech/BPR)**











SB Order No.14/2015

F.No.116-15/2013-SB (Pt-SBCO)  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Date: 25.05.2016

ADDENDUM

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

Subject:- Change of Role of SBCO in the backdrop of implementation of CBS-  
regarding

Sir / Madam,

The undersigned is directed to refer to this office letter of even number dated 19.10.2015 on the subject. **The competent authority has reviewed the Annexure attached to this SB Order No.14/2015 and decided to replace point 5.1 of the Annexure from the date of receipt of this order. Content of point 5.1 shall be as under:-**

5.1 Examination of scheme-wise consolidation received from HO and SOs, Checking of entries in LOTs viewed from Finacle MIS server and checking the daily/ progressive totals in the Cash Book.

5.1.1 SBCO PA

- The designated Postal Assistant SBCO will receive Scheme-wise sealed and stitched Voucher Bundles with Consolidation placed at the top from Sub Account PA. He will generate fresh consolidation of each scheme from Finacle production server (HFINRPT) and compare the print out received from SOs with the system generated consolidation. Both the consolidations should be tallied with SO Daily Account and SO Summary. Bundle of HO will be received from APM(SB) of HO Counter and amount shown in the consolidation should also be tallied with the fresh consolidation generated from Finacle production server (HFINRPT) and HO Summary. **If there is any discrepancy in both consolidations or with SO Daily Account/Summary and the same is not supported by copy of error book or special report, it should immediately report to Incharge SBCO.** All Voucher Bundles of each scheme will be handed over to Incharge SBCO.



### 5.1.2 SBCO Incharge

- SBCO Incharge will examine the voucher bundles and verify that the Scheme-wise Consolidation bears signatures and designation stamp of the Supervisor (APM)/Sub Postmaster and number of vouchers written on the consolidation are tallied with number of vouchers attached with the bundle. He will countersign each consolidation and mark to concerned SBCO PA as per workload and availability of staff. In case of any shortcoming, he will write objection and send copy of objection to the Postmaster. **Incharge SBCO will send immediate report on the difference in consolidation sent by SO or HO and consolidation generated from system by SBCO PA as well as SO Daily Account and SO/HO Summary to Postmaster, Divisional Head and Vigilance Branch of Regional/Circle Office.**

2. It is requested to circulate this order to all CBS Post Offices and SBCO staff for immediate necessary action.

**This issues with the approval of competent authority.**

Yours faithfully,

  
(Babu Lal Barolia)  
Assistant Director (SB-I)

Copy to:-

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