

**POST OFFICE  
SAVINGS BANK MANUAL  
VOLUME I**

**SAVINGS BANK PROCEDURE**

**SECOND EDITION**

**(CORRECTED UP TO 31.12.2006)**

**ISSUED UNDER THE AUTHORITY OF  
DIRECTOR-GENERAL OF POSTS, INDIA  
AND  
SECRETARY TO GOVERNMENT OF INDIA  
DEPARTMENT OF POST  
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY**

**PREFACE**

The first edition of P.O.S.B. Manual Volume I & II containing savings bank procedure and savings certificates procedure to be followed by the head and sub offices were brought out in 1988. The Manual relating to various Acts and Rules of all savings schemes was not printed as a separate Manual as these Acts and Rules were available in Post Office Guide Part IV meant for use both by the Public and Post Offices. However Post Office S.B. Manual Volume III containing various Acts i.e. Savings Bank Act, Savings Certificates Acts and Public Provident Fund Acts and Rules of all Savings Schemes has been brought out now.

During the period from 1988 to 2006 a number of new schemes were introduced and some old schemes discontinued. The new scheme introduced were (i) Indira Vikas Patra Rules (ii) National Savings Certificates (VIII-Issue) Rules (iii) Kisan Vikas Patra Rules, 1992 and (v) Senior Citizen Savings Scheme

Rules, 2004. The schemes discontinued were (1) C.T.D Schemes (2) National Savings Scheme Rules, 1987 (3) National Savings Scheme Rules, 1992 (4) Indira Vikas Patra Rules, (5) Social Security Certificates Rules (6) 6-year National Savings Certificates Rules (VI Issue) and (VII-Issue). The rules of only current schemes have been kept in these Manuals as the rules of discontinued schemes are of no use now and can be referred to in the old Manuals, if any, necessity arises.

The Manuals are corrected up to 31<sup>st</sup> December, 2006 and all the changes in rules and procedures made in these schemes have been incorporated thus making the Manuals quite up to date. These Manuals are meant for use by the operative, supervising and inspecting staff of the Post Offices in order to ensure that correct procedures are followed by the staff and correct information is given to the public. The Manuals will become very useful in the daily use by the staff.

Dy. Director General (Financial Services)

.5.2007

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## **CHAPTER I**

### **SAVING ACCOUNTS**

N.B.—These rules apply to the Post Office Savings Bank Accounts and, mutates, to

- (1) Cumulative Time Deposit Accounts,
- (2) Recurring Deposit Accounts,
- (3) Time Deposit Account
- (4) P.P.F. Accounts
- (5) National Savings Scheme Accounts
- (6) Post Office Monthly Income Accounts
- (7) Senior Citizens Savings Scheme Accounts

also, except where separate rules are made in regard to the particular type of accounts, in which case, such rules relating to the particular type of accounts will apply.

### **SAVINGS BANK OFFICES**

**1.** All Head Offices (H.O.), Sub-Offices (S.O.) and branch offices (B.O.) with the exception of those which are not vested with saving bank powers or from which the Savings Bank powers have been withdrawn by the Head of Circle are savings bank offices. The facilities of deposits and withdrawals by cheque are available only in Head and departmental sub offices. The facilities of deposits only by cheques and demand drafts are available at branch offices.

### **DUTIES AND RESPONSIBILITIES OF THE POSTMASTER AND TENURE**

**2. (1)** The term Postmaster used in this chapter includes a Sub-Postmaster.

(2) (i) All the duties of the Postmaster in connection with the Bank Department may be performed under the orders of the Head of the Circle by the Deputy Postmaster, Assistant Postmaster or Assistant Sub Postmaster, to whom these may be assigned in the memo of distribution of work except the following which shall be the personal responsibility of the Head Postmaster.

(ii) Sanctioning claims in respect of savings bank accounts of deceased depositors which lie within his power of sanction and the safe custody of the records relating to such claims.

(iii) Signing and submission of S.B. returns to the S.B.C.O. in offices where there is no separate selection grade official incharge of the Savings Bank branch.

(3) The Postmaster will however remain personally responsible for the general functioning of the S.B. Branch and in particular for regular submission of S.B. returns on the due dates.

(4) If the officer to whom the duties of the S.B. branch have been delegated notices any erasures or alterations in Pay-in-Slip (SB-103) or applications for withdrawal (Form SB-7) or (SB-7A) the List of Transactions (SB-60) or other suspicious circumstances attending a S.B. transaction, these will be brought to the personal notice of the Postmaster who will report the matter at once by name to the Superintendent confidentially, unless he is under the direct control of the Circle Office, after taking appropriate action at his level as laid down in the rules. He should preserve all relevant records which may have a bearing on the case in his personal custody until they are transferred to the investigating authorities.

(5) (i) The Counter Assistant shall be rotated after every three years with the other P.A. in

S.Os, having three hands or more this provision may be extended upto four years at the discretion of the Head of the Circle.

(ii) The tenure in Single Handed and Double Handed Offices is 3 years.

(iii) The overall tenure in Head Office and bigger sub-office having full time SB counter assistant is 5 years out of which 3 years can be as ledger assistant or supervisor-continuously.

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(iv) The overall tenure in Head Offices having incentive scheme is 6 years out of which 3 years may be as counter Assistant, ledger Assistant or Supervisor continuously. The incentive scheme has now been replaced by a new scheme in which S.B. Allowance is granted to the Postal Assistants. Under this scheme the maximum tenure in the S.B. branch is 5 years inclusive of the period during which the official had worked in this branch prior to the introduction of the scheme.

(v) In Head Offices having instant counter facilities, the counter Assistant will be rotated with other officials working in S.B. branches every two years.

(6) **Tenure of SB/SC Counter Clerks:** The following tenure has been fixed for SB/SC Counter Clerks in various offices: -

S.No.	Type of Office	Tenure
(a)	Tenure in single-handed and double handed offices.	3 years
(b)	Overall tenure in 'A' Class and bigger offices.	4 years out of which 3 years can be either as counter clerk or ledger clerk continuously.
(c)	Overall tenure in Head Office and bigger sub offices having 5 years out of full time SB/SC clerks.	5 years out of which 3 years can be as counter clerk, ledger clerk or supervisor continuously.

**Note:** - In order to increase the efficiency and have continuity in working, the tenure of the counter clerks in the Savings Bank and Savings Certificate Branch can be extended upto 4 years at the discretion of Heads of Circles. The overall tenure in office at © above will, however, remain 5 years.

(7) **Shorter tenure for counter clerks in Head Offices having Instant Counter facility:-** As per provisions of Rule 2(5) the SB counter clerk shall be rotated after every 3 years with the other clerks. In Head Post Offices having instant counter facilities, the counter clerk will be rotated with other officials working in SB Branch every two years instead of 3 years.

### **DISTRIBUTION OF WORK**

3. The Work in the SB Branch of a HO should be distributed in the following manner –

(1) The common duties of the SB branch as mentioned below should be assigned to one person who may be given other duties also so as to utilize him fully.

- (i) Receipt and distribution of dak.
- (ii) Maintenance of statistics and preparation of statements and returns.
- (iii) Maintenance of the register of undelivered pass books.
- (iv) Maintenance of the files of instructions and circulars.
- (v) Clearance of cheques through the clearing house.

- (vi) Deceased depositors' cases.
- (vii) Correspondence including complaints.
- (viii) Maintenance of the stock Register of pass books.
- (ix) Maintenance of Register relating to transfer of books.

**NOTE: -** The counter Assistant may be assigned some of these duties.

(2) Each of the remaining assistants should be given the rest of the Savings Bank work relating to a set of offices, to be determined on the average number of transactions, such as: -

- (i) Maintenance of Savings Bank ledger cards/ledgers.
- (ii) Maintenance of application forms (SB-3) for accounts opened.
- (iii) Transfer of accounts and opening of accounts on transfer.
- (iv) Writing up the index to ledger cards.
- (v) Calculation of interest on closed accounts.
- (vi) Calculation and entry of interest in pass books.
- (vii) Entries regarding treatment of accounts as silent and reopening of silent accounts.
- (viii) Issue of fresh pass books.
- (ix) Maintenance of Index to Preliminary receipts (SB-26) issued by the Branch Post Offices.

**NOTE:** - The list given above is not exhaustive and covers some of the salient points only.

(3) **Statistical Registers:** The following statistical registers are required to be maintained in Head and Sub post offices in order to keep the statistics relating to Savings Bank and Savings Certificate transactions. The registers are closed on monthly basis. The Postmaster/Sub Postmaster should ensure that these registers are maintained properly and kept up-to-date.

- (i) **Register in form EST-88:** - This register is maintained in head office for savings bank transactions. It is to be maintained separately for each type of account viz. Savings/RD/TD/MIS/NSS/SCSS, etc.
- (ii) **Register in form EST-88 (a):** - This register is meant for Savings Certificates transactions. It is maintained both in the Head and Sub Offices.
- (iii) **Register in form EST-88 (b):** - This register is maintained in the sub offices for savings bank transactions. A single register is to be maintained for all types of accounts viz. Savings/RD/TD/MIS/NSS/SCSS, etc.

### PASS BOOK

4. A uniform computerized pas book (SB-5) for all POSB Schemes has been introduced. The entries in the said pass book will be made through pass book printer. In view of the above, the computerized uniform pass book needs to be stitched and not stapled so that it can be pass book printer friendly.

### STOCK REGISTER FOR PASS BOOKS IN HEAD POST OFFICES

5. (1) A separate stock register of pass books in form SB-4 will be maintained for each kind of pass books in the Head Post Offices.

(2) The H.Os., will obtain supply of pass books by placing an indent in the first week of January, April, July, October on the Postal Stores Depot. The stock on hand and the indented quantity together will be equal to the requirement of six months. The indent will be in manuscript and in the following form: -

#### (INDENT FOR THE QUARTER ENDING.....19.....)

Type of Pass Book	Number used during the last quarter	Stock in hand	Number required	Remarks
1	2	3	4	5

The indent will be prepared in duplicate, one copy being retained in the Head Post Office.

(3) Immediately when the supply of new pass books is received, the Postmaster should verify that

the number of pass books noted in the invoice has actually been received. He should then make an entry of the receipt in the stock register noting the number and date of the invoice, strike the balance and initial in the column provided.

(4) The particulars of all issues of Pass Books to S.Os., and the acknowledgement when received will be entered in the prescribed columns of the stock registers. The accounts numbers of the Pass Books issued for new accounts and in lieu of used up one and the account numbers of all duplicate pass books issued for lost and spoilt pass books will be entered in the prescribed columns of the Register of Pass Book and balance struck. In the case of pass books issued as duplicate, the name of the office to which the pass book is issued should also be noted in the remarks column of the register. If a pass book is issued in lieu of a spoilt one, an explanatory note should be given in the remarks column of the stock register.

(5) At the close of the day, the Postmaster should check the stock register and see that

(a) the entries showing the number of pass books issued for new accounts and serial numbers of the accounts in question are correct by reference to the index to ledger cards.

(b) the entries showing the number of pass books issued in lieu of used up and spoilt pass books and the serial numbers of the accounts in question are correct by reference to the receipts taken from the depositors in respect of the accounts standing at the H.O. and the entry in the S.B. or B.O. Slip in respect of accounts standing at a S.O. or its B.Os., or at a B.O. in direct account with the H.O.

(c) The entries showing the number of duplicate pass books issued and the serial numbers of the concerned accounts are correct by reference to the relative application containing his orders for the issue of duplicate pass books; and

(d) The balance of passbooks in hand has been correctly arrived at and entered in the register.

After carrying out the checks prescribed above and having satisfied himself that all the entries in the register are correct the Postmaster should put his initials in the column provided therefore.

(6) An advance of adequate number of pass books should be given to the Ledger Assistant for use during the day. At the end of the day, balance with him should be verified and the stock replenished. A receipt for the advance should be taken whenever there is a change of incumbent and kept in the register of pass books.

(7) The stock of pass books should remain in the Postmaster's custody and be verified by him once a month with the balance shown in the stock register. He will note the number of pass books in stock in words and sign in the register.

### **STOCK REGISTER OF PASS BOOKS IN SUB OFFICES**

6. (1) For each sub post office, the Superintendent of Post Offices will fix the authorized stock of pass books which should be the average requirement of two months.

(2) (a) The S.O. will place an indent on the Head Post Office at the beginning of every month for replenishment of stock of pass books upto the authorized limit fixed. The indent will be prepared in duplicate in the following form, copy being retained in the SOs.

Stock in Hand	Authorized stock	Number required

The Head Office will make supplies to the Sub Post Office, after proper check over the quantity indented for with reference to the authorized stock, under separate series of invoice to each Sub Post Office. The invoice will be prepared in triplicate, serially numbered for each Sub Post Office and two copies will be sent to the sub post office with the pass books. The serial number of invoices will run consecutively for each financial year. The Sub Office will return one copy of the invoice to the Head Post Office duly acknowledged. The acknowledged copy will be filed with the original invoice.



(b) The Sub Post Office will maintain a stock register of pass books in form SB-4(a) as given below. Separate pages in the register will be allotted for each kind of pass books viz., SB, RD and TD, etc.

**SB-4(a) Stock Register of Pass Books of Sub Office**

Date	Pass books received		Pass Books issued *Account number should be mentioned for new accounts.		Balance in hand after each receipt or issue	Initials of sub-Postmaster	Remarks
	Particulars of the invoice (a)	No of passbooks (b)	For new accounts (a)	In lieu of used up passbooks (b)			
1	2		3		4	5	6

**TRANSMISSION OF PASS BOOKS**

7. (1) When a Pass Book is made over by a depositor to a Post Office for dispatch to another post office, it should be dispatched by service registered post, the receipt for the registered article being given to the depositor. The words “Pass Book of Post Office Saving/ RD/ TD/ PPF/NSS/MIS/SCSS” (Account No..... with a balance of Rs..... should be written on the receipt. When a Pass Book is returned by the post office to the depositor or sent by one Post Office to another, a similar note should be made on the receipt which should be given to the Saving Bank Assistant who should paste it in his receipt book or case file.

(2) In the following cases, free transmission of pass books from one post office to another is allowed:

(i) As enclosure to a complaint or a deceased claim.

(ii) In response to a call from the post office for presentation of pass book.

(iii) From a depositor on active service through the Field Post Office to his near relative for operating on the account and vice versa.

(iv) For entry of interest.

**REGISTER OF UNDELIVERABLE PASS BOOKS IN DEPOSIT IN THE HEAD OFFICES AND SOs**

8. (1) **Register of pass books in deposits in H.O.:** - If a depositor fails to take delivery of his pass book within 30 days from the date of its receipt in the HO or SO, the S.O. will forward the pass book to the H.O. duly entered in the list of documents with remarks “Undelivered”. Whenever a pass book is returned undelivered by a subordinate office or is received by the H.O. from any other source (e.g. from the depositor himself) and remains undelivered for any reason, particulars thereof should be entered in the Register of undeliverable pass books in deposit in the H.O. (SB-12(c)).

(2) When a Pass Book which has been brought on the register is returned to the depositor either directly or through a subordinate office or in any other way, particulars regarding its final disposal should be entered in the register.

(3) The register and the pass books entered in it should remain in the personal custody of the Postmaster.

(4) If a pass book is not claimed within a period of three months from the date of its original receipt at the H.O. it should be forwarded to the SBCO for safe custody. The acquaintance of the SBCO for such pass book will be obtained in the remarks column of the relevant entry in the register.

(5) Before the pass book is sent to the SBCO, the balance shown therein should be verified with that shown in the ledger card and the remarks "Balance Rs. .... verified and pass book transferred to control organization for safe custody on ....." recorded under the dated signature of the postmaster in the remarks column of the ledger card.

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(6) If an application for a pass book which has been transferred to the SBCO is received in the H.O., the pass book should be called for from the SBCO by sending a requisition duly signed by the Postmaster. On receipt of the pass book from the SBCO, a suitable note should be made in the register against the particular entry. A note in the ledger card should also be made as follows: "Recalled and delivered to the depositor on ...../dispatched to SO on....."

(7) Such an application received in a SO should be forwarded to the HO indicating the date on which the pass book was returned to the HO as undelivered.

(8) **Register of Passbooks in deposit in SOs:** The pass books received from the head office or any other source for delivery to the depositors will be entered in a manuscript register to be maintained for this purpose in the form given below in order to keep their proper account. The date of receipt will be noted on the top in the register. The serial number in the register will run in an annual series starting from No. 1 in April each year. The pass books should be delivered to the depositors as soon as possible on their surrendering the receipt (SB-28) granted to them duly signed and date of delivery noted in the register. The details of Pass books sent to branch offices will be entered in the register in the prescribed columns. The date on which the pass book is finally returned as undelivered to the Head Office will be noted in the register under initial of the SPM in the prescribed column. A note to this effect should be made below the last transaction in the SB ledger of the concerned account. A summary of the pass books in hand showing the closing balance on a day when there is change in the balance will be prepared in the remarks column of the register by the sub postmaster under his dated signature. The receipt should be pasted to the office copy of the receipt in the receipt book (SB-28).

**Summary**

- (i) Opening balance.....
- ...
- (ii) Pass books received .....
- (iii) Total .....
- (iv) Pass books delivered/returned to H.O. /sent to Branch Office.....
- (v) Closing balance .....

Date

Signature of the Sub Postmaster

The closing balance should be verified with the pass books in hand. The register and the pass books

entered in it should remain in the personal custody of the Sub Postmaster.

### Proforma for the Register of Pass Books in Deposit in Sub Offices

Sl No.	Account No	Type of account SB, CTD, etc.	Name of branch office to which the pass book sent	Date of delivery To the depositor or date of dispatch to the B.O.	Date on which returned as undelivered to the Head Office.	Initial of the Postmaster	Remarks
1	2	3	4	5	6	7	8

### PAY-IN-SLIP (SB-103)

9. (i) All deposits will be accompanied by pay-in-slips with counterfoil (SB-103) duly filled by or on behalf of the depositor. The Counter Assistant accepting the deposit should check the entries in both parts to see that they agree in all respects, and note the balance after deposit at the bottom in the prescribed column of the pay-in-slip under his signature. The date-stamp should be impressed at the marked place on both parts. The counterfoil will be signed, detached and handed over to the depositor or his messenger. The pay-in-slip will serve as a voucher for deposit. This voucher will accompany the list of transactions in a separate bundle along with warrants of payments.

(ii) The pay-in-slip is in two different colours viz. white (SB-103) for Savings/TD/MIS/NSS accounts and yellow (SB-103) (a) for RD accounts. The specimen of these forms are given at **Annexure-1 and 2**.

**Note:** - The pay-in-slip can be filled in either in English or in Hindi or the Regional language at the option of the depositor.

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**10. Long Book (SB-58):** - All transactions as and when they occur will be entered in a Long Book (SB-58). The details, such as number of account, amount of deposit, withdrawal and interest on closed account will be shown in this book. In Head Offices and Selection Grade Sub offices where there is an Instant Counter Scheme, this book will be maintained by the Counter Assistant for Savings Accounts only. For all other types of accounts this book will be maintained by the Postmaster. In other Head offices and Sub offices the Postmaster/Sub Postmasters will maintain it. The total of all the columns will be struck at the end of the day. These totals will be agreed with the corresponding totals of list of transactions by the Postmaster. The Postmaster will sign below the totals for each day in the Long Book in token of having carried out the check.

**Note 1:** - Separate Long Books will be maintained for each kind of accounts viz. Savings/RD/TD/NSS/MIS/PPF and separately for each type like 1-Year, 2-Year, 3-Year and 5-Year T.D. account.

**Note 2:** - Long Book will be used for savings accounts in all sub offices and for RD/TD/MIS/NSS accounts in departmental sub offices only.

**11. Preliminary Receipt (SB-26):** - (1) Preliminary receipts SB-26 (**Annexure-3**) are printed in books of 50 receipts in duplicate for use in Extra-Departmental Sub Post Offices and in triplicate for Branch Offices and are machine-numbered.

(2) In and Extra-Departmental Sub Office, these receipts are to be prepared by the ED-SPM for the first deposit in duplicate by double sided carbon paper with indelible pencil entering the name of the person and the amount of deposit. The type of account for which receipt is issued should be prominently noted at the top on both copies of the receipt, e.g., SB, TD (-----year/s), RD, etc. After both the copies of

the receipts are signed by the ED-SPM the pencil copy should be given to depositor after noting the date on which he may attend the post office to collect the pass book, the carbon copy being retained in the book. The number of the receipt issued should be entered in the remarks column of the list of transactions preceded by the entry P.R.

(3) The current book of preliminary receipts should remain in the personal custody of the E.D.S.P.M. At the close of the day, he should see that the unissued receipts in the book are intact and put his dated signature on the reverse of the last receipt issued after ensuring that the receipts issued have been accounted for in the day's account.

(4) If a preliminary receipt is spoiled, the word "Spoiled" should be written across both the copies of the receipt under the dated signature of the E.D.S.P.M. The original should be sent to the Head Office entered in the list of documents with appropriate remarks and when received back from the Head Office after verification and counter-signature by the Postmaster, it should be pasted to the duplicate copy of the receipt.

(5) On receipt of the original and duplicate copies of a preliminary receipt from a Branch Post Office with the remarks "Spoiled", the Sub/Head Postmaster will, after verification and counter-signature, return the original to the Branch Office and file the duplicate in his office.

(6) The Account Office of a Branch Office will maintain an Index to Savings Bank preliminary receipts issued by the Branch Offices in account and keep a watch over the use of the receipts in serial order. The duplicate copies of the preliminary receipts received from the Branch Offices should be filed in the Account Office in monthly bundles Branch Office-wise.

(7) Each Savings Bank Ledger Assistant will maintain an index of preliminary receipts which will have entries for Extra-Departmental sub offices for which he is responsible to maintain the ledgers. The index should be in the form of index to preliminary receipts (MS-15). On receipt of the list of transactions, he will check that the first serial number is in continuation of the last serial used and that all serial numbers are in a consecutive order. He will enter the numbers of preliminary receipts issued by each ED Sub Office in the index (MS-15) and initial the entry. For this purpose, he will also consult the RD and TD ledger Assistants to ascertain the numbers of preliminary receipts, if any, issued for those categories of accounts while posting the index. One index will be maintained by the ledger Assistants for all types of accounts, e.g. SB, RD and TD. He will put up the index to the APM who will initial the entry with date after satisfying himself that the prescribed check has been carried out. In case of any discrepancy in continuity of serial numbers, the ledger Assistant should promptly bring the fact to the notice of the APM for necessary action.

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(8) The Head Office is responsible for supply of preliminary receipts book to Extra- Departmental Sub Office and Branch Office in direct account only when the receipts in the book in use are about to be exhausted. To ensure against double supply, a note with the date of supply of the receipt book should be made in the index to preliminary receipt books (MS –15). In case of Branch Offices, in account with the Sub Office, a fresh receipt books should be supplied on receipt of requisition from the Sub Office. The date of supply of receipt book should be intimated to the Divisional Superintendent for verification at the time of inspection.

(9) When a Branch Office or an Extra-Departmental Sub Office is closed, the Savings Bank preliminary receipt book should be sent to the Head Office where the unused receipts will be examined. The unused receipts will be destroyed personally by the Postmaster after making suitable remarks in the index to the preliminary receipts.

(10) When a depositor reports the loss of the original receipt he should be asked to submit a written

application giving full particulars of the first deposit and stating the circumstances in which the original receipt was lost. If the depositor is illiterate, his mark or seal on the application should be attested by a respectable person acquainted with the applicant and known to the post office. The signature and other particulars mentioned in the application should be carefully verified and when the genuineness of the application has been established, the following certificate should be recorded on the application by the sub-postmaster under his dated signature:-“Certified that the particulars of the first deposit and the signature of the depositor have been verified by me and found correct”.The application should be forwarded to the head office for verifying the signature of the depositor and for orders (to be recorded on the application itself) regarding delivery of the pass book to the applicant. After the orders are passed by the Postmaster the application with the orders thereon should be pasted to the office copy of the preliminary receipt. The pass book should be delivered to the depositor on obtaining his receipt on the reverse of the office copy of the preliminary savings bank receipt on which the following endorsement should be made by the E.D. sub postmaster under his dated signature.

“Delivered on proper identification and after verification vide application dated..... of the depositor pasted herewith”.

**12. Receipt for depositor’s Pass Book (SB-28):-** (1) A receipt (SB-28) **(Anneure-4)** printed and machine numbered in books of 50 receipts will be given to the depositor when his pass book is taken from him and cannot be returned to him immediately but has to be retained in the office.

(2) The receipt is to be prepared in duplicate by carbonic process using double sided carbon paper with an indelible pencil by the Counter Assistant entering the account number, name of the depositor and the balance at credit. Both copies should be impressed with the date stamp and signed by him before the receipt book is placed before the APM/SPM for check. After the entries are checked and both copies of the receipt signed by the APM/SPM, the pencil copy will be given to the depositor after noting the date on which he should attend the post office to collect the pass book and the carbon copy retained in the book.

(3) When the pass book is delivered to the depositor, his copy of the receipt (SB-28), duly signed by him in token of having received the pass book, will be taken back from him and pasted to the office copy of the receipt. The signature of the depositor appearing on the receipt should be compared with the specimen signature on record before delivering the pass book.

(4) The current book of receipts should remain in the personal custody of the APM/SPM at the close of the day’s transactions when he should see that the unissued receipts in book are intact and put his dated signature on the reverse of the last used receipt.

(5) The APM/SPM will review the receipt books at the close of each month in order to see that all the receipts are properly accounted for and that the depositor’s copies of the receipt containing acknowledgement for the pass books are on record duly pasted to the office copies before the books are transferred to record.

(6) If the receipt is spoilt the word “spoilt” should be written across both the copies of the receipt under the dated signature of the APM/SPM which may be kept on record. If the receipt is spoilt in the branch office, the branch office will forward the original copy of the spoilt receipt to its account office which will return the same to the branch office after verification and counter-signature.

(7) The Head/Sub Post Office will maintain an index of receipts (SB-28) issued by the Branch offices in account with it in form MS-15 with reference to the relevant entries in the BO daily account and ensure that the receipts are serially issued.

(8) The Head Office is responsible for the supply of receipt books (SB-28) to the sub and branch post offices. A fresh receipt book will be supplied to the sub and branch office in direct account on receipt of requisition from SPM/BPM. In case of branch offices in account with the sub office, a fresh receipt book will be supplied on receipt of requisition from the sub office. Care should be taken to guard against double supply of receipt book against the same requisition. The date of supply of the receipt book should be intimated to the Divisional Superintendent/Inspector of Post Offices, as the case may be, for verification at the time of inspection.

(9) When a branch office or sub office is closed, the receipt book should be sent to the H.O. where the unused receipts will be examined. The unused receipts will be destroyed personally by the Postmaster after making a suitable remark in the index receipts (MS-15).

(10) When a depositor reports the loss of the original receipt, he should be asked to submit a written application indicating the account number and last balance in the pass book and stating the circumstances in which the original receipt was lost. If the depositor is illiterate, his mark or seal on the application should be attested by a respectable person acquainted with the applicant and known to the post office. The signature and other particulars mentioned in the application should be carefully verified and when the genuineness of the application has been established the following certificate should be recorded on the application by the APM/SPM under his dated signature.

“Certified that the last balance shown in the application and Signature/L.T.I. of the depositor have been verified by me and found Correct.”

After the orders are passed the pass book should be delivered to the depositor on obtaining his receipt on the reverse of the office copy of the receipt on which the following endorsement should be made by the APM/SPM under his dated signature.

“Delivered on proper identification and after verification vide application dated.....of the depositor pasted herewith.

The application with orders thereon should be pasted to the office copy of the receipt.

**13. Ledger Cards (SB-1):-** (1) In respect of each account opened, a ledger card (form SB-1) should be prepared by the ledger Assistant in the Head Office. The account number taken from the index to ledger cards should be noted neatly on the top right hand corner in the cage provided for the Purpose. The name of the branch office if the account is opened at a branch office, the name and full address of the depositor, the type of account “PEN” for Pension account. “Joint A or Joint B” for joint account or “Minor” for minor account) and special remarks, if any, should be noted from the application form (SB-3). The first deposit should be posted under the actual date of deposit, drawing a line across the blank vertical of the ledger card under the heads “Deposits”, “Withdrawals” and “Balance”.

Note: - A new format of ledger (SB-1) common for all SB schemes has been devised which will be brought into use when printed and supplied to post offices.

(2) (i) Every binder must have a top binder sheet of ledger card in the prescribed form.

(ii) When a new ledger card is brought into use either for opening of a new account or as a continuation of a used up ledger card, the ledger card must bear the full signatures and names of the Supervisor at the top under the cage for account number/denomination. The ledger card must also be impressed with the SB date stamp of the HO so as to authenticate its insertion in the binder.

(iii) Each posting in the ledger card should be under the full signature of the ledger Assistant.

(iv) The Postmaster should put his signature after checking the entries in the ledger card.

(3) Each subsequent deposit or withdrawal should be entered by the ledger Assistant in the respective ledger card with the help of the entry in the pass book/pay-in-slip or withdrawal form against the actual date of transaction. He will note the balance after transaction neatly and affix his signature in the relevant column. He will then draw a line across the blank vertical columns of the ledger card under the

heads “Deposits”, “Withdrawals” and “Balance”. If the transaction is the first in the month, the I.B.B. for and upto the month preceding should be noted in the column for I.B.B. If there has been no transaction for two or more preceding months, the I.B.B. for the last month should be multiplied by the

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number of months for which it has remained unchanged and only the resulting figure noted in the column for I.B.B. and the number of months from and to which I.B.B. relates should be noted in the remarks column in Roman figures. The Postmaster should compare and verify the entries made in the ledger card with the help of the relevant vouchers and see that the I.B.B. has been noted correctly in the prescribed manner and then put his signature in the ledger card in token of having carried out this check.

(4) When an account is closed, the ledger card should be removed from the binder after making a note in the index to ledger cards as follows: -

“Closed on.....(Date)”.

The closed card will be transferred to SBCO duly entered in the voucher list along with voucher on the next day for retransfer to APM (SB) after the ledger agreement of a particular round is completed. The APM (SB) should keep these cards separately in the bundle of ledger cards of closed accounts.

(5) Where a ledger card is used up, a fresh ledger card should be prepared with full and complete ledger heading as for the used up card.” Balance brought forward” should be noted against the date of last actual transaction. The total of interest bearing balances of the previous months and if the last transaction is after 10<sup>th</sup> of the preceding month, the minimum balance for the month after the 10<sup>th</sup> should also be noted. A remark “Fresh card prepared on.....” should be made under the signature of the Postmaster in the used up card. The remark “Continuation Sheet No.....” should be made on the top of the fresh card in red ink. The fresh and the used up cards will then be placed before the Postmaster who will, after Verifying all the entries, authenticate the fresh card under his dated signature and designation stamp. The fresh card along with the used up card will be returned to ledger Assistant for being placed in their proper serial order in the binder. The used up cards for which continuation cards have been brought into use must be removed, once the agreement for the entries contained in the used up card have been carried out and interest calculation thereon has been completed. The ledger cards so removed should be placed in a separate bundle of used up cards in the serial order of accounts, office wise and kept in the custody of the Postmaster.

(6) (i) As in Rule 13(4) ledger cards of transferred accounts will be transferred to SBCO for retransfer to APM (SB) after ledger agreement.

(ii) Ledger cards of accounts transferred from one office to another office under the same head office shall be transferred to the binder of the transferee office after recording remarks in the index to ledger cards of the transferring office and assigning a new number from the index to ledger cards of the transferee office.

(iii) The ledger cards of accounts closed, transferred, etc. and the used up ledger cards removed from the binder should be kept in bundles made up separately for each sub office and head office in the serial order of accounts.

(7) No document, paper or parchment should be attached to the ledger card. The binder containing the ledger cards should on no account be handled by the counter Assistant or other officials and should be allowed to be removed from the SB Branch by the SBCO only whenever required by them. The binder must be returned by the SBCO to the S.B. branch before the close of the day for safe custody.

**14. SB Ledger for Sub Offices:** (1) In sub offices, SB ledger (SB-1) will be used for savings accounts. These are bound books and one leaf may be allotted to each account. The transactions will be entered in the ledger as and when they occur. The balance in the balance column should be written by the Sub Postmaster himself.



(2) The account number should be noted at the top in the cage provided for the purpose. All other entries and procedure laid down in Rule 13(1) will also be applicable.

(3) When the leaf allotted to an account is completed, the entries at the top of the page should be copied in a new leaf and the words “Carried over to page.....” should be entered at the bottom of the page. In the new page, the last balance should be carried over with the words “Brought forward from page.....”. The Sub Postmaster should check the entries and sign and date both the entries in the new page and the old page.

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(4) Each entry of transaction should be attested by the signature of the Sub Postmaster and signature of SB Assistant, where there is one, in the columns prescribed for the purpose.

(5) There are 250 pages in each ledger. 20 pages should be left blank in each ledger for carry over of accounts whose pages are completed.

(6) The ledgers should remain in the custody of the Sub Postmaster after the working hours of the SB Branch.

### **SUPPLY OF SAVINGS BANK LEDGER COPIES**

**15.** A depositor may obtain ledger copy of his Savings account on payment of a fee of two rupees for every thirty entries or part thereof. For this purpose, the depositor should make an application in writing to the Head Postmaster concerned and in case, an application is made to any postal authority, such authority shall forward it to the Head Postmaster concerned.

The Post Office should accept the fee in cash by granting a receipt in form ACG-67 to the depositor and credit the amount in the schedule of Unclassified Receipts. The Postmaster should satisfy himself before asking the depositor to credit the amount that the person making the application is the bonafide depositor by making such enquiries as he considers proper. Normally the Postmaster can satisfy about this with reference to the depositor’s specimen signature available on record in his office.

The ledger copy shall be prepared by the H.O. Ledger Assistant and it shall be authenticated over the signature of the Postmaster. Thereafter, it shall be handed over to the depositor personally or posted to him as the situation demands.

### **BINDERS FOR LEDGER CARDS**

**16.** (1) Ledger cards should be kept serially arranged in binders supplied for the purpose. Each binder will contain 300 ledger cards. When a binder contains the cards of more than one S.O., a blank-sheet of thick paper will be kept as a separator between the cards of two S.Os.

(2) When the SBCO requires any binder for check, agreement, etc., the same should be transferred by the Ledger Assistant under acquittance. The SBCO should return the same before the end of the day for safe-custody. The restrictions for the return of binders before the close of the day will not apply in the following cases when the SBCOs have to perform the work on overtime/honorarium basis beyond duty hours: -

(i) Checking of annual interest calculation.

(ii) Preparation of annual interest statement.

(iii) Annual listing of balances as on 31<sup>st</sup> December in respect of special types of accounts.

- (v) Agreement of binders on honorarium basis or to do agreement work beyond office hours.

(4) The binders will be kept locked up in ledger almirahs at the close of the day. The key of the almirahs will be kept in the custody of APM overnight and will be handed over to the ledger Assistant at the time of commencement of work each day.

(5) All the binders in the Head Office will be reviewed once a year after the interest statement for savings account has been prepared and after the annual list of balances in respect of other types of accounts has been done. The ledger cards of two or more binders will be amalgamated to form one binder which should contain about 300 ledger cards. The regrouping of binders will be done by the Postmaster in consultation with the officer in charge of the SBCO on the last date of March to enable the SBCO to adjust the balances of SB-62/SB-85 registers. After regrouping, the serial number of binders in the Head Office will be changed and ledger chart also prepared afresh, a copy of which will be supplied by the SB Branch to the SBCO.

(i) Every binder must have a top sheet of ledger card with the information as given in the specimen below. More than one Top Sheet may be used, if necessary.

(ii) Whenever a new ledger card is brought into use either for opening of a new account or as a continuation of a used up ledger card, the ledger card must bear the full signature and name of supervisor at the top under the cage for account no./denomination. The ledger card must also be impressed with SB date stamp of the HO so as to authenticate its insertion in the binder.

(iii) Each posting in the ledger card should be under the full signature of the ledger Assistant and Postmaster/Supervisor.

(iv) After every re-grouping of binder the top binder sheet should be kept in the binder.

(v) Particulars of all ledger cards may be given in the column relating to “From-To” (For example A/c No.6715050 to 65,6715069 to 72, especially when there is a break in continuity due to segregation, re-grouping, etc.)

(vi) For noting account numbers of accounts due to closure, induction of new cards in lieu of used up cards, revival of silent accounts cards, etc sufficient space has been provided in the proforma.

(vii) Entries in the un-utilized column may be made in red ink instead of blue ink.

(viii) The size and thickness of the Top Sheet should be same as that of the ledger card.

# BINDER TOP SHEET

1. Sl.No. of Binder
1. Revised No. after re-grouping on \_\_\_\_\_ (Date(s)).
3. Ledger cards of Account Numbers From \_\_\_\_\_ To \_\_\_\_\_  
In the binder From \_\_\_\_\_ To \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

(4) Details of ledger cards removed due to \_\_\_\_\_  
(indicate the account number under the appropriate column).

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Sl. No.	Closure (date)	Transfer (date)	Inducted in lieu of used up card (date)	Account treated silent (date)
1	2	3	4	5

Silent Account L.C. segregated	Re-Insertion of ledger card (date)	Signature of Ledger Assistant (date)	Signature of Supervisor with (date)
6	7	8	9

### DATE OF AGREEMENT

**P.A. (SBCO)**

Name  
Signature  
Date

Name  
Signature  
Date

**P.A. (SBCO)**

Name  
Signature  
Date

Name  
Signature  
Date

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### PREPARATION OF DUPLICATE LEDGER CARD

**17.** (1) When it is found that the original ledger card of an account is missing, the pass book should be obtained from the depositor and the balance as on 31<sup>st</sup> March preceding appearing in the pass book should be tallied with the last interest statement available in the SBCO. Further transactions, if any, found entered in the pass book for the current year should be checked with the lists of transactions which will be available with the SBCO. In the case of a cheque account, the cheque book should also be obtained and all the transactions of cheques issued should be compared with the list of transactions. After the balance is thus checked, a duplicate ledger card should be prepared with the indication "Duplicate" in red ink at the top. This should be signed and dated by the Assistant Postmaster (Savings Bank) impressing his designation stamp below. In the duplicate ledger card, the balance as on 31<sup>st</sup> March preceding should be first shown and all the subsequent transactions of the current year entered noting the interest bearing balances for each month in the relevant column. In respect of cheque account, care should be taken to ensure that cheques paid but not entered in the pass book are duly noted in the duplicate ledger card/pass book. All the entries will be initialed by the ledger Assistant and the APM (SB). The incharge of the SBCO should check the last balance shown on the duplicate ledger card and authenticate it with his dated initials and designation. The duplicate ledger card will be kept in its proper place in the relevant binder. After the above action is completed, the pass book and/or cheque book should be returned to the depositor.

(2) *Preparation of duplicate ledger card for account standing at SO or BO in account with SO:*

When an account stands at a Sub Office or Branch Office in account with a Sub Office and the ledger card is found to be wanting, the Sub Postmaster should be asked by the HO to obtain and forward the pass book and also cheque book in case of cheque account from the depositor after verification of the balance with the sub office ledger/journal with a forwarding letter containing a certificate signed by the Sub Postmaster that the balance appearing in the pass book agrees with the balance found in the Sub Office/ledger/journal. On receipt of these documents in the HO, action as in (1) above will be taken by the Head Office. After the preparation of the duplicate ledger card, the pass book/cheque book will be returned to the SO for delivery to the depositor.

(3) In the case of CTD/RD/TD/MIS/SCSS accounts, the Head Office will first check the balances in the pass book as on 31<sup>st</sup> December preceding with the annual list of balances which will be available in SBCO instead of interest statement and then, the subsequent transactions with the lists of transaction.

(4) Whenever a duplicate ledger card is prepared, a remark regarding preparation of duplicate ledger card with balance and DLT be made in the remarks column against the relevant entry of the account number in the Index to ledger cards.

### **INDEX TO LEDGER CARDS (SB-78)**

**18.** (1) In Head Office, the index to ledger cards should be maintained separately for each office according to Serial No. of accounts. For this purpose, each Head Office will be supplied with a strong bound blank book ruled into 5 columns to show:-

- (a) Serial No.
- (b) Date of opening.
- (c) Account No.
- (d) Name and address of depositor.
- (e) Remarks (transfer, etc. with date) and signature of Postmaster.

The entries in the index should be made at the time the account is opened whether as a new account or on transfer. The number should be assigned to all accounts from this index. When an account is closed either by withdrawal of the balance or by transfer or opened on transfer or treated as silent, the following entry, as may be appropriate to the case, should be made in the remarks column and the number of the account should be rounded off in red ink except in the case of accounts opened on transfer: -

- (a) Closed on .....(date)
- (b) Transferred to .....S.O. under.....H.O.....(date)
- (c) Transferred from.....H.O. Account No.....on.....(date)
- (d) Treated as silent in.....(year)

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(2) The Postmaster shall sign against each entry or remark made in the index.

(3) When nomination is made in an account, the indication “(N)” should be made in capital letters, in red ink, after the account number in column 3 of register.

(4) At the close of each month, a summary should be drawn up in the register in the form given below:-

#### **Summary for the month of.....**

- 1. Number of accounts at the close of the previous month.
- 2. Number of new accounts opened (Serial No. from.....to.....)
- 3. Number of accounts deleted (Serial Nos.....)
- 4. Number of accounts at the close of the month).

(5) When a sub office is transferred to another head office, the index pertaining to that sub office shall be transferred to the new head office.

(6) A separate Index will be maintained for each type of account viz. Savings/RD/TD/MIS/NSS/PPF. In the case of TD accounts, it will be maintained category-wise.

(7) The Index to ledger cards will be maintained by the APM/Deputy Postmaster (SB) personally and will be kept in his personal custody.

### LEDGER CHART

19. The HO should maintain a chart in the following form for each of the ledger Assistant separately for each type of account.

Name of office.....  
 Block Nos. assigned.....to.....  
 Binder No.....  
 Account Nos./From.....to.....

A copy of the chart should be given to the Ledger Assistant Concerned and the Control Organisation. As and when a new binder is opened an intimation should be given to the Control Organisation of the number of the last ledger card in the last binder and the first card in the new binder. Additions should also be made in the copies of the chart in the Savings Bank branch.

Note:- A statement of the block numbers fixed for the HO and each of the sub offices should be got painted on a board or prepared in bold letters/figures in manuscript and the boards hung in a conspicuous place in the Saving Bank branch.

### TYPES OF SAVINGS ACCOUNTS

20. Under Rule 4 of Post Office Savings Account Rules, 1981 the following types of accounts can be opened.

(1) **Individual Accounts: -**

- (i) Single account including minor account and an account opened on behalf of a person of unsound mind
- (ii) Joint Account
- (iii) Pension Account
- (iv) Provident Fund, Superannuation Fund, Gratuity Fund account opened on behalf of individual members.
- (v) Sanchayika Account.

(2) A brief detail of each type of account is given below: -

**I. Single and Joint Account: -** Single accounts can be opened by an adult or a minor or on behalf of a minor or a person of unsound mind by a guardian. Joint accounts can be opened by two or three adults to be operated by them (a) jointly or by the survivors/survivor which is called Joint-A type account (b) either of them/any of them or either of the survivors or survivor which is called Joint-B type account. Any

number of the accounts can be opened by the depositor(s) but NOT more than one single and one joint account can be opened in each post office. The maximum limit of balance in single and joint account is Rs.1, 00,000 and Rs.2, 00,000 respectively. When the maximum balance is reached in the account, no further deposits should be accepted.

If the depositor has more than one account, the total balance of all accounts together with his share in a Joint account, if any, should not exceed Rs.1, 00,000 at any time.

**II. Minor's Accounts:** - (1) Minor's accounts are of two kinds viz.(a) those opened by minors in their own names and on which the minors themselves have power to operate, and (b) those opened on behalf of minors by their guardians for the minor's use.

**Note:** - A minor can open and operate on an account only when he has attained the age of ten years.

(2) Only guardian can open account on behalf of a minor. Guardian in relation to a minor means: -

(i) Father or mother, and

(ii) Where neither parent is alive, or where the only living parent is incapable of acting, a person entitled under the law for the time being in force to have the care of the property of the minor.

(3) Ordinarily, a minor attains majority on the completion of 18 years of age but in the cases mentioned below the minor does not attain majority until he has completed the age of 21 years.

(a) A minor of whose person, property or both, a guardian other than the natural guardian for a suit has been appointed or declared by a Court of Justice before the minor has attained the age of 18 years.

(b) Where the superintendence of the property of the minor has been assumed by any Court of Ward before the minor has attained the age of 18 years.

(4) If in the case of an account opened on behalf of a minor himself, the date of attainment of his majority requires to be altered by order of a Court of Justice or Court of Wards, the alteration should be made neatly over the Postmaster's initials in the application form, ledger card and also in the pass book when next presented. In the Head Office the Court's orders will be preserved in a guard file serially numbered. The serial number of Court's order will also be noted in the concerned application form to facilitate future reference. In sub offices the Court's order will be forwarded to the Head Office entered in the list of documents.

(5) If an account is to be opened on behalf of a minor the application form for opening the account should be submitted by the guardian of the minor. The guardian should furnish a declaration in the application form that the total amount in all the accounts of the minor opened by the minor himself/herself or on his/her behalf will not, at any time, exceed the maximum limit of balance fixed for a single account. When the account is opened by the minor, he/she himself/herself should furnish the application form. If in furnishing information about the date of birth in the application form the year only is given and the month and date of birth is not known the 1<sup>st</sup> July of that year will be taken as the date of birth. If only the month and year are given, 16<sup>th</sup> of the month will be taken as the date of birth.

(6) The minor, on whose behalf account has been opened by the guardian, on attaining majority should fill in an application form (SB-3) if he/she desires to continue the account and also furnish the following further declaration.

"I further declare that I have/I shall have, after the expiry of one month from the date of my attaining majority, not more than one account standing in my own name at any Post Office Savings Bank. In the event of this declaration proving incorrect, I shall be liable to forfeit interest from the date of my attaining majority to the date of closure of one of the two accounts standing open in any Post Office".

The declaration should be attested either by the person who was operating the account or by a

(7) If the ex-minor resides at another station, the postmaster of that station should take the above action, have the minor identified in his presence and certify to that effect on the application form, which he should then sign and forward along with other documents obtained from the party to the head office where the account stands.

(8) In sub-offices, when an ex-minor desires to continue his account, the documents should be sent to the head office for action as above. In the case of continuance of the account, a specimen signature of the ex-minor should also be obtained on the specimen signature slip for pasting it in the specimen signature book of the sub-office.

**III. Accounts opened on behalf of persons of unsound mind:** - (1) An account may be opened on behalf of a person of unsound mind under the conditions mentioned in rule 4(1)(d) of the Post Office Savings Account Rules, 1981.

(2) An account opened on behalf of a person of unsound mind by a manager or guardian appointed by a Court of Law or the Superintendent of a Mental Hospital, may, in the event of the court or the Superintendent of Mental Hospital subsequently declaring such person of unsound mind to be sane, be operated by the ex-lunatic on his/her furnishing the following declaration in addition to a fresh application form (SB-3).

“I further declare that I have/I shall have, after the expiry of one month from the date of my becoming sane, not more than one account standing in my name at any Post Office Savings Bank. In the event of this declaration proving in-correct, I shall be liable to forfeit interest from the date of my being declared sane to the date of closure of one of the two accounts standing open in any post office”.

(3) In sub-offices, besides the fresh application form and the declaration mentioned above, a fresh specimen signature of the ex-lunatic should be obtained on a separate slip for record in the specimen signature book. The authority from the Court of Law or the Superintendent of the Mental Hospital declaring such person of unsound mind to be sane, should be forwarded to the head office entered in the list of documents along with the fresh application form. Suitable remarks should also be made in the sub office ledger, ledger card and the index to S.B. ledger cards in the Head Office and in the pass book, when presented by the depositor.

**IV. Pension Accounts:** - (1) A pension account can be opened by the Railway and P&T pensioners for the credit of their monthly pension automatically in their pension account by the Postmaster. Only one pension account can be opened by the Pensioner. He can also open an ordinary single and joint account in addition to the pension account in the same post office. The total balance in the ordinary and pension account of the pensioner should not, at any time, exceed the maximum limit prescribed for a single account. In this account the amount of pension will be credited by the Postmaster every month and the pensioner can withdraw the amount from the account at his convenience. The pension cannot deposit any other money in this account.

(2) In a pension account, the Head Savings Bank or Sub Savings Bank is authorized to recover any amount credited in excess. An application for withdrawal will be used for the purpose with suitable remarks showing the reasons for the withdrawal. An intimation to the pensioner should be sent in that case explaining why the balance in his account is reduced.

**V. Provident Fund Accounts:** (1) The authority controlling the Provident Fund may open PF account on behalf of its individual members. Withdrawals from a provident fund account or its transfer to another post office must not be allowed without the written sanction from the authority concerned.

(2) In the case of individual provident fund account, if the depositor dies or becomes insane or otherwise incapable of managing his own affairs, it is for the concerned authority to withdraw the entire balance for settling the claim. Post offices should not entertain any claim in this behalf from the depositor or his heirs.

(3) In the case of accounts opened on behalf of individual members, the specimen signature should also be obtained from the individuals and kept on record.

**VI. Superannuation and Gratuity Fund Accounts:** -These accounts can be opened on behalf of the individual members by the authority controlling the fund. The accounts will be operated by the authority controlling the fund or the members on production of a letter of authorization from such authority.

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**VII. Sanchayika Accounts:** - Sanchayika means a Savings bank run by the children in any school or college for collecting the savings of the students of the school or college. A single savings account called a "Sanchayika Account" will be opened by the authority controlling the fund in the school or college in the name of the Sanchayika. The account will be opened in name of Principal/Teacher and two students not less than 10 years of age. The account will be operated by these individuals jointly. In case any of the depositors leave the school their name will be substituted by others with the authorization of the Principal. A copy of the resolution establishing the Sanchayika will be forwarded to the post office at which the account is to be opened along with application form (SB-3).

**(VIII) Accounts not bearing interest:** - (1) If at the time of opening an account, the intending depositor expresses his unwillingness to receive interest on the deposits in his account, he should be requested to record a statement to that effect under his own signature in the application form for opening of the account. The words "No interest" should then be written prominently in red ink across the top left hand side of the application form, on page one of the pass book given to the depositor and at the head of the depositor's account in the ledger card/ledger.

(2) If a depositor who has opened an account not bearing interest applies afterwards to get interest in his account, he will not be allowed to change the option midway during the currency of the account except in the manner set out below: -

**(i) Savings Account:** The depositor may be advised to close the "No Interest Account" and open a new account.

**(ii) RD Account:** - The account will not be allowed to be closed before expiry of three year from the date of its opening. If the depositor expresses his desire to revise his option so as to get interest on his deposits before three year, he may be advised to stop making further deposits in the account and to open a new Recurring Deposit Account. 'No Interest Account' may be allowed to be closed prematurely after three year from the date of opening of the account and the amount of deposits refunded without interest.

**(iii) TD Account:** - The account will not be allowed to be closed before expiry of six months from the date of its opening. After six months, the account may be allowed to be closed prematurely and the amount of deposit refunded without interest.

(3) If a depositor who has opened Savings/RD/TD account(s) bearing interest declines afterwards to accept interest, interest will cease to accrue from the month in which the application is made. The words "No Interest" should be written in the pass book and the ledger card/ledger. The depositor should submit a fresh application form (SB-3) which should be kept along with the old form.

(4) In Sub Offices, such applications should be date stamped and forwarded with the fresh application form to the Head Office duly entered in the list of documents after keeping a note in the Sub Office ledger/journal.



**Note:** - In respect of RD accounts now such application will be kept by the Departmental Sub Offices in a guard file and will not be sent to the head office.

### **SPECIMEN SIGNATURE CARDS/BOOKS**

**21.** (1) For each type of accounts specimen signature cards for verifying the signature of the depositors are required to be maintained. The application forms (SB-3) containing specimen signatures are to be kept in guard files with rings in serial order of accounts office wise in the head office for reference and verification. Each guard file will contain 150-200 application forms so that it may be convenient in handling. The guard file will also contain an index in alphabetical order. The guard files should be kept in steel almirahs of proper size along with ledgers/binders. At the end of the day these almirahs should be locked by the Postmaster who should retain the keys.

**Note:** - The specimen signature cards (SB-106) which were obtained prior to 1-4-1982 are to be kept along with the old application cards (SB-3) which are for accounts opened before the introduction of the new form (SB-3).

(2) The signature in the specimen signature card and/or in the application form (SB-3) should be used to check the signature on the application for withdrawal (SB-7), application for the transfer of the account and other application purporting to have been made by the depositor.

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(3) If it is noticed that the signature of a depositor has changed owing to any change in his handwriting or that a depositor has altered his manner of signing his name, he should be requested to give a specimen of his newly adopted signature on a specimen signature slip which should be pasted over the previous specimen. In every such case the postmaster should before allowing the account to be operated on or transferred take steps to establish the identity of the person purporting to be the depositor.

(4) In sub offices a specimen signature book (SB-6) is maintained for keeping the specimen signatures of depositors. The specimen signatures of the depositors should be pasted in the S.S. Book and countersigned in red ink by the SPM after noting the account number on the slip. The SS slip should be date stamped in such a manner that part of the impression falls on the slip and part on the leaf in the SS book.

(5) Whenever a fresh slip is to be pasted on the old specimen signature it should be pasted on only one edge so that it will be possible to refer to the old specimen signature when necessary.

(6) A printed slip [Form SB-6 (a)] has been prescribed for the specimen signature of a depositor. Specimen signature on an ordinary piece of paper instead of on a printed slip should also be accepted.

(7) When there is change of incumbent in the case of an account opened by the Superintendent of a Mental Hospital on behalf of a patient confined in any such hospital, a fresh application form (SB-3) containing the specimen signatures of the new incumbent should be obtained and procedure as per Rule 72 followed.

(8) In Sub Offices the signature of the new agent, incumbent or T.I. of the illiterate depositor should also be obtained on one of the prescribed slips, which should be pasted in the specimen signature book. The fresh application form should be sent to the Head Office in the usual course.

(9) Supervising Officers should make a point of checking at random the specimen signatures at the time of inspection to ensure that all are on record. Head and Sub Postmasters should examine the specimen signatures periodically to see that they are properly kept and must ensure that withdrawals from Savings Bank accounts are not allowed in the absence of specimen signature.

(10) When an account is closed, the application form of the account should be removed from the guard file and attached to the relative warrant of payment and sent to the Control Organization. In case of an account transferred to another head office, the application form should be taken out and sent to the transferee Head Office along with the advice of transfer. As regards transfer of an account to another office under the same Head Office the application form should be transferred to the guard file of the new office after allotting a new account number.

(11) In Sub Offices when an account is closed or transferred, a red ink line should be drawn through the relative entry in the specimen signature book maintained by them with the remarks “Closed on..... (date),” “Transferred to ..... office on .....” made in the remarks column under the dated signature of the SPM.

(12) The specimen signature books should remain in the custody of the sub postmaster after the working hours of the SB branch.

### **NOMINATION**

**22.** (1) – A person or persons opening a single or joint account may nominate any person or persons who in the event of his/their death shall become entitled to the payment of the amount due on the account by filling in the required entries in the application form (SB-3). The depositor(s) of an account may also apply for nomination to the head office of the office at which the account stands at any time after opening the account in form (SB-55) together with the pass book. No nomination shall be made in respect of an account opened by or on behalf of a minor or a person of unsound mind.

**Note:** - The depositor(s) can also make nomination in favour of Institutions, Associations, Unions, Clubs, Guilds, Organisation etc. The words ‘person or persons’ occurring in para (1) above, in whose favour nomination can be made will also cover Institutions, Associations etc.

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(2) The nomination, its cancellation or variation, when it is registered, takes effect from the date of presentation at the post office where the account stands, regardless of when it is registered by the Head Office. The date of presentation will be evidenced by the date stamp of the Branch, Sub or Head Post Office at which the account is opened or stands. When presented, the nomination is to be signed by the Branch, Sub and Head Postmaster as well as impressed with the date stamp of the office.

(3) (i) The nomination portion on the reverse of form(SB-3) and application for nomination (SB-55) received in the Head Office direct or through the sub offices should be scrutinized and signature verified. If in order, the nomination should be accepted under the dated signature of the Postmaster. It should then be registered in the Register of Nominations (Form SB-56) (**Annexure-2**). A rubber stamp” Nomination registered under No.....on (date).....” should be embossed on the top of the ledger card under the dated signature of the Postmaster. The name(s) and address (es) of the nominee(s) should also be entered in the ledger card in the prescribed column.

(ii) A monthly summary should be drawn up in the register of nominations (SB-56) in the following form: -

#### **Summary for the month of.....**

1. Number of nominations in force at the close of he previous month.
2. Number of nominations made during the month.
3. Number of nominations deleted on account of closure or transfer of account/cancellation of nomination, etc.

4. Number of nominations in force at the end of the month.

Ledger Assistant

Postmaster

(4) The name(s) of the nominee(s) will be entered in the pass book if the sentence. “The name(s) of the nominee(s) may not be entered in the pass book”, appearing in the application form, is scored out. Otherwise, the name(s) of the nominee(s) will not be entered in the pass book but the date of the nomination, the date of registration of the nomination and the number of registration of the nomination will, in any case, be recorded under the dated signature of the Postmaster. Attention of the depositor should be drawn by the counter Assistant to this provision when he makes the application. The form does not provide for a separate acknowledgment of the nomination to the depositor.

(5) Whenever a ledger card is used up and a fresh one is prepared, particulars of nomination should also be recorded on the fresh ledger card. Similarly, the particulars of nomination should be recorded in the pass book whenever a fresh pass book is issued in lieu of used up or lost one.

(6) **Procedure in Departmental Sub Offices when the depositor applies for nomination at the time of opening the account:** - If the depositor applies for a “nomination” in the application form (SB-3), the pass book shall be prepared by the SPM and delivered to the depositor immediately. In such cases, the HO on receipt of the application form (SB-3) from the sub office, will take necessary action to register the nomination in its records and intimate the details of registration, namely, No of registration and date of registration to the sub office concerned immediately through the S.B. Slip. The SPM shall take action to record these particulars on the top of the SB ledger of the account concerned or in the SB Journal against relevant entry and sign them under his dated signature. These particulars shall also be noted by the SPM on the first page of the pass book and signed by him, when the pass book is presented by the depositor for next transaction. The nomination, on registration in the head office, will be effective from the date of its presentation. This date will be noted in all the relevant records under the signature of the SPM. The name of the nominee will be entered in the pass book if the depositor has opted for it in the application form. In case of accounts opened in branch offices, if there is any request for nomination from the depositor in the application (SB-3), similar action shall be taken by the SPM. The Branch Postmaster should be instructed to obtain the pass book from the depositor when it is presented at his office for next transaction and forward it to the sub office so that the particulars of registration of nomination may be recorded in the pass book.

**Note:** - In respect of RD/MIS Senior Citizen Savings accounts the nomination will be registered at departmental sub offices as these sub offices are now competent to open and close these accounts without the prior sanction of the head office. These offices will now maintain registers of nominations for these accounts.

(7) (i) A nomination made by a depositor under sub-rule (1) may be cancelled or changed by the depositor. A fee of rupee one shall be chargeable on every application for registration of a nomination or of any variation in nomination or cancellation thereof; provided that no fee shall be charged on an application for registration of the first nomination. Whenever depositor desires to change or cancel a nomination he should fill in the prescribed form of application (SB-55) and present the same along with the pass book with the prescribed fee in postage stamps affixed on it. The application will be verified in the same manner as an original application for nomination. On receipt in the Head office it will be scrutinized with reference to the original nomination and the specimen signature and if found in order the change/cancellation shall be accepted by the Postmaster under his dated signature.

(ii) In case of cancellation a rubber stamp “Nomination cancelled” should be affixed on (a) the original application for nomination form (SB-3)/application (SB-55) (b) the ledger card (c) the pass

book and (d) in the remarks column against the entry in the register of Nominations under the dated signature of the Postmaster. The application for cancellation should be filed with the original application for nomination

(iii) In case of change a rubber stamp “Nomination altered under No..... on (date).....” should be affixed on (i) the original application in form (SB-3)/application for nomination (S.B.-55) (ii) the ledger card (iii) the pass book and (iv) in the remarks column against the entry in the register of Nominations under the dated signature of the Postmaster. The Nomination should be registered under a fresh serial number in the register of Nominations.

(iv) The postage stamp affixed on the application should be defaced with the date stamp of the office.

(v) The application for nomination (Form SB-55) will be kept in a guard file. The application for cancellation or change (SB-55) should be filed in the guard file along with original application for nomination or application form (SB-3).

**Note:** - If for any reason the application for nomination or change in nomination given by the depositor is not accepted, he should be informed in writing the reasons for non-acceptance.

8. (i) When a depositor makes a nomination or cancels/changes the nomination already made, using form SB-55 at a sub office, the Sub Postmaster will send the application to Head Post Office making the following remarks over his signature in the column for ‘detail’ in the pass book against the entry of the last transaction over him signature.

“SB-55 sent to H.O. on .....(date)”. The Head Office will register the nomination, cancellation or change, as the case may be, and communicate the registration number and names(s) of the nominees(s) to the Sub Office through the SB slip for record in the SB ledger of the sub office as well as the pass book when presented for the next transaction by the depositor.

(ii) For an account standing at a Branch Office, the Branch Postmaster will send the form SB-55 to the Account office (sub office) making the remarks “SB-55 sent to Account Office on.....(date)” in the column for details in the pass book against the entry of the last transaction over his signature.

The Account office will deal with it as it would with application in form SB-55 tendered at the office except for the pass book. When the particulars of registration are to be noted in the pass book, Account office will call for the pass book from the Branch Postmaster, to be sent when presented for transaction next, make the prescribed entries therein over dated signature and return the pass book to the Branch Post Office for delivery to the depositor.

(iii) If the Branch Office is directly in account with the Head office, the procedure of sending the pass book along with the nomination will be followed.

(iv) Extra Departmental Sub Offices will follow the procedure of sending the pass book along with the application for nomination to the Head Office.

(9) When an account in which a nomination exists is transferred to another Head Office, a remark “Nomination registered under No..... on .....” should be made on the advice of Transfer and a remark “Account transferred to ..... S.O./..... H.O.....on.....” in the remarks column of the register of nominations against the relevant entry. Where a nomination is made in a separate application in the form (SB-55), the application (SB-55) and application for change, if any, should also be sent with the Advice of Transfer. A

Check Slip indicating the fact of transfer will be kept in its place in the guard file. In the receiving Head Post Office, the procedure laid down in sub para (1) above should be followed for the registration of

nomination at the time of opening of the account. The revised registration number should be noted in the pass book when it is presented by the depositor.

In the case of transfer from one office to another under the same Head Office the new account number should be noted in the application for nomination (SB-55) or change, if any, and against the relevant entry in the register of nominations.

In case of account in respect of which a nomination has been made is closed by the depositor, the entry 'cancelled by closure' should be made in the application for nomination, the ledger card and the register of nominations.

(10) In respect of TD and other types of accounts, nomination register will be maintained separately for each type of account. In smaller offices separate pages for each type of account may be allotted in the same register.

(11) The register of nominations is an important and permanent record. It should be maintained properly and carefully. The register, when not in use, should always remain in the personal custody of the Postmaster/Sub Postmaster.

Note:- If the nomination was not registered in the usual course due to omission on the part of post office, it can be registered at a later stage even after the death of the depositor. The nomination will be valid in such cases.

### **OPENING OF SAVINGS ACCOUNT GENERAL RULES Scrutiny of Application Form (SB-3)**

**23. Application of depositor:** - (1) If a person wishing to open an account attends the post office, he should be requested to fill in application form (SB-3) and pay-in-slip (SB-103). In case he is an illiterate person, the post office staff may guide him in filling in the form. The depositor should be asked to get himself/herself introduced to the post office by a respectable person known to the post office or by a depositor who has a saving account with the same post office and has already been introduced to the post office or by any other means mentioned in Note 4 below.

**Note 1:** - The signature in the application form (SB3), if it is in English, must be in running hand and not in block letters.

**Note 2:** - While any one else can fill the form of pay-in-slip on behalf of the depositor, the SB Assistant, the Sub Postmaster, the Extra Departmental Sub Postmaster and the Branch Postmaster of the post office of the deposit is prohibited from filling the form on behalf of the depositor.

**Note 3:** - The depositor is required to sign the form (SB-3) only at one place for the nomination as well as the application.

**Note 4:** - With effect from 1.1.1990 at the time of opening of individual savings (whether cheque or non-cheque accounts) the introduction of the depositor will be necessary. All such accounts should be opened after proper introduction of the depositor. The introduction of the depositor will not be necessary for accounts of other scheme i.e. RD/TD/MIS/SCSS.

Following modes of introduction as prescribed for withdrawal of amount be accepted as introduction for opening of accounts.

- (i) Attestation of the signature of depositor by a person known to the post office or a bank

authorities specified in this behalf.

(ii) Identification of the depositor by means of a Photo Identity Card, ration card, voter card, passport, driving license, CGHS Card or any other identity card issued by a proper authority, bearing the depositor's photograph and signature.

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(iii) Identification of the depositor by a person who holds an account in the same post office where the depositor is having his/her account.

(iii) Identification of the depositor through his/her post office SB Identity Card.

(iv) The particulars of identity should be entered in the Application for opening of Account (SB-3) and in the Index Register (SB-78).

**Note 5:-** If the introduction is accepted through any of the documents mentioned above, an attested copy of the same should also be attached with the form (SB-3).

**Note 6:** The initial deposit for opening of savings account shall be accepted in cash only w.e.f. 1.1.1990. This restriction will not apply to accounts of other schemes i.e. RD/TD/MIS/SCSS.

**Note 7: Opening of Savings Bank Account in post offices by insured persons of ESI Corporation.** The Saving account may be opened for insured persons of ESI Corporation on the basis of following documents.

(a) Introductory letter from Manager or local office, ESI Corporation with whom the worker is registered.

(b) Photo-identity card issued by the local office.

(2) The application form (SB-3) should be scrutinized by the counter Assistant to see that all the entries are correctly and legibly filled in. He will also check the entries on the foil and the counterfoil of the pay-in-slip to ensure that the entries in both parts agree in all respects. After scrutiny of the application, as indicated below, the counter Assistant should accept the amount of deposit noted in the pay-in-slip. The following points should be particularly looked into: -

(i) The depositor has given his/her full name and address to enable the department to distinguish him/her from another person of the same name.

(ii) The entries in the application form regarding nomination have been filled in legibly and signed and witnessed. In case he does not wish to make nomination, the nomination portion on the reverse of the form should be cancelled by two lines.

**Note: -** Nomination is permissible in single including pension account and joint account. No nomination is permissible in an account opened by minor or on behalf of minor.

(iii) In the case of an illiterate, blind and physically handicapped applicant wishing to avail the facility of operating his/her account through a literate agent, letter in form (SB-3a) (**Annexure**) duly attested by a respectable person known to post office authorizing the agent to transact on his/her account should be obtained. It should be preserved in a guard file. The words "through agent" should be got noted on the application form and the specimen signature of the agent obtained on the application form in the presence of the Postmaster who should attest it.

**Note:** - Printers ink which is supplied for use with metal stamps and also Megneta ink can be used for taking thumb mark of the illiterate depositors who desire to open an account in the Post Office Savings Bank on SB-3.

(iv) If the person in whose name the account is opened is a minor the date of birth and date of majority has been noted. If the date and month of birth of the minor are not known to the guardian, the 1<sup>st</sup> of July of the year of birth will be taken as the date of birth. If only the year and month are known, 16<sup>th</sup> of the month should be taken as the date of birth.

**Note 1:** - When an account is opened on behalf of a minor it is necessary to have record of the name of the person opening the account on behalf of the minor. The name is to be entered in block capitals letters below the applicant's signature in the application.

**Note 2:** - A depositor whether literate or illiterate who has lost both of his/her hands can operate the account through the toe impression of his/her foot.

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(3) If a person wishing to open an account is a minor, and he/she desires to open in his/her own name and operate on it, he/she must himself submit the application form signed by him/her. No minor, however, has the right to open an account in his/her own name, unless and until he/she has attained the age of ten years.

(4) (i) When a person other than the Superintendent of a Mental Hospital or the Guardian applies for opening an account on behalf of a person of unsound mind, he should be requested produce the order of a court appointing him as the person of unsound mind's manager or guardian.

(ii) The ordinary form of application (SB-3) should be used and after the entry of the name of the person opening the account, the name of the person of unsound mind should be written; thus- "on behalf of a person of unsound mind (name of lunatic)" In case the account is opened by a Superintendent of a Mental Hospital on behalf of a person of unsound mind, the designation should be added after the name.

(5) **Provident Fund Account:** - Under Rule 4 (1) of the Post Office Savings Account Rules, 1981 a Provident Fund Account on behalf of each member of the fund, may be opened by the authority controlling the Provident Fund. At the time of opening the account a declaration may be obtained on the application form (SB-3) from the authority concerned to the effect that it is a Provident Fund within the meaning of sub-rule 2(d) of P.O. Savings Account Rules, 1981. No further enquiries on the part of the post office would be necessary. The words "Provident Fund Account" should be written on the application form. The specimen signature of the individual depositors may be obtained and kept on record.

#### **ANNEXURE**

**SB-3 (a)** [Referred in para 23 (2) (iii)]

**Letter of authority to be produced by the agent transacting business on behalf of an illiterate/blind/physically handicapped depositor in the Post Office Savings Bank**

To

The Postmaster,

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Sir,

I hereby authorize my agent named..... to deposit money in my Savings Account and to withdraw money from my account and generally to transact business on my behalf with the Post Office Savings Bank at.....

A specimen of my agent's signature is given below.

This mark must be attested below by the Signature of a trustworthy witness known to the Postmaster.	Mark of depositor  Date .....
Signature of witness	Signature of agent

**Note:** - If the agent of a depositor is changed the new agent will be required to produce a fresh letter of authority.

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### **Opening of Account through Field Post Offices by Defence Personnel**

**24.** (1) Under the rules of the Postal Manual (War), savings bank deposits are received at all field post offices for credit, free of charges, to post office Savings Bank accounts standing at civil Post Offices.

(2) When a savings bank deposit is received by a Field post office the amount will be remitted by money order to the head office on the ledger of which the depositor's account stands or (in the case of new account) is to stand. No commission will be charged on the money order which will be termed as "SB" money order and the letter "SB" will be prefixed to the number of the money order wherever it occurs. The following particulars will be given on the coupon of the money order under the field postmaster's signature.

(a) Number of the savings account and the name of the post office where the account stands or in the case of new account, the words "New Account" and the name of the post office at which it is to be opened.

(b) Full name and address of the depositor.

(c) Balance after the deposit.

(3) In the case of existing accounts, the deposits will be credited in the accounts concerned in the head office by the Postmaster. Necessary intimation of credit will be sent to the sub office or branch office in account for the deposit in case the account stands opened in the sub office or branch office, as the case may be.

(4) In the case of a new account, S.B. Money Order should be sent by the field office to the Head



Post Office enclosed in a registered cover addressed to the Head Postmaster concerned along with the application form (SB-3), pay-in-slip and one additional specimen signature slip in case the account is to be opened at a sub office or branch office in direct account with the head post office or two additional specimen signature slips in case the account is to be opened at a branch office in account with a sub office. The head office should after necessary scrutiny of the documents as prescribed in rule 23 open the account for the depositor and prepare a pass book as per rule 25 and send it to the field postmaster along with the receipted counterfoil of the pay-in-slip for delivery to the depositor in case the account is to stand at the head office or a branch office in direct account or a E.D. sub office. The date of issue of money order should be accepted as the date of opening the account. The application form should be placed in the proper place in the guard office. If the account is to stand in the branch office in direct account with the H.O., the H.O. will communicate the transaction along with the specimen signature slip to the branch office in the next B.O. slip.

(5) If the new account is to be opened at departmental sub office or in branch Office in account with such sub office, the M.O. will be redirected and other documents sent to the sub office by the postmaster. The postmaster should also send the application form (SB-3), pay-in-slip and additional specimen signature(s) to the sub postmaster. The S.P.M. will take action to open the new account and send the pass book and receipted counterfoil of the pay-in-slip to the field post office concerned directly. Suitable remarks should be made in the S.O. ledger, Long Book and the list of transactions against the entry. The opening of the new account will be intimated to the Head office in the usual manner. In case the account is to be opened in a Branch Office, the sub office should communicate the transaction to the Branch Office in the next B.O. slip and specimen signature slip should also be sent. The M.O. coupon should be attached with pay-in-slip and sent to the head office along with the application form and list of transactions.

(6) If the new account is to stand at a E.D. sub office or a branch office in account with such a sub office, the transaction should be communicated and specimen signature slip sent to the sub office in the next S.B. slip with instructions (a) to enter the deposit in the sub office ledger, (b) to note the number of account in its serial order in the specimen signature book and (c) in case where a branch office of the sub office is concerned, to communicate the transaction in the next B.O. slip to the branch office for entry in red ink in the Savings Bank journal.

(7) A savings Bank money order received by the Head Office or sub office from the Field Post Office should be encashed under the Postmaster's signature and the money order coupon transferred to the S.B. branch along with the application form and pay-in-slip in the case of new account to be opened.

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(8) M.O. Coupon should be attached to the Pay-in-slip and should be preserved/destroyed along with the latter.

(9) In case of subsequent deposits received through the Field Post Office the Pay-in-Slip will be prepared by the Head or Sub Office, as the case may be, and signed by the Postmaster/Sub Postmaster. The counterfoil of the pay-in-slip should be pasted to the reverse of the money order acknowledgement, i.e. the side on which the signature of the payee appears. The Postmaster will ensure that this is done by the counter Assistant. All such Savings Bank money order acknowledgements will be transferred on the same day to the Money Order Paid Branch by the entry in the hand-to-hand receipt book of the SB Branch. The M.O. Paid Branch will post these SB MO acknowledgements to the concerned field Postmaster in a service envelope.

**Note 1:-** As per above rule the savings bank deposits in respect of Defence Personnel are remitted through the S.B.M.O. by the Field Post Offices for deposits in the savings accounts standing open in civil Post Offices in the name of Defence Personnel only. A doubt has been raised whether this facility is available for deposits in the savings accounts standing open in the name of minors and operated by the

Defence Personnel. It is clarified that the Defence Personnel can remit S.B.M.O. in respect of savings accounts operated by them on behalf of minors also.

**Note 2.:-** The procedures described above will also apply to deposits in other types of accounts viz. CTD, RD, and TD.

## **OPENING OF ACCOUNTS- PROCEDURE IN HO FOR PREPARATION OF PASS BOOKS AND LEDGER CARDS**

**25.** (1) (a) The counter Assistant will accept the application form (SB-3) and the pay-in-slip. He will scrutinize the application form in accordance with Rule 23 (1). He will ensure that the entries in both the parts of pay-in-slip are not only complete but also agree in all respects. After collecting the amount of deposits, he will impress the date stamp at the marked places on both the parts in the pay-in-slip and sign both the parts at the places marked "SB Assistants." He will then make an entry in the Long Book indicating the amount of deposit with a remark "New Account". The serial number of the entry in the long book should be noted on the top right corner of the application form (SB-3). The application form and pay-in-slip should then be transferred to the ledger Assistant. A token may be issued to the depositor who may be told to wait for the pass book.

**Note:** - If the instant counter service is not available in the Head Office, the long book will be maintained by the Postmaster and not by the counter Assistant.

(b) On receipt of the application for opening the account and pay-in-slip from the counter Assistant, the ledger Assistant will refer to the Index to Ledger Cards, note the next number therein and enter the number in the pass book, ledger card, application form and pay-in-slip. He will then prepare the ledger card "SB-1" and the pass book with the entry of deposit. The particulars of the depositor as entered in the application form should be noted in the ledger card and the pass book. The type of the account, if any, should also be invariably noted in all the documents. If the applicant has made a nomination of a successor in the application form, the ledger Assistant should follow the procedure laid down in rule 22(1) for registration of nomination.

(2) **Minor Account:** - If the account opened is on behalf of a minor, the following additional entry should be made in red ink on page 1 of the pass book.

"To be operated through minor's guardian during minority of the depositor. The minor will attain majority on the.....". date to be calculated from the date of minor's birth as declared by the guardian in the application form.

In case the account is operated by the minor himself the date of birth and the date of attainment of majority should be noted in red ink on page 1 of the pass book. The date of birth should also be noted in the ledger card.

(3) In the case of an account opened by an illiterate, blind and physically handicapped depositor to be operated through a literate agent, the following entry should be made in red ink on page 1 of the pass book and ledger card: Through the agent Shri....."(name of the agent)

The letter of authority obtained from the depositor should be filed in a separate guard file, after noting the account number on it. The serial number of the letter in the guard be noted on the ledger card for facility of reference.

(4) The pass book, application form (SB-3), pay-in-slip, Index to ledger cards and ledger card should then be transferred to the Postmaster for necessary check and authentication. On receipt, the

Postmaster should compare the entries in these documents, sign the application form, sign the ledger card and the Index to ledger cards on page 1 of the pass book and initial against the entry of deposit therein. The ledger card should also be authenticated by him after impressing his designation stamp on the top right corner. He should then return the ledger card and the Index to ledger cards to the ledger Assistant and the pass book, application form and pay-in-slip to the counter Assistant.

(5) The counter Assistant, on receipt of the pass book, application form and pay-in-slip should compare the amount of deposit in the pass book with pay-in-slip and the long book if it is maintained by him and note the account number in the long book. He will deliver the pass book and the counterfoil of the pay-in-slip to the depositor after collecting the token from him. The application form should be kept at the proper place in the guard file. The foil of the pay-in-slip will serve as a voucher for the deposit.

**Note:** - Provision for the date stamp and signature of the Branch, Sub and Head Postmaster has been made in form (SB-3) below para 7 in attestation of the application. If an account is opened at branch post office, the date stamp of Branch Office, Account Office and Head Office will be impressed on the form. The Branch Postmaster, the Sub Postmaster, where branch post office is in account with a sub post office, and the Head Postmaster will affix their signature in the place provided. If an account is opened at a sub post office, the date stamp of the sub post office and the head post office will be impressed and the form will be signed by the Sub Postmaster and the Head Postmaster.

### **Procedure when the initial deposit is made by cheque**

**26.** (1) With effect from 1.1.1990 the initial deposit for opening a savings account should be made in cash only. This restriction will not apply to RD/TD/MIS/SCSS account where the account can also be opened by cheque. The procedure detailed below will apply to these types of accounts. The sub offices will follow the procedure in respect of those types of accounts which these are authorised to open. Commission on outstation cheques where they can be accepted will be recovered in cash from the depositor.

**Note:-** The cheque should be drawn in favour of either the Postmaster to whom the application (SB-3) is presented for the depositor. If the cheque is drawn in favour of the Postmaster by the depositor or by a person other than the depositor, it must be endorsed on its back as, "For opening of ..... account in the name of .....(Signature of drawer)." In case the cheque is drawn in favour of depositor, it must be endorsed by the depositor for payment to Postmaster on its back as, "Pay to Postmaster ..... PO for opening of ..... Account in the name of ..... (Signature of depositor)."

(2) **Head Office:** - (i) A receipt in the counterfoil of the pay-in-slip for the cheque will be issued to the depositor after scrutiny of the application form and pay-in-slip and the cheque. The application form and the pay-in-slip should be kept securely and the cheque sent for collection in the usual way. On the date the amount of the cheque is collected, the application form and the pay-in-slip should be taken out and an account opened as per procedure prescribed in Rule 25. A remark about the account having been opened on collection of the cheque should be made by the postmaster against the entry in the long book and the list of transactions.

(ii) The pass book will be sent to the depositor by registered post and registration receipt pasted in the long book against the relevant entry without obscuring any other entry in the book.

(iii) In case of a departmental sub office, only the cheque and pay-in-slip will be received in the Head Office for collection. After collection of the cheque, an intimation of collection will be sent to the Sub Office in the SB slip. An entry of the amount of deposit will be made in Part II of the list of transactions and the account number will be left blank at this stage in the list of transactions and pay-in-slip with suitable remarks. On receipt of the application form (SB-3) in respect of saving and TD account with account number from the sub office, the account will be opened in the ledger and account number intimated to the Control Organisation for noting the same in the list of transactions. In respect of

RD/MIS/SCSS account, the account number allotted will be received in the HO duly entered in the list of documents.

(iv) In case of Extra-Departmental Sub Offices, the application form (SB-3), pay in-slip and the cheque will be received in the Head Office for collection . After collection of the cheque, the account will be opened and entry of the amount of the deposit made in Part II of the list of transactions of the Head Office and Part III of concerned sub office. The pass book of the account should then be sent to EDSO duly entered in the SB slip.

**Note 1 :-** In respect of RD account the value of the cheque should be shown as remittance to the treasury/bank and not collected through the collection list prescribed for cheques received for deposit in other types of accounts.

**Note 2: -** In respect of RD/PPF account, the date of presentation of the cheque will be taken as the date of deposit. In respect of other types accounts, the date of encashment of cheque will be taken as the date of deposit.

(3) **Departmental Sub Offices: -** (i) When the initial deposit is made by cheque, the application form, pay-in-slip, additional specimen signature slip and the cheque should first be scrutinized by the SB Assistant. A receipt in the counterfoil of the pay-in-slip should then be issued to the depositor for the cheque. If the cheque is a local one for collection by office itself, the application form and pay-in-slip should be kept safely and the cheque sent for collection. After the amount is collected, the account should be opened in the usual way. The date of credit to be noted in the ledger/journal and the pass book will be the date of realisation of the cheque. The date of credit of cheque for RD/PPF account will be the date of presentation of the cheque.

(ii) In case the cheque is not for local collection, it should, along with the pay-in-slip, be sent to the Head Office for collection. When the intimation of collection is received from the Head Office, the account should be opened in the manner prescribed above and the application form (SB-3) with the account number allotted should be sent to the Head Office with the list of transactions. In respect of RD/MIS/SCSS accounts, the account number allotted will be intimated to the HO duly entered in the list of documents.

(iii) The pass book will be sent to the depositor by registered post and registration receipt pasted in the long book against the relevant entry without obscuring any other entry.

(4) **Extra Departmental Sub Offices: -** (i) A cheque cannot be accepted as a initial deposit for opening a savings account. It can however be accepted for opening other types of accounts i.e. RD,TD, etc. If the cheque is in order, a preliminary receipt in form SB-26 should be prepared in duplicate with indelible pencil by carbon process. The following additional entries will be made on the preliminary receipt after the printed words “In this Sub Savings Bank”, by cheque No ..... dated ..... drawn on ..... bank”. If the depositor has furnished nomination in the application (SB-3), a remark “Nomination made” should also be noted on the top of the preliminary receipt. Both copies should be impressed with the office date-stamp and signed by the ED Sub Postmaster. The pencil copy of the preliminary receipt and the counterfoil of the pay-in-slip duly date-stamped and signed by the EDSPM should be handed over to the depositor. The serial number of the preliminary receipt will be intimated to the Head Office by entry in the list of documents. The application form (SB-3), pay-in-slip and the cheque will be sent to the Head Office. No entry of deposit will be made in the journal at this stage. The specimen signature should be kept safely after being signed by the ED Sub Postmaster.

(ii) On the date the pass book is received from the Head Office, the EDSPM should open the account in the journal, make an entry of the deposit in it under his signature showing in the date

column the date of realisation indicated in the pass book by the Head Office, note the number of the account in the specimen signature slip and paste it at both ends in the specimen signature book. The specimen signature slip will be date-stamped in such a manner that a part of the impression falls on the slip and a part on the leaf of the specimen signature book.

(iii) The pass book will be delivered to the depositor when he attends the office after obtaining his receipt for it on the reverse of the original copy of the preliminary receipt (SB-26) which should be pasted to the respective office copy in the receipt book.

### **Opening of Accounts – Procedure in Departmental Sub Offices**

27. (1) When an application form for opening a Savings account (SB-3) and pay-in-slip is presented by a depositor along with the amount, it should be scrutinised by the S.B. Counter Assistant in the manner prescribed in rule-23. An additional specimen signature slip should also be obtained. Thereafter the S.B. Assistant should write a pass book, make necessary entries in the S.S. Book, ledger and place all the documents with the application form and pay-in-slip before the S.P.M. The number to be assigned to the new account will be the next number in the specimen signature book. The S.P.M. should verify that the account number is correctly noted in the S.B. Pass Book, ledger, application form, S.S. slip and the pay-in-slip and that the amount shown in the pay-in-slip agrees with the one entered in the pass book. He will return these documents to the Counter Assistant after necessary checks and after signing the documents and making entries in the Long Book. The pass book and counterfoil of pay-in-slip duly date stamped and signed should be handed over to the depositor immediately. The name of the Head Office should be written legibly in BLOCK letters in the inside page cover of the pass book. The specimen signature slip should be countersigned by the sub postmaster and pasted at both ends in the specimen signature book at the appropriate place in serial order of accounts and impressed with date stamp in such a way that a portion of the impression falls on the slip and the other on the leaf of the specimen signature book.

(2) At the close of day's business when the list of transactions is prepared the new account number should be noted in it with remarks "New Account" being shown against the relevant entry. If the account is opened at a branch office in account with the Sub Office, the name of the branch office will also be noted in the list of transactions against the relevant entry. The application form and foil of pay-in-slip should be sent to the Head Office with the list of transactions.

(3) If the depositor has furnished a nomination in an application form, the particulars i.e. registration number, date and name of nominee if requested by the depositor when received from the head office will be entered in the pass book when it is next presented for transaction. The registration number, date, etc. will be intimated by the Head Office after registration of the nomination. These particulars of nomination should also be entered on the top of the ledger page of the account. In case of accounts opened in Branch offices, if there is any request for nomination from the depositor in the application form, similar action will be taken by the S.P.M. The B.P.M. will be instructed to obtain pass book from the depositor when it is presented at his office for next transaction and forward it to the sub office so that the particulars of registration of nomination may be recorded in the pass book.

### **Opening of Account-Procedure in Extra Departmental Sub Offices**

(4) (i) On presentation of the application form, it should be scrutinized in accordance with the Rule 23. An additional specimen signature of the depositor should be obtained on a separate specimen signature slip. The amount for deposit should be accepted along with the pay-in-slip. A preliminary receipt in form SB-26 for the amount of the first deposit should be prepared in duplicate with an indelible pencil by carbonic process by the Sub postmaster and signed by him. If the depositor has furnished particulars of nomination in the application form (SB-3), a remark "Nomination made" should also be noted on the top of the preliminary receipt. Both copies should be impressed with the office date-stamp. An entry of the deposit will be made in the long book. The SPM should sign the application form and both parts of the pay-in-slip at the places marked "SB Assistant". The pay-in-slip should be date-stamped at the marked places on both parts. The pencil copy of the preliminary receipt should be given to the depositor after entering the date on which the pass book is expected to arrive from the Head Office in the space provided for the purpose on the reverse of the preliminary receipt drawing the depositor's attention to the 'notice' printed thereon. The counterfoil of the pay-in-slip will be detached and handed over to the depositor. The foil will serve as voucher for deposit. The duplicate copy of the preliminary receipt (SB-26) should be retained as office copy which should not be detached from the receipt book. The number of

the preliminary receipt should be noted in the remarks column of the list of transactions as “P.R. NO.....”. In case the amount of the first deposit is the same in more than one account, the names of the depositors should be noted in the remarks column of the list of transactions. The specimen signature slip should be countersigned by the sub postmaster and pasted at both ends in the specimen signature book at the appropriate place in the order of the serial number of preliminary receipts issued on the day and impressed with date-stamp in such a way that a portion of the impression falls on the slip and the other on the leaf of the specimen signature book.

(ii) When the pass book is received from the Head Office entered in the SB slip, the SPM should open the account in the ledger, make an entry of deposit under his signature in the ledger and note the number of the account in the specimen signature book in the prescribed column and also on the specimen signature slip. The date of transaction entered in the ledger will be actual date of deposit and will be shown as a fraction, i.e. if the entry in the ledger is made on 6<sup>th</sup> and the actual date of transaction was 4<sup>th</sup>, the entry should read as 4/6. He should enter the account number in the long book against the original entry. It should also be seen that the number of registration of nomination and name of nominee, if requested by the depositor, have been noted in the first page of the pass book, in case the depositor had furnished nomination. In case this has not been noted, the pass book will be returned to the Head Office for supplying the omission.

(iii) When the depositor presents the original copy of the preliminary receipt, the number of the account and the amount of the first deposit should be written on it in the spaces provided above the place for the depositor's signature. The pass book shall be delivered on his surrendering the receipt, duly signed in the place provided, in acknowledgement of having received the pass book and the depositor's signature on the receipt should be compared with the specimen in the specimen signature book before delivering the pass book. The original copy of the preliminary receipt obtained from the depositor should be pasted on the respective duplicate copy on record in such a manner as to admit of the inspection of the entries on both the original and duplicate copies by the inspection officer.

### **Procedure in the Head Office for accounts opened at sub offices or their branch offices**

**28. (1) Account Opened at E.D. Sub Offices:** - (i) When an account is opened at E.D. Sub Office, the head office will receive intimation of it in the list of transactions of the sub office. The sub offices will note the number of preliminary receipt in the remarks column of the list of transactions. With the list the application form (SB-3) and pay-in-slip will be attached. The Sub Office S.B. Ledger Assistant should compare the amount of first deposit as entered in the pay-in-slip with the list of transactions.

(ii) The ledger Assistant will take the Index to Ledger Cards and note the particulars of the account against the next available account number. He will then enter the account number in the appropriate column of the list of transactions, application form, pay-in-slip and ledger card. He should make further entries in the ledger card and prepare a pass book in accordance with the instructions laid down in rule 27. The date entered in the ledger card and the pass book must be actual date of deposit over the date of accounting of the deposit in the head office. The date stamp impressed in the pass book will show the date on which the pass book is issued. The pass book, application form, pay-in-slip, Index to ledger cards and the sub office list of transactions should then be placed before the Postmaster for check. The Postmaster will check the documents and sign the application form, the first page of the pass book, against the entries in the ledger card and the index to ledger cards and initial the entry of the deposit in the pass book. He should then return all the documents to the S.O. SB ledger Assistant. The pass book should be sent to the sub office by return mail entered in the S.B. slip (SB-27). The application form and the ledger card will be placed at the proper place in the guard file and binder respectively.

**(2) Account opened at Departmental sub offices:** - (i) When the account is opened at the

departmental sub office or a branch office in account with the sub office, the head office will receive intimation of deposit in the list of transactions of the sub office. In respect of an account opened at a branch office under the sub office, the name of branch office will also be noted in the list of transactions. To the list will be attached the application form and pay-in-slip. The S.O. S.B.ledger Assistant will compare the amount of the first deposit as entered in the pay-in-slip with that in the list of transactions.

(ii) The ledger Assistant will take further action as prescribed in sub para (1) (ii) above except that pass book will not be issued. The number of account noted in the application form will be entered in the ledger card and Index to Ledger Cards.

#### **Action to be taken in the Account Office for the accounts opened at the Branch Offices**

**29. Accounts opened at Branch Offices:** - (1) A branch office will forward to the account office the application form, pay-in-slip and specimen signature slip (if the branch office is in account with the sub office) and duplicate copy of the preliminary receipt (SB-26) duly entered in the branch office daily account. If the Branch Office is in direct account with the head office, no specimen signature slip need be sent. The depositor's signature should be attested in the red ink by the BPM. It should also be impressed with BO date stamp.

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(2) **Head Office:** - In the case of branch offices in direct account with the head office, the ledger Assistant should compare the amount of the deposit as entered in the pay-in-slip and preliminary receipt with that in the branch office daily account. The number of preliminary receipt will be entered by him in the Index to the preliminary receipts (MS-15). He should see that the preliminary receipts of the branch office in account with the head office run in a consecutive unbroken series and should initial the relevant entries in the daily account and the index to preliminary receipts in token of having carried out the check.

(3) The ledger Assistant will then prepare a pass book and the ledger card after making necessary entries in the Index to Ledger Cards showing the actual date of deposit over the date on which the transaction is included in the head office accounts. The date stamp impressed in the pass book will show the date on which the pass book is actually issued. The ledger Assistant should then place before the Postmaster all the documents for check. The Postmaster should compare the amount of deposit in the pay-in-slip with that in the daily account and noted on copy of the preliminary receipt received from the branch office. He will also see that the preliminary receipt runs in an unbroken series. He should then initial the daily account and index to preliminary receipts in token of having carried out the check. He should check the entries in the application form, pass book, ledger card and Index to ledger cards, sign the application form, the first page of the pass book, the ledger card and against the entries in the Index to ledger cards and initial against the entries of deposit in the pass book. He should then return all the documents and the pass book to the ledger Assistant. The pass book should then be sent to the branch office entered in the B.O. slip. The application form and the ledger card should be disposed of in the usual way.

(4) In the Head Office the deposits should be noted in the Long Book with the name of the branch office in the remarks column to indicate that they are separate from the actual transactions of the head office. These deposits should be excluded from the cash transactions at the head office.

(5) When the Branch office reports loss of the preliminary receipt by the depositor, an application to the effect from the depositor duly verified will be received in the head office. Necessary action will be taken in the head office as laid down in rule 11.

(6) **Sub Office:** - (i) If the account office is a sub office, the counter Assistant on receipt of the application form, pay-in-slip, duplicate copy of the preliminary receipt and one specimen signature slip, will verify the amount of deposit as shown in the pay-in-slip and preliminary receipt with that shown in the B.O. daily account. He will enter the preliminary receipt number in the Index to Preliminary receipts



(MS-15) and check that the receipt is in unbroken consecutive order. He should thereafter prepare the pass book and make entries in the ledger showing the actual date of deposit over the date on which the transaction is included in the sub office account. The date stamp impressed in the Pass Book should show the date on which the pass book is actually issued. He should then place before the S.P.M. the application form, Pay-in-Slip, Pass Book, Index to preliminary receipts (MS-15), Ledger/Journal, specimen signature book and the B.O. daily account. The S.P.M. should compare the amount of the deposit entered in the pay-in-slip with that shown in the daily account and the copy of the Preliminary Receipt received from the branch office. He should also see that the preliminary receipts run in an unbroken consecutive series and then initial the daily account and Index to preliminary receipts in token of having carried out the check. He should check the entries in the application, the pass book, ledger, S.S. Book and sign the application form, first page of the pass book and in the ledger and initial the pass book against the entries of the deposit. He will also initial in the remarks column of the S.S. Book against the entry. He should return all the documents to S.B. counter Assistant. The pass book will be sent to the branch office duly entered in the branch office slip. The application form and pay-in-slip will be sent to the head office with the list of transactions. The specimen signature slip will be pasted in the specimen signature book of the sub office after entries of the account are made in it.

(ii) The entries of the deposit will be made in the Long Book by the S.P.M. The name of the branch office will be shown in the remarks column of the Long Book to indicate that these are separate from the actual transactions of the sub office. These deposits should be excluded from the cash transactions at the sub office.

(7) The duplicate copies of the preliminary receipts received from the branch office will be filed in the Account office in monthly bundles branch office wise and preserved for 18 months

## **ACCOUNTS OPENED IN CONTRAVENTION OF RULES**

**30.** [1] If an account is opened in contravention of the P.O.S.B. General Rules, 1981, the account should be closed under the orders of the Head Postmaster. No further transaction should be allowed in it. If any annual interest has been credited in the account, it should be adjusted at the time of closure of the account through the register of rectification of interest and a remark of adjustment made in the ledger card. A written notice in the following form should be sent to the depositor indicating the irregular opening with a request to close the account and take the withdrawal payment personally or through an agent. If the depositor does not comply with the request, the account may be closed and the amount remitted by CHEQUE/MO deducting the usual money order commission from the amount of credit.

### **NOTICE**

Dear Sir/Madam,

It is noticed that your savings account No. .... has been opened in contravention of rule (4) of the Post Office Savings Account Rules, 1981. As no interest is admissible on the deposits in such account vide rule 17 of P.O.S.B. General Rules, 1981, I request you to close the account very early. You may present your pass book at ..... office together with an application for withdrawal and receive payment of the amount at your credit either personally or through an agent. If, however, you so desire, the amount can be remitted to you by cheque or by money order, provided you agree to the deduction of the usual money order commission from the amount at credit.

Yours faithfully,

Postmaster

(2) In case the amount is sent by money order, the remitter's copy of the money order receipt should be sent to the Control Organisation along with the warrant of payment after noting the particulars of the money order in the ledger card. A watch will be kept for the acknowledgement which on receipt will be transferred to the Control Organisation to be pasted with the M.O. receipt after keeping a note in the ledger card.

(3) **At the Head Office:** - If an account had been opened at the head office, action for its closure will be taken in the usual manner when the pass book is presented by the depositor. Since no interest will be admissible, care should be taken to see that annual interest, if any, allowed on the account prior to the issue of the notice is adjusted from the balance at credit while making the payment.

(4) **At the Sub Office including its Branch Offices:** - In case the account had been opened at sub/branch office, a copy of the notice sent to the depositor should be endorsed to the sub postmaster. The endorsement should contain instructions to the effect that no further transaction should be allowed in the account. The balance in the account as in the head office ledger card as also the amount of annual interest credited to the account, if any, that has to be adjusted at the time of closure of the account should be intimated. When the pass book is presented at the sub office and the balance in the pass book tallies with the balance as intimated by the head office in the endorsement, the sub postmaster should take action to close the account without further reference to the head office and return his copy of the notice along with the warrant of payment.

(5) In case of branch office, the application for withdrawal and the pass book will be received in the account office which should take action to authorise payment and return the warrant of payment and the pass book to the branch office. In case, there is a difference between the balance in the pass book and that intimated by the Head Office, the pass book and the application for withdrawal should be sent to the head office and further action taken in accordance with the instructions received from the head office.

### **SUBSEQUENT DEPOSITS-MODE OF DEPOSITS**

**31.** (1) Deposits in an account may be made in any of the following forms, namely :-

(i) Cash

(ii) A cheque or a demand draft drawn in favour of the depositor or the Postmaster and crossed generally or specially in favour of the Post Office Savings Bank.

(iii) Indian Postal Orders or Postal Orders issued by British authorities.

(iv) SB money orders received from Field Post Offices.

(v) Pay cheques.

(vi) Pension bills of P&T Pensioners.

(vii) Matured value of CTD/RD/TD/MIS/NSS/SCSS accounts.

(viii) Dividend warrants, interest warrants and refund orders issued by the companies/financial institutions.

(ix) A Pay order.

(x) An Income Tax Refund Voucher of Income Tax Refund Order.

(xi) Withdrawal or discharge of any amount payable on an account or Savings Certificate held by the depositor.

**Note 1:** - Rule 5 of P.O.S.B. General Rules, 1981 has been amended authorising the Extra Departmental Sub and Branch Post Offices to accept cheques and demand drafts for deposit in Post Office Savings Bank. In this connection, it is made clear that ED Sub Offices and Branch Post Offices can now accept cheque and demand drafts for deposits only but they cannot open cheque accounts.

**Note 2:** - From 1-1-1990 National Savings Stamps will not be accepted as a mode of deposit under Rule 5 of P.O.S.B. General Rules, 1981. As per rules 424 P&T Manual Volume VI, Part II, National Savings Stamps can be accepted for cash along with the pay-in-slip at the Post Office, if they are properly pasted on savings card bearing the name of the depositor and the post office is to note on the savings card the date of transaction and the total value of stamps. Thereafter, the stamps are to be defaced and the entry thereof is made in the list of transactions. The amount is charged to a special head on the payment side as refund of savings stamps and the savings card is treated as voucher in support of the charge and is sent along with the schedule to the Postal Accounts Office. Form 1-1-1990 whenever the National Savings Stamps are presented at the PO duly pasted on savings card, they should be paid in cash and the voucher after defacement be charged in the accounts as at present under the head refund of savings stamps.

**Note 3:** - The cheques/dividend warrant/interest warrants/ refund orders which are having a fraction of a rupee are to be accepted in all post offices doing S.B. work.

**Note 4:** - The deposits which are not in multiples of 5 paise should be rounded to the next integer of 5 paise. For this purpose the following procedure will be followed by the post offices and Postal Accounts Offices.

(a) While rounding off the transaction to the next integer of 5 paise, suitable entry will be made in the list of transactions in the remarks column for reconciling the deposits with the actual receipts. The amount of loss will be charged under the head "Unclassified payment" in post offices.

(b) A new detailed head of Accounts "(ii) Loss of round off" below the existing Minor-Head "800-other expenditure" subordinate to Major Head "2075-Misc Gen.Services" will be opened by the Postal Accounts Offices. All losses arising out of rounding off should be booked under this Head. The loss on account of the rounding off of all transactions to the next higher paise will be debited to Department of Economic Affairs for recovery from that Department.

**Note 5:** - A question arose whether the addition of interest in the account can be treated as deposit. The Ministry of Law has clarified that the addition of interest cannot be treated as a transaction of deposit.

**Note 6:** - The bills to be paid by Government Treasury and 5-year interest free prize Bonds are not to be accepted now as a mode of deposit in savings accounts.

(2) **(i) Deposit by cash in Head Offices.**

(a) **Where instant counter facility is available:** - See para 35

**(b) Where instant counter facility is not available:** - All cash deposits should be accompanied by pass book and pay-in-slip (SB-103) filled in either by the depositor or his messenger. The Counter Assistant should examine the pass book to see that the account stands in his office or any other office under the same Head Office, count the cash, ensure that it agrees with the amount entered in the pay-in-slip and make necessary entries in the pass book. The entries in the pay-in-slip and counterfoil will be checked to see that the entries in both the sides agree. He will note the balance after the deposit at the bottom of the pay-in-slip in the prescribed column and initial it. He will impress the date stamp at the marked places in both parts and sign both parts of the pay-in-slip at the place marked "SB Assistant" and check the entries in the pay-in-slip with the pass book. The pass book should be impressed with the date stamp and passed to the Ledger Assistant along with the pay-in-slip.

On receipt of pay-in-slip and pass book from the Counter Assistant, the Ledger Assistant should post the deposit in the ledger card under his signature with reference to the entries in the pay-in-slip, pass book and make sure that the balance noted in the pay-in-slip and pass book tallies with that in the ledger card. The pay-in-slip, pass book and binder should then be transferred to the Postmaster for check.

On receipt of pay-in-slip, pass book and the binder from the ledger Assistant the Postmaster should check the entries in these documents, sign the ledger card, initial the pass book and make entries of deposit in the Long Book. He should return the binder to the ledger Assistant, pass book along with pay-in-slip to the counter Assistant.

On receipt of the pass book along with the pay-in-slip from the Postmaster, the counter Assistant will return the pass book and counterfoil of the pay-in-slip to the depositor or his messenger.

**Note:** When a large number of deposits are made with a list, as for example in provident fund account of an institution a single pay-in-slip be obtained for the total amount of all deposits showing the total amount of deposit and the total number of accounts. Three copies of such lists will be obtained in the HO and SO. The Head/Sub Office will send one copy along with the list of transactions and keep one copy for record in the office. One copy of the list will be returned duly stamped and signed by the Postmaster to the depositor. A single entry of such deposits will be made in the long book and list of transactions with suitable remarks.

**(i) Procedure in Sub-Offices for Cash Deposit:** - (a) The Counter Assistant will accept the deposit along with the pass book and pay-in-slip as prescribed at the Head Office in Rule (i)(b) above. He should check the entries in the pay-in-slip with the entries in the pass book and initial it. He should also enter transactions in the pass book, if any, which have been posted in the SB Ledger (e.g. deposits by cheque, withdrawal by cheque, etc.) but not in the pass book. He will then make the entry of deposit in the SB ledger under his signature and satisfy himself that the balance after the entry of the transaction in the ledger agree with that in the pass book and pay-in-slip after entry of all transactions as above. He should then place the pass book, pay-in-slip and the ledger before the Sub Postmaster for check.

(b) On receipt of pass book, pay-in-slip and the ledger from the Counter-Assistant, the SPM should compare the entries in the pass book with those in the ledger and the pay-in-slip and initial the pass book and sign in the ledger. A note of transaction should be made by him in the long Book. The balance in the ledger after the transaction should also be noted by him. After check he will return the documents to the Counter Assistant.

(c) On receipt of the documents from the sub postmaster after check, the counter Assistant will

deliver the pass book along with counterfoil of pay-in-slip to the depositor.

(ii) **Procedure in Head Office for Deposits at Sub Offices:** - In the head office the Ledger Assistant will make an entry of deposit in the ledger card against the actual date of deposit shown in the list of transactions under his signature. He should compare the amount of deposit and balance in the pay-in-slip with that in the list of transactions and ledger card. He should correct the balance in the pay-in-slip if the difference is due to non-addition of interest in the sub office. Thereafter the Ledger Assistant should sign at the bottom of the list of transactions in token of having posted the transactions. The pay-in-slip, the list of transactions and the binder should be placed before the postmaster who should compare the check the entries in all the documents and sign the entries in the ledger card. After check he will return the documents to the Ledger Assistant.

(iii) **Procedure in Account Office for Deposits at Branch Offices:** - In a Branch Office whenever a deposit is made in an existing account, its particulars should be entered by the Branch Postmaster in the Branch Office Savings Bank Journal and on the reverse of the Branch Office daily account. The pay-in-slip will also be attached to the B.O. daily account. The sub account Assistant in the Account Office should satisfy himself that the amount of deposit has been credited against item "SB" deposits" in the branch office daily account. He will then transfer the pay-in-slip to the SB Counter Assistant. The Counter Assistant will transfer the pay-in-slip to the Ledger Assistant. The Ledger Assistant should make necessary entries in the ledger card noting therein the date of deposit in the Branch Office and the date of accounting the deposit in the Head Office. While making entries regarding Branch Office transactions, the name of the Branch Office should be entered in the remarks of the list of transactions. The binder should be placed before the Postmaster who should verify the correctness of the entries by reference to the pay-in-slip and sign the entries in the ledger card. He should make an entry of deposit in the Long Book noting the name of B.O. in the remarks column. He should then return the binder to the Ledger Assistant and pay-in-slip to the Counter Assistant.

In Head Offices, deposits made at a Branch Office in account with a Sub Office should be treated as if made at the sub office and the head office should follow the procedure laid down in Sub Rule 2(b) (iii) above.

In Sub Offices, the deposits will be accounted for as deposits in their own office after check as prescribed above.

(3) **Deposit in Provident Fund Accounts of individuals:** - (i) In case of individual Provident Fund accounts all sums to be credited to these accounts will be sent by the Manager managing the fund to the post office at which the accounts stand accompanied by:

- (a) pass books,
- (b) a list in triplicate in the form given below, showing the (total) amount to be credited to each account.
- (c) One pay-in-slip for the whole amount.

Name of the Institution .....

Month of .....

Savings Account number	Name of subscriber	Amount deposit	of
Total			

(ii) The account number will be entered in serial order in the list. The amount of deposit shown against each account in the list should be credited to the respective account in the usual way and the Postmaster, after satisfying himself that this has been correctly done, should sign the duplicate copy of the list, stamp it with the date stamp and return it with the pass books and counterfoil of pay-in-slip to the Manager of the institution concerned.

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(iii) The original copy of the list will be pasted by the Postmaster in the long book instead of making entries of deposits therein. In case the transaction cannot be completed immediately duplicate copy should be stamped and returned to the presenter along with the counterfoil of pay-in-slip after checking the total amount to be deposited and the number of the accounts from the pass books tendered. After check the following certificate should be recorded on the duplicate copy of the list.

“Received Rs..... for deposit in pass books retained” and the duplicate copy of the list returned to the Manager after stamping it. The presenter should be asked to present the list next day for obtaining the pass books with the deposits duly accounted for therein. When the list is next presented, it should be returned with the remark ‘Pass books returned on .....’ under the dated signature of the Postmaster after obtaining a receipt for the pass books from the presenter on the original copy of the list pasted in the long book.

(iv) The triplicate copy should be attached with the list of transactions in which only lump entry will be made.

**(4) Deleted.**

**(5) S.B. Money Orders received from Field Post Offices:** - In the case of receipt of S.B. money order from the field post office for credit into account already opened, the amount should be credited to the account as if it had been tendered at the head office, except that the pass book would have been filled in and returned to the depositor by the field post office. If the account is opened at a sub office or at a branch office in account with a sub office, the procedure in rule 24 should be followed. In every case, a pay-in-slip should be prepared by the post office and signed by the Postmaster. The date of issue of the money order should be accepted as the date of the deposit. The receipted counterfoil of pay-in-slip will be pasted on the reverse of the money order acknowledgement which should be transferred on the same day to the M.O. paid branch by entry in the hand to hand receipt book of the S.B. Branch. The M.O. paid branch will post these SB MO acknowledgements to the concerned Field Postmaster in a service envelope for delivery to the depositors.

**(6) Deposit by cheques, drafts etc :-**

(a) When a depositor who has not already been introduced to the post office presents a cheque for deposit in a saving account, he should be asked to get himself introduced to the satisfaction of the post office by a respectable person known to the post office or by a account holder of the same post office who has already been introduced to the post office. The introduction of the depositor should be taken in form SB/CQE-4 suitably modified in manuscript. This form after completion be kept along with the application form for opening of account. A note should be made in the ledger card so that it may be referred to as and when subsequent deposits are made by cheque.

**Note:-** From 1.1.1990 individual Saving account can be opened only when the depositor is introduced to the post office. Further introduction of such depositors is not necessary.

(b) In sub post offices the form SB/CQE-4 will be sent to the Head Office. A note should be made in the ledger for future reference when subsequent deposits are made by cheque.

(c) In branch offices the form SB/CQE-4 will be sent to the Head Office through account office for

record after keeping a note in the remarks column of the specimen signature book by the Branch Postmaster for future reference.

(d) The cheque will be received along with the pay-in-slip. The receipt of the cheque will be given in the counterfoil of the pay-in-slip by the counter Assistant after satisfying himself that:-

(1) The cheque is neither post dated nor is more than 6 months old. Cheques drawn by a Government Department should not be more than 3 months old.

(2) It is not mutilated or torn and there are no overwritings, erasures or corrections.

(3) The amount of the cheque is for an amount not less than the Rs. 5/-.

(4) The cheque, if drawn in favour of the postmaster, is accompanied by a forwarding letter from the depositor requesting that the amount may be credited in his savings account No..... If the cheque is drawn in favour of the depositor, there is no need of making an endorsement (signature) by the depositor on the reverse of the cheque as the instrument is tendered with the pay-in-slip for deposit. The counter Assistant will write the account number on the back of the cheque and impress the date stamp.

**Note:** - See Appendix-I for detailed instructions in this regard.

(e) The foil of pay-in-slip of the cheque will be kept in the daily bundle to be used as voucher for deposit when the cheque is realised. When the cheque is realised, the amount will be credited to the account of the depositor in the usual manner. The date stamp of the day will be impressed on the pay-in-slip by the side of the impression of the date stamp of the day of the receipt of the cheque. The commission, if any, to be debited to the account should be indicated by the counter Assistant on the pay-in-slip. An intimation of credit to the account in form (SB-52) will be sent to the depositor by the head office in respect of accounts standing at the head office as well as sub offices and branch offices. The intimation of credit will also sent to sub office/B.O. slip as the case may be. The date of credit of the cheque will be the date on which the cheque is encashed and not the date of presentation. The date of encashment means of the date of credit to the government Account (Post Office Accounts). The date of encashment will be written over the date on which the cheque is accounted for in the ledger card and the pass book when presented by the depositor.

(f) In sub offices if the cheque is not collected locally, it will be sent to the head office along with pay-in-slip out of account for collection. On receipt of intimation of credit from the head office the amount of deposit will be posted in the concerned account in the ledger as per normal procedure.

(7) **Pay Cheques :-** (i) Under a centralised system of payment of pay and allowances of Gazetted Government Officers, payment is arranged by a nominated Accounts Officer by cheque drawn on the Reserve Bank of India, its agencies or on treasuries. The nominated Accounts Officer will send a list in duplicate in the following form, a single pay-in-slip for the whole amount indicating the number of employees and a crossed cheque in favour of the Postmaster of the total amount.

**Particulars of amount to be credited into Savings Accounts**

Sl. No.	Name of officer /employee	Amount to be credited	Account No.	Name of the Post Office where the accounts stand

Total amount.....(in words)

Sl. No. of the cheque.....

Name of the bank on which the cheque is drawn.....

Signature of the Accounts Officer/Employer.....

Address.....

(ii) One copy of the list along with the counter foil of pay-in-slip should be returned by the postmaster acknowledging the receipt of the cheque. Thereafter the procedure for realisation of the amount of cheque and making entries in the ledger cards and the pass books should be followed. The date of deposit to be noted in the ledger cards at the head office as well as by the sub office should be the date of encashment of the cheque. The postmaster will intimate the Accounts Officer of the date of encashment of



the cheque.

(iii) In the case of accounts standing at sub offices such deposits will be shown by the head office in Part II of the head office list of transactions and in Part III of the concerned sub office list of transactions. The head office will also intimate the sub offices through S.B. slip the particulars of credit.

(iv) The facility can also be availed of for payment of pay and allowances by cheque to non-gazetted staff in any government office and by non-government institutions for their employees.

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**(8) Crossed British Postal Orders and Indian Postal Orders :-** (i) Crossed British Postal Orders and Indian Postal Orders payable to the depositor may be accepted for deposit in his account along with the pay-in-slip provided that the orders are not crossed in favour of any particular bank. The rules relating to the payment of Crossed Postal Orders should be observed in accepting such orders as SB deposits. If the Postal Order is made payable in an office other than the one at which the account of the depositor stands, it may be accepted under Rules 161 and 189 of Postal Manual Volume VI Part II. The transaction should be treated as any other cash deposit, the particulars of the Postal Order being noted in the pay-in-slip. The Postal Orders should be transferred to the IPO Assistant in exchange of cash.

(ii) An extract of the rule 161 and 189 of Postal Manual Volume VI Part II on the point referred to above is reproduced below for ready reference.

“If the order has not been made payable at any clearly specified office, and bears simply the name of city or town but is in other respects regular, the postmaster may pay it provided that his office is within the limits of the city or town named in the order and provided that before payment the name of the particular office is added by the person presenting the order without erasure or concealment of any alteration made in the name originally inserted”.

**(9) Credit of pension of P&T pensioners in the P.O. Savings Account: -**

(i) The pensioner will present the pension bill duly receipted along with the pay-in-slip at the post office where he draws his monthly pension and has also a savings account either in that office or in any other sub office under the same head office on the first or subsequent working day of the month with an endorsement on the bill “Please credit the sum of ..... to my Savings Account No. .... standing at ..... Sub-Office/Head Office.”

(ii) In case the pensioner is not in a position to attend the office personally, he will send the bill along with the life certificate and pay-in-slip duly completed as provided in the pension bill through his agent.

(iii) The bill will be passed for payment in the normal manner after carrying out the usual checks required to be exercised. The passed bill will then be transferred to the SB Counter Assistant under receipt for credit to the Savings Account concerned. The passed bill will be treated by him as cash and brief particulars shown in the pay-in-slip. The amount will be posted in the ledger card/ledger with reference to the pay-in-slip in case the account stands at the office. If the account stands at any other offices under the same H.O., the transaction will be treated as Part-II transaction. The transaction will be processed like any other cash deposit except that the pass book will not be available at the time of transaction. At the close of the day, the bill will be transferred to the treasurer as part of the cash. The treasurer will charge the amount to the relevant head of the ‘Pension Payment’ and transfer the voucher to the Account branch under receipt for preparation of schedule, etc. for further submission to the Postal Accounts Office.

(iv) In respect of Part-II transaction either at head office or sub-office, Part-III list of transaction will be prepared for the concerned sub office in the head office. The particulars of the credit will be intimated by the head office to the sub-office where the account stands through the S.B. slip. The

counterfoil of the pay-in-slip will be posted to the pensioner or returned to him there and then as the case may be.

(v) If the pass book is presented along with the pension bill the entry of deposit will be made there and then in the pass book otherwise the entry of deposit will be made in the pass book as and when presented by the depositor like cheque accounts.

(vi) The responsibilities of the Postmaster as a disbursing officer and as in-charge of the P.O. Savings Bank must be distinguished. The Postmaster will continue to be responsible as the disbursing officer to see that the pension bill is complete in all respects and all necessary certificates are entered therein. Whatever the Postmaster as a disbursing officer will finally pay, will be credited to the P.O. Savings account.

**Note:** - The term 'P&T' Pensioners' used above will also include P&T Audit Pensioners.

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**(10) Credit of matured values or interest of TD/RD/MIS/NSS/SCSS accounts in Savings Accounts:** - (a) If a depositor of TD/RD/MIS/NSS account desires that the maturity value or interest of the account may be credited in his Savings account, his request should be complied with subject to the following conditions.

(i) That he makes a written application for this purpose.

(ii) That the credit of the maturity value will not result in the balance of the savings account exceeding the prescribed maximum limit.

(b) The normal procedure for the withdrawal from the TD/RD/MIS/NSS/SCSS Account and deposit in the savings account will be followed. The application of the depositor will be filed in a guard book.

**(11) Deposits at Head Office in accounts standing at sub offices:** - (i) In the following cases deposits are accepted at the head office in respect of accounts standing at its sub offices.

(a) Savings Bank Money Orders received from field post offices for credit to savings accounts.

(b) Cheques, pay orders and demand drafts.

(ii) On the date of (a) credit of field money orders received from the field post office or (b) receipt of intimation of the realization of the amount of cheques, etc., the counter Assistant will prepare pay-in-slips for deposits for which pay-in-slip is not already available in the head office giving suitable remarks about the nature of deposit and citing the cheque/MO number, etc. therein. He will also prepare intimation of credit for the depositor in each case adding the remarks "please present the pass book at the ..... sub office for entry of this deposit" in case of deposits other than those at Field Post Offices. He will then transfer the pay-in-slips and the original documents (MO Coupons/Cheque Collection Lists) to the concerned sub office Ledger Assistant.

(iii) The ledger Assistant will make necessary entries in the ledger cards noting the mode of deposit in remarks column and enter the address of the depositor in the intimation letters. He will note these transactions below the entries in the list of transactions of the concerned sub office as Part III transactions and in the relevant S.B. slips with full details for intimation to the sub postmaster. The binder, pay-in-slips and other documents will then be put up to the A.P.M. of the Head Office Group who will check the entries in the ledger cards with documents, sign the ledger cards, check the pay-in-slips and sign the intimation letters. He will then return the binder and intimation letters to the ledger Assistant and

other documents to the counter Assistant. The ledger Assistant will post the intimation letters along with the counterfoil of pay-in-slip to the depositors. The counter Assistant will attach the money order coupons with the concerned pay-in-slip. In the case of counterfoils of pay-in-slips for money orders received from field post offices the counterfoils will be despatched to the depositors as per procedure contained in para (5) above.

(iv) These transactions will be treated as Part II of the list of transactions of the Head Office at the close of the day.

### **Deposit at an office other than that where the accounts stand**

**32. (i) Head Office:** - (a) If a depositor, whose account stands at a Sub Office or Branch Office, present the pass book and tenders money for deposit at its Head Office, the counter Assistant will examine the pass book to ensure that the account stands at one of the sub offices or branch offices under the account jurisdiction of that Head Office. The deposit will then accepted in the normal manner and further action taken. In the ledger card, a remark should be made 'Deposited at H.O.'. Such deposits should be included in Part II of the list of transactions of the Head Office. An intimation should be sent to the sub office where the account stands or to the Account Office of the branch office concerned showing the account number, date of deposit, amount of deposit, balance after transaction and date of last transaction by an entry in the next SB slip. The Account Office will in turn communicate without delay the transaction to the branch office by an entry in the next B.O. Slip. The entry in the SB slip/B.O. slip should be attested by the dated signature of the Postmaster (Savings Bank) of the Head Office/Sub Postmaster of the Account Office, as the case may be. The Sub Postmaster/Branch Postmaster should make the entry of the transaction in his SB ledger/SB Journal in red ink with suitable remarks in the "Remarks" column under the actual date of deposit, on the day on which the intimation is received from the Head Office/Account Office. The amount of deposit should not be included in the daily deposits of the day in the B.O.S.B. Journal or in the S.O. list of transactions.

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(b) If the account stands at a BO and the depositor presents the pass book and tenders money for deposit at its account office, the deposit will be accepted in the normal manner and further action taken. In the ledger, a remark should be made "deposited at A.O." An intimation should be sent by the Postmaster of the Account Office to the B.O. showing the A/c No., date of deposit, the amount of deposit, balance after transaction and date of last transaction by an entry in the next B.O. slip which should be attested by the dated signature of the Post Master of the account office. BPMs should make entry of the transaction in HO/S.B. Journal as detailed in the para above.

(c) If the depositor whose account stands at a S.O. makes a deposit at another S.O. under the same H.O., such a deposit will appear in Part II of the list of transactions of the S.O. where the deposit is made. In the H.O., the deposit will be dealt with in the usual manner but an intimation should be sent as prescribed above to the S.O. where the account stands by an entry in the next S.B. Slip duly attested by the dated signature of the Postmaster (Savings Bank). In the ledger card, a remark should be made "deposited at SO" in the remarks column.

(ii) **In Sub Office:** (a) If a depositor, whose account stands at a Head Office or a Sub Office, presents his pass book for deposit at another sub office under the same Head Office, the Counter Assistant should examine the pass book to ensure that the account stands at Head Office or one of the sub offices under the same Head Office. The deposit will then be accepted in the normal manner. No entry will be made in the ledger but it will be made only in the long book. The transaction will appear in Part II of the list of transaction.

(b) If a deposit is made either at the Head Office or at another Sub Office, under the same Head Office, the sub Office where the account will receive an intimation from the Head Office showing the account number, the date of deposit, amount of deposit and the balance after transaction and DLT. The Sub Postmaster, on receipt of such intimation, should make an entry in the SB ledger, indicate the actual

date of deposit upon the date of entry in the ledger, and also enter in the remarks column the name of the office (Head or Sub) at which deposit was made citing particulars of the SB slip. The entry in the SB slip will also be signed by the Sub Postmaster in token of having made the entry in the SB ledger. If deposit at Head Office has been made in respect of a Branch Office in account with his SO, the SO will send an intimation to Branch Office for making entry in journal in red ink. The deposit should not be shown in the list of transactions of the date.

(iii) When a depositor availing of this facility effects a withdrawal from his account at the office where the account stands, the amount which stands actually/credited to the account of the depositor in that office, will be taken into account for the purpose of withdrawal.

### **WITHDRAWALS FROM SAVINGS ACCOUNT SCRUTINY OF APPLICATION FOR WITHDRAWAL**

**33.** (1) To withdraw money, a depositor is required to present or send his pass book with an application for withdrawal (**SB-7**) properly filled in and signed. If the depositor does not attend at the post office for payment, the counter Assistant should see that the name and signature of the agent or messenger have been entered in the space provided for the purpose in the form of application.

**Note 1:** - The postmaster should not act as an agent or messenger of a depositor for the purpose of withdrawal from a savings account standing open in his office. The term postmaster includes Sub Postmaster, Branch Postmaster, Deputy Postmaster, Assistant Postmaster and Assistant Sub Postmaster in charge of S.B. Branch.

**Note 2:** - In the case of application for withdrawal presented by a messenger of the depositor subsequent to the date appearing thereon, withdrawal should be allowed in the usual course if the interval between the date of application and its presentation is only a day or two. Where the interval is longer or where there is reason for suspicion, careful enquiry should be made and the withdrawal allowed only if the result of the enquiry is satisfactory.

**Note 3:** - An illiterate or blind depositor or a depositor who is unable to write, unless he operates his account through an agent under the P.O. Savings Account Rules, 1981, should attend post office in person. If, however, he is absolutely unable to attend personally, he can send his application for withdrawal and the pass book through a messenger. The thumb impression or mark of the depositor on the application for withdrawal should be attested by a respectable witness (who should note down his own permanent address) who is personally acquainted with him and known to the post office and who should certify in the following terms: "The depositor is known to me and his thumb impression/mark has been affixed in my presence."

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**Note 4:** - If an account of an illiterate or blind or physically handicapped depositor is opened through a literate agent, the agent should furnish the following certificate on the application for withdrawal under his dated signature when the withdrawal is made by him on behalf of the depositor.

"Certified that the depositor is on this day alive and sane."

(2) (i) The application may be written in English or in Hindi or the Regional language at the option of the depositor but his signature must be in the same character and agree with the specimen furnished to the post office at the time of opening the account. On presentation of an application signed by the depositor, the counter Assistant should check the signature thereon with the specimen signature in the application form/S.S. card on in the specimen signature book and sign below the depositor's signature in token thereof.

(ii) If there is any doubt as to the signature, the counter Assistant should bring the matter to the notice of the postmaster and obtain his orders. If the difference is negligible and the Postmaster does

not doubt the genuineness of the payee, he should order the payment of the amount to the depositor. In case the difference in signature is so marked as to raise doubts about the genuineness of the signature, the signature should be got attested as provided under rule 37 and the Postmaster may accept the signature and record following remark on the application for withdrawal over his signature.

“Attestation of depositor’s signature accepted.”

(iii) In the case of a withdrawal of a sum of rupees exceeding Rs. 2000, the signature on the application for withdrawal should be compared with the specimen signature on record in the post office both by the counter Assistant as well as by the ledger Assistant in a head post office and by the counter Assistant and the sub postmaster in a sub office. In computerised head offices the signature on the application for withdrawal will be compared by the counter Assistant and the APM as there is no ledger Assistant in such offices. Both the officials should compare and pass the signature and sign the withdrawal form in token of their having done so. In sub offices where the savings bank work is done at all the stages exclusively by the savings bank Assistant during the off duty period of the sub postmaster and where there is no supervisor to take the place of the sub postmaster during his absence, the prescribed check should be carried out by the sub postmaster on his return to duty and his signature placed on the withdrawal form in token of the check.

**Note 1:** - A minor cannot appoint an agent to act for him and must attend the post office personally to withdraw money.

**Note 2:** - When the difference in the signature is due to slight change in the mode of signing by the depositor with the lapse of time after furnishing the specimen on record, etc., the Postmaster may, in his discretion, obtain a fresh specimen signature for his record, if in his opinion this is necessary to avoid inconvenience to the depositor subsequently.

**Note 3:** - In an office where the Borrough’s Sensimatic Accounting Machine is in use, all the work to be performed by the ledger Assistant will be performed by the machinist.

**Note 4:** - In single handed sub offices the question of obtaining signature of second official will not arise. The SBCO should obtain the list of single handed sub offices from the Postmaster or the Divisional Superintendent for this purpose. In case of double handed sub offices when the second official goes on leave, the SPM will give a suitable remark to this effect on the application of withdrawal for the information of the head office/SBCO so that unnecessary objections are avoided.

(3) **Withdrawals at Head Office:** (a) Where instant counter service facility is available: See rule-36

(b) **Where instant counter service is not available:** (i) When an Counter Assistant has satisfied himself that the application for withdrawal has been properly prepared and signed and the signature of the depositor thereon has been satisfactorily compared with the specimen signature on record in the manner detailed in sub rule (2) above, the warrant of payment on the reverse of the application should be filled in and stamped. He will make an entry of the withdrawal in the pass book and the pass book should then be impressed with the date-stamp and transferred to the Ledger Assistant with the application for withdrawal.

**Note:** - The balance after transaction on the reverse of the cheque will be written by the Counter Assistant over his dated initials.

(ii) The Ledger Assistant should check the entries in the pass book. He should verify the balance shown in the pass book with that in the ledger card and the application for withdrawal, make an entry of withdrawal in the ledger card enter in the pass book transactions, if any, relating to cheques etc. which have been posted in the ledger card but not in the pass book and make sure that the balance after

entry of all transactions in the pass book tallies with that in the ledger card. He should then sign in the ledger card and write the number of the binder on the withdrawal form. The pass book, the binder and the application for withdrawal should then be placed before the Postmaster.

(iii) The Postmaster should carefully scrutinise the application for withdrawal and see that it does not bear any erasures, overwriting or other suspicious corrections or alterations, that the Counter Assistant /- Ledger Assistant has/have signed below the signature of the depositor on the withdrawal form in token of having compared it with the specimen signature on record in case of withdrawals exceeding Rs. 500/- and that the receipt for the money below the warrant of payment has not already been signed. He will, then satisfy himself by a reference to the pass book, the ledger card and the application for withdrawal that the amount to be withdrawn is at the credit of the depositor, compare the entries in the pass book and the ledger card, sign the warrant and initial in the pass book and the ledger card. He will then make the entry of withdrawal in the Long Book. The pass book and the warrant of payment will be transferred to the Counter Assistant and the binder to the Ledger Assistant.

(iv) The Counter Assistant should require the depositor or his agent or messenger to sign the warrant of payment in acknowledgement of the amount and then compare his signature, with the signature of latter's signature. If the signature is accepted the amount specified in the warrant should be paid and the pass book returned to the person who presented it.

(v) When payment is made to an illiterate depositor or illiterate messenger, his TI or mark must be attested by the signature of a respectable witness who is personally acquainted with him and known to the post office. The witness should, in addition, certify on the warrant of payment the amount actually paid to the illiterate depositor. There is no objection to the Postmaster or a Clerk (if the Postmaster or Clerk is not performing the duties of the savings bank Clerk) or a Postman or Village postman or a group D employee witnessing the mark or TI, provided that he is personally acquainted with the person TI or mark is attested. The Postmaster should see that the entries and attestation in such cases are clear and legible so that they can be easily checked.

**Note : 1** – If an illiterate depositor has sent his application for withdrawal through a messenger, with this thumb impression or mark on the application duly attested by a respectable witness according to Note 3 under sub para 1, the Postmaster will make payment to the messenger after satisfying himself by such enquiries as he may think proper of the inability of the depositor to attend the post office personally and after getting the signature or thumb impression of the messenger on the warrant side attested by a witness known to the Post Office. The attestation should be in the following terms:-

“The payee is known to me and his signature/thumb impression/mark has been affixed in my presence”.

**Note : 2** – Blind person should be treated as illiterate.

**Note : 3** – Thumb impression mark of illiterate depositors who desire to open an account in POSB may be obtained on the application for opening an account (SB-3) by using printer's ink, or magenta ink.

(4) ***Withdrawal on the basis of general power of attorney:*** (i) A person holding a power of attorney from the depositor can withdraw money from the depositor's account. A power of attorney is a document where by one or more persons give authority to one or more persons to act on his or their behalf. It is a delegation of authority in writing by one person empowering another to act on his behalf. The giver of the authority is called the “Principal” and the recipient is called the “Constituted Attorney”. If the appointment is made general for certain acts, the deed is called “General Power of Attorney”. The constituted attorney generally on the death of the Principal or after the revocation of the power of attorney ceases to be the agent of the Principal.

The attorney will sign the application for withdrawal and warrant of payment on behalf of the depositor. He should be required to add, below his signature on the application for withdrawal, the words “Duly Constituted Attorney for A.B. (Name of depositor)”. On receipt of the application of withdrawal alongwith the power of attorney the Postmaster should examine the power of attorney on the following points:-

- (a) The deed is in writing and has been duly signed by the “Principal”.
- (b) That the signature of the Principal on the deed tallies with the specimen signature kept with the Post office.
- (c) That the Constituted Attorney is properly identified in the document.
- (d) That the deed is properly stamped under Article 48 of the Stamp Act (as applicable to each state).
- (e) That specific power to receive the money has been clearly given.
- (f) That the deed has not been revoked or the Principal is not dead.

If the power of attorney is found in order and the constituted attorney is properly identified, the payment should be made. The Postmaster should record a certificate below the applicant’s signature on the form of withdrawal to the effect that the power of attorney was examined by him and found to be in order. Special care should be taken to see that the certificate has been recorded in clear and legible characters so that it can be easily checked. The first time a withdrawal is made from an account by such a person, his name should be noted at the head of the account in the ledger card by the Ledger Assistant. A specimen of his signature should be taken on the slip and pasted in the application form (SB-3) and certified copy of the power of attorney should be kept in a guard file for future reference.

An identification number or mark should be endorsed on the original power of attorney as well as on the copy, so that immediately on production of the original power of attorney on any subsequent occasion, if necessary, it can be easily identified. The original power of attorney should then be returned to the constituted attorney.

(ii) The Sub-Postmaster of a selection grade sub office will follow the procedure as prescribed for head office in para (i) above in such cases. He will prepare the certified copies of the power of attorney when the document is produced in connection with the first application for withdrawal. Two specimen signature slips may be obtained from the attorney. One copy of the power of attorney alongwith one specimen signature slip should be sent to the Head Office and other copy retained in the sub-office in a guard file for future reference. The original power of attorney, should then be returned to the constituted attorney. The name of the attorney should be noted at the top of the ledger page and specimen signature posted in the SS book by the side of the specimen signature of the depositor.

(iii) The Sub-Postmaster of a post office other than selection grade in which a similar withdrawal is sought should compare the signature of the depositor and get the attorney identified. He should then forward the power of attorney along with the specimen signature slip of the attorney to the Head Office where it will be examined and action taken as per para - (i) above. A copy of the document will be prepared and kept in a guard file duly certified to enable the Head Office to endorse a certificate on subsequent applications for withdrawals as prescribed in para (i) above. The original power of attorney will be returned to the SPM concerned. The SPM on receipt of the documents will make note of the name of the attorney at the top of the ledger page of the account for future reference. The original power of attorney will be returned to the attorney. As and when subsequent application for withdrawal is presented by the attorney, the application for withdrawal alongwith the pass book will be sent to the head office for

sanction. The payment of the withdrawal will be made after the receipt of warrant of payment and pass book duly sanctioned from the Head Office in the usual manner.

(5) **Withdrawals at Sub-Offices : - Withdrawal from Departmental Sub Offices i.e withdrawal of amount not exceeding Rs. 2000/- from ED sub offices.** (i) The Counter Assistant should satisfy himself that the application of withdrawal has been correctly filled in and the signature of the depositor on the application agrees with the specimen signature on record and sign below the signature of the depositor. The amount specified in it should then be entered by the counter assistant in the pass book as a withdrawal, warrant of payment should be filled in by him, and the pass book and the warrant should be impressed with the date stamp. He should make an entry in the ledger and sign in the relevant column.

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He should place the withdrawal form, pass book and the ledger before the sub-Postmaster who will verify the signature of the depositor and satisfy himself by reference to the pass book and also to the ledger that the amount to be withdrawn is at the credit of the depositor and then sign the warrant of payment. In the case of withdrawal exceeding Rs. 2000, the SPM should also compare the signature of the depositor on the application for withdrawal with the specimen signature on record and sign below the signature of the depositor. He should then check the entries in the ledger with those in the pass book, note the balance himself in the ledger, make a note in the long book and initial the documents. He should thereafter transfer the documents to the counter Assistant.

(ii) The counter Assistant should require the depositor or his agent or messenger to sign the warrant of payment in acknowledgement of the amount then compare his signature with the signature of the depositor on the application for withdrawal, or, if the payment is to be made to an agent or messenger, with the latter's signature. If the signature is accepted, the amount specified in the warrant of payment should be paid and the pass book returned to the person who presented it. When the payment is made to illiterate depositor or illiterate messenger, the procedure prescribed in para 42(b)(v) above should be followed.

(iii) If the sub Postmaster has not sufficient funds in hands to enable him to pay at once the amount sought to be withdrawn, the application should be impressed with the date stamp and retained in the sub office. The sub Postmaster should take steps to obtain funds as soon as possible. In such cases, the pass book should be returned to the depositor and the latter should be informed of the date on which he should again call to receive the money.

(iv) The application for withdrawal should be kept in the custody of the sub Postmaster for one week from the date of receipt and if in the interval, the depositor refuses, or does not present himself for payment it should be forwarded to the head office duly entered in the list of documents, after drawing two cross lines on both the sides and passing appropriate remarks. The Postmaster will destroy the form after perusal and passing a remark "destroyed" in the list of documents.

**Note :-** In ED Sub Offices not more than one withdrawal in a day shall be allowed from any account.

(6) **Withdrawal of amounts exceeding Rs. 2000 from Extra Departmental Sub Offices:** - (i) A receipt for the pass book in form SB-28 should be handed over to the depositor or his agent or messenger, as the case may be, after the application for withdrawal should be impressed with the date-stamp and forwarded with the pass book to the head office duly entered in the list of documents. The probable date on which the warrant of payment will be received from the head office should be noted on the receipt granted for the pass book and the depositor or his agent or messenger, as the case may be, should be asked to call on the date to receive the money.

(ii) When the depositor attends the office after the receipt of the warrant of payment and the pass book from the head office, the receipt granted to depositor should be taken back after getting the form of acknowledgement printed on the back of the receipt signed by the depositor. The receipt should be pasted to the office copy in the receipt book.



(iii) The depositor or his agent or messenger should be required to sign the warrant of payment in acknowledgement of the amount and this signature should be compared with the corresponding signature on the application for withdrawal. If the signature agrees, the amount specified in the warrant should be paid and the pass book returned to the depositor or his agent or messenger.

(iv) The entries in the sub office long book of amounts withdrawn should be totaled daily and daily total should be carried into the sub office account.

(7) **Withdrawal at Branch Offices :** - (i) A Branch Office is authorized to allow withdrawal of amount not exceeding Rs. 2000/- without obtaining prior sanction of its account office subject to the condition that not more than one withdrawal is allowed on any day from any account. If an amount exceeding Rs.2000 is to be withdrawn at a branch office, the application for withdrawal together with the pass book will be received by the account office entered on the reverse of the branch office daily account. On receiving the application and the pass book, the balance entered by the depositor in the application for withdrawal and given in the pass book should be compared with the balance in the ledger/ledger card and the signature of the depositor therein compared with specimen signature on record. The

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counter Assistant should sign below the depositor's signature and the Sub-Postmaster/Ledger Assistant (where Head Post Office is account office) should also sign in the case of withdrawals exceeding Rs.2000 in token of having carried out the check. If the signature does not tally the Branch Postmaster should be instructed by entry on the warrant of payment that the attestation of the depositor's signature should be obtained before making payment. In case a depositor has affixed his mark or thumb impression in place of signature, it should be verified by reference to the specimen signature book of application form/SS card that the depositor is actually illiterate.

(ii) The number of account, the amount sought to be withdrawn and the date of receipt of application for withdrawal for sanction should be entered in the register in form (SB-45). The warrant of payment should then be prepared and stamped by the Savings Bank Assistant and then transferred to the Postmaster (through the ledger Assistant in head office) together with the pass book and the register (SB-45). The ledger or ledger card, the warrant of payment and the pass book should then be placed before the Postmaster who should sign the warrant of payment after satisfying himself by reference to the ledger/ledger card and the pass book that the amount to be withdrawn is at the credit of the depositor and that necessary entries have been made in the register (SB-45). The warrant of payment together with the pass book should thereafter be made over to the sub account Assistant under receipt in the register (SB-45) who will forward the same to the branch office by first post entered in the branch office slip.

(iii) Warrants of payment for withdrawals at branch offices will be received at the account office with entry of details of the transaction on the reverse of the daily account. The Savings Bank Assistant should :-

- (a) Compare the signature on the warrant of payment with that on the application for withdrawal and the specimen signatures of the depositor unless already done in the case of withdrawals of above Rs.2000 at the time of sanction of the application.
- (b) Satisfy himself that the amount of the warrant of payment is charged against the item "SB Withdrawals" in the branch office daily account.
- (c) Make an entry of transaction in the ledger.
- (d) Enter the date of withdrawal in the register in case of warrants above Rs.2000.

- (e) Enter the withdrawal in the list of transactions noting the name of the branch office in the remarks column against the actual date of payment.

**Note :-** If the account office is a head office, the S.B. counter Assistant will pass on the warrant of payment to the ledger Assistant for entry of the transaction in the ledger card.

(iv) If the depositor is illiterate, it should be seen whether his mark or thumb impression has been attested in the manner laid down in the rules. In case of withdrawals exceeding Rs.2000 entries in the warrant of payment should be checked with those already made in the register (SB-45) referred above. If any discrepancy is noticed or in case the signature of the depositor in the warrant of payment is found not to tally with that on the application for withdrawal, the matter should at once be reported to the Divisional Superintendent for necessary action.

(v) The warrant of payment should then be placed before the Postmaster alongwith the ledger/binder and the register (SB-45). The Postmaster should check the entries in the warrant of payment and ledger/ledger card and if found in order, he will sign the ledger/ledger card. In case of sub office the sub Postmaster will also write the balance after transaction in the ledger. The Postmaster should also see that the date of payment has been properly entered in the register (SB-45). He should make a note of the withdrawal in the Long Book indicating the name of the branch office in the remarks column.

**Note:-** If the entry of balance at credit of the depositor or the amount to be withdrawn is erased or altered in the application for withdrawal or if there are any other circumstances attending the withdrawal creating suspicion, the matter should be brought to the notice of the Postmaster who will take action in accordance with rule 2(4). The warrant of payment for the amount stated in the application should, however, be forwarded in due course to the Control Organisation.

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(vi) The sanctioned warrant of payment will be received lapsed from the branch office if the withdrawal is not made by the depositor within the prescribed period. The date of receipt of lapsed warrant should be scrutinized, noted in the register (SB-45) and the warrant of payment cancelled. The register with the cancelled warrant of payment should be put to the Postmaster who should after check initial the entry and destroy the cancelled warrant himself. The Postmaster should review the register (SB-45) every week to see that the lapsed warrants of payment are returned promptly and they are called for if over due.

(vii) In case of branch offices in account with a sub office, the withdrawal will, so far as the head office is concerned, be treated as if made at the sub office.

(viii) A depositor whose account stands at a Branch Office or Extra Departmental Sub Office can make a withdrawal at the Account Office or Head Office in accordance with the conditions laid down in Rule 6(3) of Post Office Savings Bank General Rules, 1981. The procedure to be followed will be the same as for a withdrawal from an account in the Account Office/Head Office itself except that an intimation should be sent to the branch office by means of entry in the next branch office slip showing the account number, date of withdrawal, amount of withdrawal, the balance after the transaction and date of last transaction or by similar entry in the next SB slip to the Extra-Departmental Sub Office. The entry in the B.O. slip/SB slip should be attested by the dated signature of the Sub Postmaster/Postmaster (Savings Bank). The Branch Postmaster should make entry of the transaction in his SB Journal in red ink under the actual date of withdrawal on the day on which the intimation is received from the Account Office. The amount of withdrawal should not be included in the daily total of withdrawals for that day in the Branch Office Savings Bank Journal. Similarly, the EDSPM should make an entry in the ledger with reference to the SB slip noting the actual date of withdrawal in the column for date. This should not be included in the daily total of withdrawals for that day. The Branch Postmaster/EDSPM should sign the entry in the BO slip/SB slip after making necessary entries in the SB Journal/SB ledger.

## MEMO OF ADMISSION OF PAYMENT

34. (a) Should a warrant of payment be lost before its submission to the Control Organisation, a memo or admission of payment in form (SB 43) should be prepared. To complete the memo, the depositor or his agent, as the case may be, should be asked to sign the memo in the place provided for the purpose admitting that he has received the amount for withdrawal. The memo should then be impressed with the date stamp, attested by the Postmaster at the office of payment and its Head Office, and then forwarded to the Control Organisation in the support of the change in the list of transactions duly entered in the voucher list.

(b) If the memo of admission of payment cannot be forwarded with the list of transactions in which the amount of withdrawal is charged, an appropriate remark should be made against the entry in the list of transaction.

(c) If the signature of the depositor or his agent, as the case may be, cannot be obtained, the case should be reported to the Head of the Circle for order.

**Note:** Where the amount does not exceed Rs.500/- the Gazetted Postmaster or Superintendent of Post Offices may pass the orders personally.

## INSTANT COUNTER SERVICE

35. (1) **Salient features:** - The instant counter service facility has been provided in the Head Post Offices, all sub post offices in lower selection grade and above where there is **an exclusive full time counter for savings bank work**. The term Savings bank for the purpose of this facility would not include work done at the counter in connection with the Savings certificates work. Under this facility the Counter Assistant has been authorized to receive deposits upto Rs.2000/- and allow withdrawal upto Rs.2000/- from Savings accounts only under his own powers without referring the documents to the Ledger Assistant and the APM/SPM. The following are the salient feature of the scheme:-

- (i) The deposits upto Rs.2000/- and withdrawals upto Rs.2000/- will be effected by the Counter Assistant independently without reference to the Ledger Assistant and the Supervisor.
- (ii) In case of deposit by cheque the receipt in the counterfoil of pay-in-slip will be issued by the Counter Assistant.
- (iii) In case of withdrawals from cheque account for Rs.2000/- or less the balance will be checked from the duplicate ledger cards which would be prepared and be available with the Counter Assistant. These transactions will not be routed through the Ledger Assistant and the Supervisor.
- (iv) The form 'Pay-in-slip' (SB-103) filled in by the depositor or his messenger will accompany all deposits in cash and by cheques.
- (v) A token will be issued to the depositor whose transaction has to pass through the ledger Assistant and the Supervisor under the existing procedure so that he need not stay in the queue and make other also wait.
- (vi) The Counter Assistant will maintain a Long Book (SB-58) in order to keep the account of all the transactions.
- (vii) The Ledger Assistant will initial transaction voucher i.e. pay-in-slip or warrant of payment of the Head office on posting the transaction in the ledger card.
- (viii) In sub offices, the Counter Assistant will allow withdrawals under the scheme only after verifying the balance from the ledger but without the intervention of the SPM.
- (2) The revised procedure will not apply in the following cases for which existing procedure will continue to be followed :-
  - (i) All withdrawals exceeding Rs. 2000/- and deposits exceeding Rs.2000/-
  - (ii) Every consecutive sixth transaction in a particular account if one of the earlier five transactions was not passed through the Ledger Assistant and the Supervisor.
  - (iii) Opening of new Savings Accounts.
  - (iv) Closure of Savings accounts.
  - (v) Deposit/withdrawal in cheque account presented with the pass book.
  - (vi) Pass Book presented for the entry of interest whether with or without transaction.
  - (vii) When pass book with counterfoil of pay-in-slip (after encashment of cheque) is presented.

(3) **Arrangement of Counter** :- In offices, where there is more than one counter for Savings Bank, one counter will be used exclusively for withdrawals and the other for deposits. In offices, where there is no justification for more than one counter, all the transactions will be attended by the same Counter Assistant. .

(4) **Acceptance of deposits** :- Cash deposits upto Rs. 2000/- will be presented with a pay-in-slip (SB-103) duly filled in by the depositor Or his messenger. The Counter Assistant will check whether the account of the pass book presented stands at his office or any other office under the same Head Office. The deposits in respect of accounts standing at other offices under the same Head Office will also be accepted under this scheme as at present. The Counter Assistant will check the entries in the pay-in-slip and counterfoil and ensure that the entries in both the parts agree, and note the balance after deposit in the prescribed column and initial it. On collecting the deposit, he will impress date stamp on the marked places on both parts and sign on both parts of pay-in-slip at the place marked "SB Assistant". The entries in the pass book will be made by the Counter Assistant who will also initial the pass book in the space provided for the initials of the postmaster. The pass book and counterfoil of pay-in-slip will be

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returned to the depositor. The Counter Assistant will keep a record of all transactions in the Long Book (SB-58). He will post in his Long Book each withdrawal and deposit before parting with the pass book. The pay-in-slip will be kept as a voucher for the deposit. The Long Book will be maintained by the Counter Assistant. The Supervisor will not maintain any Long Book. .

(5) **Payment of withdrawals** :- When the application for withdrawal (SB-7) is presented and the amount of withdrawal is Rs. 2000/- or less the Counter Assistant will check whether the account stands in his office, compare the specimen signature and make the entries in warrant of payment and pass book. He will also sign the warrant of payment and initial the pass book in the space provided for the initials/signature of the postmaster in these documents. He will then get the acquittance of the depositor in the warrant of payment for the amount sought to be withdrawn. He will treat the warrant of payment as a voucher and return the pass book to the depositor alongwith the amount of withdrawal after making the entry of transaction in the Long Book.

(6) **Deposits exceeding Rs. 2000/- and withdrawals exceeding Rs.2000/-** :- In respect of deposits exceeding Rs. 2000/- and withdrawals of more than Rs. 2000/- the present procedure will be followed. The transaction will be routed through the Ledger Assistant and the Supervisor as per normal procedure. In such cases a token will be given to the depositor and he will be requested to come to the counter when called. This will ensure that other depositors waiting for deposits upto Rs. 2000/- or withdrawals upto Rs. 2000/- are not delayed at the counter. After check by the supervisor the documents i.e. pass book, pay-in-slip and the warrant of payment will be returned to the Counter Assistant for making payment to the depositor and returning the counterfoil and pass book to the depositor as the case may be.

While the deposits upto Rs. 2000/- and withdrawals upto Rs. 2000/transactions will be completed by the Counter Assistant himself, but for every sixth such transaction, the ordinary procedure of routing the transaction through the Ledger Assistant and the Supervisor will be followed. For this purpose, the Counter Assistant should see in the pass book whether five transactions prior to the one presented were either deposits upto Rs. 2000/- or withdrawals upto Rs. 2000/- and if so, the transaction presented should be routed through the Ledger Assistant and the Supervisor in the ordinary way. The Ledger Assistant while posting the transaction in the Ledger Card in Head Office should also see that the transaction being posted/checked was not sixth consecutive transaction that has not passed through the Ledger Assistant/Supervisor. When the sixth transaction is posted in the ledger card with the pass book, an indication should be given in the remarks column of the ledger card by figure VI. If it is noticed that the sixth transaction was not passed through the Ledger Assistant/Supervisor necessary action may be taken by the Supervisor against the Counter Assistant. The Ledger Assistant/Supervisor should ensure that the previous five transactions appearing in the pass book agree in all respects with the entries in the ledger card/ledger.

(7) **Issue of tokens** :- (i) Each office will be supplied with metal or plastic tokens bearing the serial number and the name of the post office. They will remain in the custody of the Counter Assistant. The Counter Assistant will note the number of token on the top of the pay-in-slip/warrant of payment. When the transaction is' completed, the Counter Assistant will take back the token from the depositor and keep it

in his custody. The issue of token to the depositors will be necessary in all such cases as specified in para (2) above where the new procedure will not apply and the existing procedure will be followed.

(ii) If the token is not returned on the same day by the depositor, an entry in the error book will be made and if it is not finally returned, the token should be written off from the stock. The transaction itself would not find place in the list of transactions of the day.

**(8) Procedure for cheque accounts in Head Office :-** The above procedure will be modified to the following extent in respect of cheque accounts.

(i) Duplicate ledger cards will be prepared for all cheque accounts. These will be arranged serially and kept in a folder/binder. They will remain in the custody of the Counter Assistant

(ii) When the cheque for Rs. 2000/- or less is presented, the Counter Assistant will carry out the checks at present prescribed. In addition, he will take out the duplicate ledger card, check whether the balance sought to be withdrawn is available, make the entry of withdrawal in it and then make payment.

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(iii) The duplicate ledger cards in which there are transactions during the day will be kept separately and put up before the Supervisor alongwith the vouchers and list of transactions at the end of the day. They will be returned by the Supervisor to the Counter Assistant after check who will keep them at their proper place in the folder/binder.

(iv) When a pass book of cheque account is presented for a deposit/ withdrawal application, it will be dealt with under the normal procedure and it will be sent to the Ledger Assistant/Supervisor. When it is received back from the Supervisor, with the pass book entries completed, the Counter Assistant will bring the entries, if any, in the duplicate ledger card up-to-date by referring to the pass book entries and get it verified by the Supervisor. A token will be issued in such cases.

(v) Whenever an entry is made in the ledger card by the Ledger Assistant in respect of a transaction which has not passed through the Counter Assistant, the Ledger Assistant will intimate the same to the Counter Assistant for making the duplicate ledger card up to date.

**Note :-** The balance after transaction will be written by the Counter Assistant under his dated initials on the reverse of the cheque.

**(9) Posting of vouchers in the ledger cards and their safe custody :-**

(i) The pay-in-slips of Rs. 2000/- or less and warrants of payments of Rs. 2000/- or less may be collected by the Ledger Assistant from the Counter Assistant, giving his acquittance in the Long Book periodically, say after every 15 minutes or half an hour, so that the Ledger Assistant can post the entries in the ledger cards and get them checked by the Supervisor. The pay-in-slips of more than Rs. 2000/- and warrants of payment of more than Rs. 2000/- will be returned by the Counter Assistant after delivery of counterfoil of pay-in-slip or payment direct to the Supervisor for safe custody under receipt in the Long Book. Thus all the vouchers will remain in the custody of the Supervisor. After the close of the counter hours the Supervisor will check the vouchers with the entries in the Long Book and return them to the Counter Assistant for preparing the list of transactions.

**Note :-** The Ledger Assistant in the head office should initial each instant counter voucher i.e. pay-in-slip or warrant of payment of the Head Office on posting the transaction in the ledger card. This will safeguard against any omission in posting in the ledger cards.

(ii) In the case of sub offices the vouchers for deposits and payments will be collected by the Supervisor from the Counter Assistant periodically, say after an hour under receipt in the Long Book for

checking the postings in the ledger wherever necessary and keeping them in his custody. After the close of counter hours these vouchers will be checked by the Supervisor with the entries in the Long Book also. After check the vouchers will be returned to the Counter Assistant for preparing the list of the transactions.

(10) **Deposit by Cheque :-** (i) The cheque tendered for deposit will be accompanied by the pay-in-slip (SB-103). After checking the cheque and the pay-in-slip, counterfoil of the pay-in-slip duly stamped and initialled will be given to the depositor as a receipt for the cheque. The pay-in-slips for the cheques will be kept in daily bundles in the custody of the supervisor to be used as voucher for deposit when the cheque is realised. When the depositor presents the pass book on encashment of the cheque, the pass book will be passed on to the ledger Assistant who will make entries in the pass book with reference to the ledger card and have them checked and authenticated by the Supervisor. The pass book will be returned to the Counter Assistant. In such cases a token will be issued to the depositor.

(ii) When a cheque is encashed and accounted for in the accounts of the post office, the Supervisor will transfer the pay-in-slip to the Counter Assistant, who will include it in his Long Book below the transactions of the day with suitable remark so that the total deposits should agree with the totals in the list of transactions. The pay-in-slip will be again date stamped by the side of impression of the date stamp of the date of the receipt of the cheque.

(11) **Presentation of Pass Book for Entry of Interest: -** When the pass book is presented for transaction after 1<sup>st</sup> April and after completion of interest calculation, the transaction will pass through the Ledger Assistant and the Supervisor under the existing procedure for making the entries of annual interest in the pass book. In such cases a token will be issued to the depositor. In cases where the pass book is presented only for the entry of interest, a note indicating the Token No. and the account to which it relates must be kept by the Counter Assistant.

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(12) **Issue of Duplicate Pass Book :-** Whenever a duplicate pass book is issued after the introduction of the scheme, a note will be made in the application form (SB-3) in red ink at the top in addition to the entries in ledger card. In cases where duplicate pass books have already been issued, this will also be indicated in the application forms with reference to the entries in the ledger cards and applications of duplicate pass books kept on record. If more than one duplicate pass book has been issued this fact should also be indicated in the application form. This will be done before the date of introduction of the new procedure.

(13) **Miscellaneous :-** At the end of the day the Counter Assistant will prepare the list of transactions after obtaining the vouchers from the Supervisor. The list of transactions alongwith the warrants of payment, pay-in-slips and Long Book will be put up before the Supervisor for necessary checks. The Supervisor will ensure that the total of deposits, withdrawals, etc. as shown in the list of transactions tallies with the corresponding totals as shown in the Long Book and sign the list of transactions and Long Book.

#### **ATTESTATION OF SIGNATURE OF THE DEPOSITOR**

**36.** (a) If the signature of a depositor on an application for withdrawal differs from the specimen on record, payment will be made to the depositor only after the depositor has been identified and his signature has been attested by the identifier (other than the agent or messenger of the depositor) who is known to the post office or by anyone of the following manners with whose signature and seal of office the post office is familiar or on production of any proof mentioned in sub para (b).

(i) A respectable person (other than the agent or messenger presenting the application) known to the post office.

(ii) A Gazetted Officer of the Government including a Commissioned Officer of Army,

Navy or Air Force.

- (iii) District Savings Officer of the National Savings Organisation with the seal of office affixed.
- (iv) Justice of Peace, Magistrates (including Honorary Magistrates) and judges.
- (v) Members of Parliament or Legislative Assemblies/Councils, President of Municipalities and Local Bodies, Block Development Officers, Sarpanchs of Panchayats and Village Level Workers.
- (vi) Principals of Colleges and Heads of Recognised Schools.

**Note :-** Attestation of signature by a person will be in the following form:-

"The Depositor is known to me and has signed in my presence". The seal of the office must invariably be affixed.

If, however, the signature of a depositor is attested by a scheduled bank, the form of attestation may be in the following terms :-

"The depositor is known to the Bank and his signature is confirmed".

A Bank can attest the signature of the depositor even when it is acting as an agent of the depositor.

(b) The Postmaster should also accept identification by means of a postal identity card, a passport or any other identity card issued by a proper authority, bearing the depositor's photograph or signature or by other document like a driving licence, C.G.H.S. card etc., where the photograph or signature of the depositor is available. In such cases, the Postmaster should make a remark on the application for withdrawal "Depositor identified by passport No. .... etc." under his initials.

(c) If the depositor cannot conveniently get his signature attested as provided in (a) above or produce any document according to (b) above, identification can be accepted if his signature is attested by any depositor who holds an account in the same office and if the following conditions are fulfilled :-



- (i) There are no special reasons for not accepting such identification.
- (ii) The identifier generally maintains balance of not less than Rs. 500/- in his account
- (iii) The amount sought to be withdrawn does not exceed Rs. 500/-.
- (iv) The identifier is not the agent or the messenger of the depositor.
- (v) The signature of the identifier agree in all respects with his specimen signature on record in the post office.

### **IDENTIFICATION OF THE DEPOSITOR THROUGH HIS PHOTOGRAPH**

**37.** (1) (a) A depositor of a Savings Account standing at a Head, Sub or Branch Post Office may furnish to the Post Office his passport size photograph which, after verification, will be kept on record in the post office for identification of the depositor at the time of withdrawal. The photograph will be pasted in a register with the following columns :-

- (i) Serial Number
- (ii) Number of the Account
- (iii) Name of the depositor
- (iv) Signature of Postmaster
- (v) Photograph of the depositor
- (vi) Remarks.

A remark will be made on the application form SB-3 or against the specimen signature in the specimen signature book to this effect noting the serial number of the photograph as per the register. The photograph will be attested by the Postmaster. He will also write the name of the depositor on the photograph. The serial number assigned to the photograph in the register will be noted on the first page of the pass book by making the following remark "photograph available at serial number ....." under the dated signature of the Postmaster. The register of photographs will be kept in the custody of the Postmaster.

(b) When an application for withdrawal is presented at the counter, the normal procedure for verifying the signature will be followed. On occasions when the signature is found to differ from the specimen on record and the identity of the depositor is required to be established, the photograph on record will be scrutinised personally by the Postmaster. In case the Postmaster is satisfied with the identity of the depositor after such scrutiny, the withdrawal will be allowed making a suitable remark on the application for withdrawal to the effect that "the depositor has been identified with reference to his photograph on record." The remark will be signed by the Postmaster.

(c) The facility will be available only when the depositor personally attends the post office. The photograph shall be used only as a means of identification. When the account is transferred from the office, the depositor may be advised to have a fresh photograph registered at the new office.

(d) This facility can be used by illiterate depositors too. In such cases, there will be no need for that witness being known to the post office as he is only to witness and certify the amount actually paid. The address of the witness will however have to be noted on the withdrawal form below his signature.

(2) **Identification of the depositor through his marks of identification :** Depositors of Savings Accounts at Head Post Offices and LSG Sub Offices have also the option to keep a record of their marks

of identification in the Post Office so that in case the signature of the depositor does not tally with the specimen on record, identification can be established on the basis of the marks of identification. For this purpose the following procedure will be followed :-

(i) Any depositor who wishes to avail of this facility can give his marks of identification which will be recorded by the Postmaster/Sub Postmaster concerned under his dated signature in the specimen signature book in the case of sub office, and in the application for opening the account (SB-3) in the case of Head Office.

(ii) This facility will be available to illiterate and blind depositors too. In such cases, there will be no need for the witness being known to the post office as he is only to witness and certify the amount actually paid. The address of the witness will however be noted on the withdrawal form below his signature.

(3) **Identification of depositor through his P.O.S.B Identity card:-** (a) Identity cards in PVC covers to Post Office Savings Bank depositors will be supplied by post offices to remove difficulties in effecting withdrawals from savings Accounts. These identity cards will be supplied free of cost to rural depositors and at a cost of 25 paise per card to urban depositors. In both cases, photograph will have to be supplied by the depositors at their cost. Identity Cards for rural depositors are printed on blue card

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board and those for urban depositors are printed on pink cardboard. These cards will be issued by Head, Sub and Branch Post Offices. The depositor will have to apply to the post office in the prescribed form alongwith his photograph of the size 4 x 3 cms. The cards will be issued to literate as well as illiterate depositors. The depositors can show their identity cards at the time of withdrawal for identification. The facility is available to depositors of Savings Accounts only.

(b) The Circle Postal Stores Depots will supply the identity cards to the Head Post Offices under their jurisdiction on the basis of indents received from the Head Post Offices. Head Post Offices will follow the following procedure for stocking and supply of identity cards in rural and urban areas:-

(i) **Rural Areas :** On receipt of supplies from the Postal Stores Depots, the Postmaster will supply the identity cards to Post Offices in rural areas taking into consideration their demand. A stock register may be maintained by each office showing the number of identity cards received, number issued each day and balance at the end of the day. The identity cards will remain in the custody of the Supervising officer or the Sub Postmaster/Branch Postmaster. Inspecting officers should check the stock and ensure that the supply of identity cards is made in accordance with this procedure and that the stock register is maintained properly.

(ii) **Urban areas :** On receipt of supply from the Postal Stores Depots the Postmaster will supply them to Post Offices in urban areas through invoices. The Postmaster will also maintain a separate stock register for these cards in the proforma given below. The total amount of sale of these cards on each day will be credited under the new head "Sale proceeds of Identity Cards and Plastic 'Covers'" to be opened in the account record of Post Offices. The Postmaster will check the stock register daily and see that the total amount of sale proceeds of the day has been credited to the accounts. Similarly, the Sub Postmaster/Branch Postmaster will also maintain a separate stock register for these cards and check the entries duly to ensure that the total amount of sale proceeds has been credited under the above head in his account records. The Inspecting officers will test check the register in order to ensure that it is maintained properly and the sale proceeds have been credited to the accounts, as and when the cards are sold.

#### **Proforma of Register**

#### **Stock Register of Identity Cards for issue to the POSB depositors in urban areas**

1	2	3	4	5
Date	No. of identity cards received	No. and date of invoice received	No. of identity cards supplied to Sub/ Branch Offices	No. and date of invoice issued
No. of identity	Total sale proceeds	Date on which credited to	Balance in stock at the end of the	Signature of postmaster/ Sub Post-master/Branch

cards sold		accounts	day	Postmaster
6.	7.	8.	9.	10.

(c) **Procedure for Issue** : The depositor who desires to have an identity card will apply for the same in the form given below alongwith his recent photograph of the size 4 x 3 cms. The application can be in manuscript. On receipt of the application with the photograph, the identity of the depositor will be verified through his specimen signature on record or through any person known to the post office. After verification, the photograph will be attested by Head/Sub/Branch Postmaster impressing his

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designation stamp: The photograph will be pasted on the identity card. The application will be allotted a running serial number which will also be written on the identity card. All entries in the identity card will be completed and the card signed by the Head/Sub/Branch Postmaster and issued to the depositor. The application will be filed in a guard file in serial order. Each guard file will contain 200 applications and will be given a serial number. A remark regarding issue of identity card will also be made in the application form for opening the account (SB-3)/Specimen signature book. In case the depositor is illiterate, his thumb impression can be taken at the place where space for signature of the holder is provided on the card.

#### **Application form for issue of identity card to POSB depositors.**

1. Name
2. Son of/Wife of/daughter of
3. Savings Account No.
4. Name of Post Office where account stands
5. Name of Head Post Office
6. Full Address
7. A copy of my photograph of size 4 x 3 cms. is enclosed.

Date: Signature/thumb impression of depositor.

Certified that the identity of the depositor has been verified and identity card with serial No. .... issued to him on ..... Date.

Date Stamp	Head/Sub/Branch Postmaster Signature with designation stamp.
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#### **PROCEDURE IN HEAD OFFICE IN RESPECT OF WITHDRAWALS AT SUB OFFICES**

**38. (1) (a) Withdrawals from departmental sub offices and withdrawal of amounts not exceeding Rs. 2000 from ED sub offices:** When the amount of a withdrawal is paid by a sub office, the amount paid will

be shown in the list of transactions and the charge will be supported by the warrant of payment duly signed by the person to whom payment was made. The balance entered by the depositor on the application shall be checked by the ledger Assistant with the balance in the ledger card. The signature of depositor on the application should also be compared by him with the specimen in the application form/SS card and signature of the person who received payment on the warrant, should be compared with that on the application in respect of withdrawals made in single handed sub offices and withdrawals made at other sub offices (not in LSG and above). In case of withdrawals made at departmental sub offices below the LSG if the amount of withdrawal exceeds Rs. 2000, the Postmaster should also compare the signature of the depositor and sign below it. This check need not be exercised in respect of withdrawals made at sub offices in LSG and above.

**Note 1 :-** In order to carry out the above check the ledger Assistants will be supplied a list of single handed sub offices and other time scale sub offices.

**Note 2 :-** The application for withdrawal and the warrant of payment of illiterate depositors should be examined to see that the mark or thumb impression of the depositor has been attested in the manner laid down in rule 36.

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**(b) Withdrawals of amounts exceeding Rs. 2000 from ED Sub Offices:** When the amount to be withdrawn from an extra departmental sub office exceeds Rs. 2000, the extra departmental sub office will forward the pass book and the application for withdrawal to the head office where checks prescribed in rule 33(6) [Para 46] should be carried out before authorising payment. In the case of withdrawal upto Rs. 2000 the ledger Assistant will compare the signature of the depositor with the specimen on record and sign below it. If the withdrawal is for more than Rs. 2000 the Postmaster should also compare the signature of the depositor and sign below it. The availability of cash should be ensured. The head office will then return the pass book to the sub office with the warrant of payment authorising the payment. A register in form (SB-45) should also be maintained in the head office showing the date of receipt of the application for withdrawal, the number of the account and the amount sought to be withdrawn. The register should be put up to the Postmaster both when payment is authorised and again when the warrant is received after payment. When the warrant of payment is received the entries therein should be checked with those already made in the register and the date of payment noted. If any discrepancy is noticed, the matter should at once be reported to the Superintendent of the Post Offices or 1<sup>st</sup> Class Postmaster, as the case may be.

**Note 1 :-** Instructions contained in Rule 33(6) (vi) [Para 46 (vi) above] should be followed for review of register (SB-45) and watch on the check of lapsed warrants of payment.

**Note 2 :-** If a warrant of payment is returned by a sub office as lapsed, it should be shown to Head Postmaster who should destroy it personally after making a note in the list of documents and register (SB-45).

(2) If the signature of the depositor on the warrant of payment is found not to tally with that on record in the HO, an objection should be raised against the office concerned and in case of sub office other than a single handed office the SPM be asked to certify that the amount was paid to the correct depositor. The warrant of payment should not however be returned to the SO. In cases where the genuineness of a transaction even after this certification appears to be doubtful as also when cases requiring the certification are frequent in a SO, the matter should be promptly reported to the Divisional Superintendent of Post Offices. In the case of a single handed SO the matter should be promptly reported to the Divisional Superintendent of Post Offices. In the case of single handed SO the depositor should also be addressed direct to ascertain whether the withdrawal was actually made by him.

(3) An entry of the withdrawal should be made in the ledger card by the ledger assistant against the entry of the actual date of payment as shown in the LOT and the relevant entry in the LOT initialled in the remarks column. The warrant of payment, the list of transactions and the ledger card should then be placed below before the Postmaster, who should compare and check the entries in these documents and initial the entries in the ledger card.

**PROCEDURE IN HOs IN RESPECT OF WITHDRAWALS AT SOs WHERE THE SPECIMEN SIGNATURE CARD OR THE APPLICATION (SB-3) OF THE DEPOSITOR IS NOT ON RECORD IN THE HO**

**39.** (i) The fact of the wanting specimen signature card should be noted in the objection register. Immediate action should be taken to obtain the wanting specimen signature in the new SB-3 form through the SO concerned.

(ii) The Sub Postmaster should be asked to certify that the amount was paid to the correct depositor. In the case of single handed office; the depositor should be addressed direct to ascertain whether the withdrawal was actually made by him.

(iii) While scrutinising the vouchers received from SOs the following action will be taken in respect of omissions and other irregularities noticed. The vouchers should in no case be returned to the SO for supply of the omission, etc;-

(a) Where signature of the paying SPM is wanting on the warrant of payment, a certificate of payment should be obtained from the SPM and furnished to the Control Organisation.

(b) Where depositor's acquittance is wanting, a memo of admission of payment should be obtained and furnished to the control organisation.

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(c) A certificate that necessary check as required by note I below Rule 34(2) was exercised should be obtained in cases of withdrawals exceeding Rs. 500/- in which the initials of two officials are wanting.

(d) The remark "necessary certificate/wanting particulars will follow" will be made in red ink on such vouchers by the Postmaster.

**WITHDRAWALS FROM MINOR'S ACCOUNTS**

**40.** (1) The guardian who opened the account must furnish over his signature a certificate "Certified that the amount sought to be withdrawn is required for the use of Shri/Smt/Kumari ..... who is minor and is alive this day" on the application for withdrawal, when the withdrawal is made by cheque, the above certificate may be obtained on the reverse of the cheque.

*Exception :* The certificate is not necessary when the withdrawal is made for the purpose of Saving Certificate in the name of the minor

(2) Should any person other than the guardian wish to withdraw money; from an account opened on behalf of a minor and claims to do so as guardian of the minor he should be required to produce a guardianship certificate from a court of competent jurisdiction.

*Note :-* In case the person who opened an account on behalf of minor dies and there is no legal guardian the account may be allowed to be operated by the minor if he has attained the age of ten years.

A fresh application form should be obtained from the minor duly certified by a respectable person that he is the actual depositor accompanied by a certificate of death of the person who operated on the account. The application form should be placed in the proper place and necessary corrections should be made in the ledger card, Index to ledger cards and the pass book when presented by the depositor under initials of the Postmaster. In case the account stands at sub office or a branch office in direct account with the head office, one additional specimen signature should be obtained for record in the sub/branch office. In the case of a branch office in account with a sub office two additional specimen signatures should be obtained one each for the sub office and the branch office. The sub office will pass necessary remarks in the ledger, specimen signature book and the pass book and paste the specimen signature slip in the specimen signature book. The application form will be sent to the head office for record in replacement of the old card or application form (SB-3). The old card or application form should be removed from the guard file and kept in the head office itself in separate bundle in the custody of the supervisor in the serial order of accounts and office wise.

(3) In HO when a guardianship certificate is produced the amount should be paid in the usual course. The guardianship certificate should be kept in a guard file serially numbered. The mark "Payment made vide guardianship certificate at serial No..... in the guard file" should be made in remarks column of the ledger card against the entry of the withdrawal. If the Account stands open at a SO or at a BO under the SO, payment should be made as usual and the guardianship certificate produced should be sent to the HO alongwith the warrant of payment duly entered in the list of documents.

### **WITHDRAWALS FROM LUNATICS ACCOUNTS**

**41.** (1) Should any one, other than the person who has opened an account on behalf of a lunatic wish to withdraw money from the account he should be required to establish his claim by producing an order from a court appointing him as the manager or guardian of the lunatic. A copy of the order attested by the Postmaster should be sent to the Control Organisation entered in the voucher list.

(2) When an account opened on behalf of a lunatic is to be closed because a Court of Law has declared him to be sane, the closure of the account should be allowed on proper identification of the depositor and on the production of the order of the court a copy of which, attested by the Postmaster should be sent to the control organisation entered in the voucher list.

(3) In SOs, the copies of the orders of the court referred to in paragraph (1) and (2) should be forwarded to the HO entered in the list of documents.

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(4) The guardian or Superintendent of Mental Hospital should furnish the following certificate at the time of each withdrawal :-

"Certified that the amount sought to be withdrawn is required for the use of ..... Who is of an unsound mind and who is alive this day."

**42. Deleted.**

### **CLOSURE OF SAVINGS ACCOUNT**

**43.** (1) *Procedure in Head Office :-* (i) When a depositor wishes to close his account, he should present or send his pass book with Account closure form (SB-7A) for the withdrawal of the balance plus interest at his credit. If the depositor does not attend the post office for payment, the counter Assistant should see that the name and signature of the agent or messenger have been entered in the space provided for the purpose in the form. The counter Assistant should take action as in the case of normal withdrawal in the manner as

laid down in rule 35(3) above and transfer the pass book to the ledger Assistant for calculation and addition of interest in the pass book. The ledger Assistant should bring the pass book up to date by incorporating therein transactions, if any, posted in the ledger card and not entered in the pass book, calculate the interest, post it in the ledger card and the pass book and return the pass book to the counter Assistant. The counter Assistant should complete the warrant of payment, make an entry of the withdrawal of the amount including interest in the pass book, impress the date stamp in the pass book and the warrant of payment. The remark "Account closed" should be made on the first page of the pass book, below the entry of final withdrawal and in all the unused pages of the pass book by means of rubber stamp or in red ink. He should then transfer the pass book and the warrant of payment to the ledger Assistant, who should make entries in the ledger card under his signature and give a remark "Account closed on....." below the entry of the transaction in the ledger card in red ink. He should take the Index to Ledger Cards and enter therein the remark "Closed on....." against the relevant entry. The documents viz., ledger card, index to ledger cards, warrant of payment and the pass book should then be transferred to the Postmaster who should check the calculation of interest, entries in the pass book, warrant of payment, ledger card and the index to ledger cards. He should then sign the closing entry in the pass book and warrant of payment, in the ledger card, index to ledger cards and also put signature under the remark of closure of the account in the ledger card. He should make entry of transaction in the Long Book if it is to be maintained by him and return the pass book and the warrant of payment to the counter Assistant and the ledger card with index to ledger cards to the ledger Assistant.

(ii) The counter Assistant should obtain the acquittance of the depositor/ messenger on the warrant of payment, compare the signature and pay the amount and return the closed pass book to the depositor/messenger after obtaining the receipt of pass book on the warrant of payment by adding the word "The closed pass book returned to me" under the heading 'Acquittance'. The remark "Account closed" should also be made on the first page of the pass book and all unused pages in red ink.

(2) **Adjustment of interest paid excess or short :-** (a) If after an account has been closed, an error in calculation of interest is discovered the correction of which leaves a small balance at credit of the account, the Postmaster should, If possible, pay the amount to the depositor on the usual application for withdrawal. If the depositor is not traceable, the Postmaster should draw the amount on his receipt and credit it in his accounts under the head "Unclassified receipts" making a note thereof in the ledger card. The amount so credited may it any time be paid to the depositor. If an excess amount has been paid away, efforts will be made to recover the excess paid interest from the depositor. In case the depositor fails to pay the amount it may be recovered as an arrear of land revenue under Rule 18 of the Post Office S.B. General Rules, 1981, if it exceeds Rs. 10.. Where the amount paid in excess does not excess Rs. 10/-, amount will be written off by the authorities given below and the postmaster will charge the amount to unclassified payment by per contra credit as deposit to the savings account concerned. A note of write off should be made in the depositor's ledger card.

	Authority	Power to write off
i)	Non-Gazetted Head Postmaster	Upto Rs. 5/- in each case.
ii)	Gazetted Head Postmaster and Sr. Supdt./Supdt. Of Post Offices.	Upto Rs.10/- in each case.

(b) A list of petty amounts written off should be prepared in the following form.

Sl. No.	Name of depositor	Account No.	Amount written off		
			Principa l	Interest	Total



1	2	3	4	5	6
<b>Total</b>					

One copy of the list will be sent to the Postal Accounts Office by the Account branch alongwith copies of the sanctions in support of the charge under "Unclassified payment".

**Note :-** The above rule will also apply to all other types of accounts viz. RD, TD, etc.

(3) **Closure of account without pass book :-** If the pass book of a depositor who wishes to close his account is not forthcoming, the depositor should be requested to give an application stating the reason why the pass book is not available. The signature on the application should be compared with the specimen signature on record. The head postmaster may authorise the closure of such an account provided he is satisfied as to the identity of the depositor. When the account is closed a remark "Closed without production of the pass book" should be made in the ledger card below the last entry relating to the account and also in the warrant of payment under his dated signature and the application of the depositor should be pasted to the warrant of payment.

(4) When an account opened on behalf of a minor in respect of which claim to guardianship has been recognised, is closed, a suitable note to that effect should be made by the postmaster in the ledger card under his dated signature.

(5) Action in respect of ledger cards of closed accounts should be taken as laid down in Rule 13(3) before the close of the day. A remark "closed on. . . . . (date)" should be made in the index to ledger cards. The application (SB-3) and/or the SS card (SB-106) should also be taken out and, after the Postmaster has recorded a remark "Account closed" on them, sent to the SB Control Organisation duly attached to the warrant of payment. If the application (SB-3) and/or the SS Card (SB-106) are/is not on record, a fresh application should be obtained from the depositor and sent to the SB Control Organisation duly attested by the Postmaster, meanwhile informing the SB Control Organisation of the action being taken. If the document(s) cannot be obtained as the whereabouts of the depositor are not known, a certificate as prescribed in Rule 39(ii) furnished by the office where the account stands and attested by the head postmaster should be forwarded to the SB Control Organisation explaining the position.

(6) **Procedure in Sub Offices :-** In sub offices the following procedure should be followed :

(a) **LSG/HSG/Gazetted Sub Post Offices:-** These offices will close individual savings accounts (single or joint) directly without referring the documents to the head office. Pension accounts, though individual accounts will, however, be got closed from the head office. The following procedure will be followed for the closure of such accounts at these offices.

(i) Whenever a depositor applies for closure of an account standing open at a LSG/HSG/Gazetted Sub Office or a branch office in direct account with it, the counter Assistant will examine the pass book to see if interest for the period upto and including the previous financial year has been calculated by the head office and intimated through the interest statement to the sub office and the balance in the pass book agrees with that shown in the ledger. If so, the counter Assistant will calculate interest for the current year in the ledger and post in the pass book. For this he will take out the IBB for the current year in the remarks column of the SO ledger and calculate the interest with reference to the savings accounts Interest Tables which will be supplied to all sub offices. The counter Assistant will take action as for withdrawal and make closing entries in the pass book, ledger, specimen signature book and place the documents before the sub postmaster who will carry out all the checks as for closure of account. The interest calculated by the counter Assistant should be checked by the sub postmaster before passing the warrant of payment and returning documents to the counter Assistant. The counter Assistant will pay the amount and deliver the pass book as per procedure laid down for the closure of the account.

(ii) If the account stands at a BO in account with the sub office the pass book and the warrant of payment will be sent to the BO after closure is sanctioned as per above procedure.

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(iii) If the interest for the previous year has not been noted in the pass book, the existing procedure of sending the pass book and the application for withdrawal to the head offices for sanction will be followed by these sub offices as at present.

(iv) In case the balance in the pass book does not agree with that of the SO S.B. ledger due to reason other than posting of interest, the pass book and application for withdrawal in that case must be sent to the Head Office with suitable remarks on the application for withdrawal to enable the Head Office to rectify the balance and sanction the closure.

(b) (i) In respect of account other than individual account (single or joint) standing at LSG/HSG/Gazetted sub offices and account standing at other sub offices or branch offices in their account after the application for withdrawal has been checked with the depositor's pass book and the ledger and impressed with the date stamp and the signature of the depositor has been compared with the specimen signature on record, it should be sent with the pass book to the head office entered in the list of documents with a remark stating that the account is to be closed. A receipt for the pass book in form (SB-28) should be given to the depositor. If no pass book is forthcoming, an application as prescribed in sub rule (3) above may be obtained and sent to head office.

**Note 1:-** The counter Assistant will sign below the signature of the depositor in token of having compared the signature of the depositor. If the amount of withdrawal is more than Rs.500, the sub postmaster will also compare the signature and sign below the signature of the depositor.

**Note 2:-** In accounts where no interest is due to be added in the pass book either for the previous year or the current year, the closure will be allowed by the sub postmaster other than E.D. sub postmaster without obtaining the prior sanction of the Head Office.

(ii) The interest as well as the balance at credit of the depositor after addition of interest will be entered in the pass book by the head office and the pass book will then be returned to the sub office with the warrant of payment entered in the S.B. slip. When the depositor or his messenger calls at the post office for payment, the balance after addition of interest as entered in the pass book by the head office, should be shown in the sub office ledger and pass book as withdrawn, the word 'NIL' being entered in the column for balance both in the ledger and pass book by the Sub Postmaster. The entries in the ledger and pass book should then be compared and initialled by the sub postmaster. The words "Account closed" should be written below the last entry in the pass book and the ledger and signed by the sub postmaster. The remark "Account closed" should also be made in red ink on the first page of the pass book and all unused pages in red ink or by means of a rubber stamp. An entry of transaction will be made by the sub postmaster in the Long Book. When the account is closed without the pass book, a remark "Account closed without the production of pass book on ....." should be made on the ledger.

In case of E.D. sub office the remark "Account closed" in red ink on the first page and on all the unused pages of the pass book will be made by the Head Office while sanctioning the closure of the account. If for any reason the depositor does not actually close the account, the cancelled pass book along with the warrant of payment with suitable remark will be returned to the head office for issuing a fresh pass book in lieu of the cancelled one which on receipt will be delivered to the depositor.

(iii) The amount (principle and interest) specified in the warrant of payment should be paid to the depositor according to the procedure laid down in para (1) above. The warrant of payment should be date stamped with the date of actual payment. The closed pass book should be returned to the depositor or his

messenger and the receipt (SB-28) duly signed should be taken back from him and pasted to the office copy.

(c) In the case of Security Deposit account opened in connection with the purchase of Motor Vehicle or Tractor the pass book (SB SF) should be taken from the depositor at the time of closure of the account and sent as voucher to the S.B. Control Organisation. If, however; the depositor desires to get the pass book back, a normal withdrawal application and separate release letter should be obtained from the depositor and the pass book returned to him under receipt after the account is closed.

(d) A red ink line should be drawn through the relative entry in the specimen signature book and a remark "Account closed on. . . . . " recorded in the remarks column under the initials of the sub postmaster.

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(e) If a warrant of payment is received from the head office towards the end of a month, and it is impossible or unlikely that it can be paid in the same month, the S.B. slip will show the amount of interest due for the current month. If the payment is made in the following month the Sub-Postmaster should enter below the "Total amount" in the warrant, the interest shown in the S.B. Slip in the following way:

"Add interest of Rs..... for..... (name of month)". The Sub Postmaster should also make the same entry in the pass book and ledger and the balance after this addition should be paid to the depositor. The amount actually paid to the depositor should be shown as withdrawn in the ledger and the pass book.

(f) Warrants remaining unpaid after the expiry of 15 days in the sub office and 7 days in the branch office from the date of receipt from the head office should be considered as lapsed and returned to the head office entered in the list of documents with an explanatory remark. If the fifteenth day or the 7th day happens to be a Sunday or post office holiday, the warrant should not be returned as unpaid but should be paid on the following working day. If it is not paid on that day also, it should be treated as lapsed and disposed of in the manner stated above.

(g) If the pass book of the depositor who wishes to close the account is not forthcoming, he should be requested to give an application stating the reasons why the pass book is not available. The signature on the application should be compared with the specimen signature on the record in the prescribed manner by the sub postmaster and with his remarks regarding the identity of the depositor and his recommendations therein, the application should be forwarded to the Head Office for orders along with the application of withdrawal. The application with the orders of the Head Postmaster recorded therein will be received back along with the warrant of payment when the account is actually closed, a remark "Account closed without production of pass book on ..... .. (date)" should-be made in the ledger. The application containing the orders of the Head Postmaster should be sent to the Head Office pasted to the warrant of payment.

(h) A warrant of payment along with the cancelled passed book will be returned by the branch office as lapsed after a week. A fresh pass book will be prepared in lieu of the cancelled one and sent to the Branch Office for delivery to the depositor. The lapsed warrant of payment and cancelled pass book with suitable remark will be sent to the head office entered in the list of documents.

**(7) Closure of account at a place other than the place where the account stands: -** When a depositor wishes to close an account at a place other than the place where the account stands, he may be allowed to do so provided he is willing to accept the payment of the balance at credit in the form of a crossed cheque. He must present or send his pass book alongwith an application for withdrawal of the balance at credit in his account at the post office convenient to him with a request, noted on the application for withdrawal, that the balance of amount may be remitted by crossed cheque. The postmaster, after verification of the genuineness of the application, will forward it alongwith the pass book to the office where the account

stands by registered post. On receipt of the application at the office where the account stands, the procedure as for closure of an account prescribed in Rule **43(1)** and **43(6)** above will be followed. A crossed cheque in favour of the depositor will be issued for the total amount at credit including interest.

After completing the formalities as prescribed above, the crossed cheque and the closed pass book will be sent by the issuing postmaster by registered post to the head or sub postmaster from whom the pass book and the application for closure was received with a forwarding letter with a copy endorsed to the claimant. The particulars of the cheque will be noted in the ledger card. When the claimant calls for collection of the cheque, the post office will obtain a receipt for the same from him and forward it to the Postmaster issuing the cheque who, in his turn, will transfer the receipt to the Control Organisation, keeping a suitable note in the ledger card.

### **PROCEDURE IN HEAD OFFICE IN RESPECT OF ACCOUNTS CLOSED AT SUB AND BRANCH OFFICES**

**44. (a) At Sub Offices :-** (1) On receipt of the application for withdrawal from the sub office together with the pass book, the depositor's signature on the application should be compared by the ledger Assistant with the specimen on record and the balance in the pass book compared with the balance in the ledger

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card. If these agree he should calculate the interest due on the account, post it in ledger card and pass book and complete the entries in the warrant of payment. If the signature of the depositor does not agree, it should be seen that the sub office has either taken proper identification of the depositor or the SPM or the S.B. Assistant or both where necessary have signed the application for withdrawal below the signature of the depositor. In the absence of proper identification or the signature of the SPM/SB Assistant the remark "Signature differs, withdrawal may be allowed on proper identification" may be recorded on the application for withdrawal in red ink under the signature of the Postmaster. In case of E.D. sub office the remark "Account closed" should be made on the first page and on all the unused pages of the pass book in red ink or by means of a rubber stamp. The ledger Assistant should then place the application for withdrawal, the ledger card and the pass book before the postmaster who should satisfy himself by reference to the pass book and the ledger card that the amount to be withdrawn is the balance at the credit of the depositor and the interest calculated by the ledger Assistant is correct. The warrant of payment should be signed and the ledger card and pass book signed/initialled by the postmaster. The pass book together with the warrant of payment should be sent at once to the sub office entered in the S.B. Slip. To watch the receipt back of the paid or lapsed warrant of payment an entry should be made in the register SB-45. If cash is also likely to be required the same should be got remitted by sub account Assistant. When the paid warrant is received it should be checked in the same manner as a warrant of withdrawal in the sub office and an entry made in the ledger card along with the remark "Account closed on.....". The date of receipt of the paid warrant should be entered in the register SB-45.

(2) A lapsed warrant on receipt should be entered in the register SB-45 showing the date of its receipt. It should be placed with the register before the Postmaster who should check and initial the entry in the register and destroy the warrant personally.

(3) In case of E.D. sub office the cancelled pass book will also be received along with the lapsed warrant of payment. A fresh pass- book may be prepared in lieu of cancelled one and returned to the sub office for delivery to the depositor. The cancelled pass book will be sent to the S.B.C.O.

(4) An entry "Account closed on ....." should made in the remark column of the Index to ledger cards against the entry of the account number. The number should be rounded off in red ink. The Postmaster should sign against the remark made in the Index to ledger cards.

(5) In cases in which the application is received from a sub office towards the close of a month, and it is unlikely that the warrant can be paid in the same month, the amount of interest for the current month should be calculated and it should be shown in the S.B. Slip.

(6) When application for closing an account without production of the pass book is received from the sub office, the signature of the depositor on it and on the application for the withdrawal should be compared with that on the application card/SS card. The application should then be placed before the Head post master for orders. When the Head postmaster orders that it may be done, the application for withdrawal should be processed as prescribed in sub para (1) above. The application with the Head postmaster's order and the warrant of payment should be sent to the sub office entered in the S. B. Slip. When the account is actually closed, a remark "Account closed without production of pass book" should be made in the ledger card.

(b) **At Branch Offices :-** (1) The branch office will send the pass book and the application for withdrawal to the account office entered on the reverse of the branch daily account. A note of this will also be kept in the branch office journal. If the account, office is a sub office, the documents after check will be sent to the head office duly entered in the list of documents.

(2) The application on receipt should be examined and dealt with like other applications for withdrawal for closure of account. A warrant of payment should be prepared in the manner prescribed in sub para (a) (1) above and a remark "Account closed" should be made on the first page and on all the unused pages of the pass book in red ink or by means of a rubber stamp. The pass book with the warrant of payment should be sent to the branch office for payment of the amount if in direct account after making an entry in the register (SB-45). When the warrant of payment duly signed is received back after payment, the procedure laid down in this rule should be followed, the date of withdrawal being shown in the list of transactions and in the ledger card the actual date of payment at the branch office. The date of receipt of the warrant should also be entered in register (SB-45). If the lapsed warrant along

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with the cancelled pass book is received, the date of its receipt should be entered in the register SB-45. A fresh pass book will be prepared in lieu of the cancelled one. All the documents should be placed before the Postmaster who should initial the entry in the register and fresh pass book after check and destroy the lapsed warrant of payment. The fresh pass book will be sent to the branch office and cancelled one to the S.B.C.O."

(3) If an account stands at a branch office in account with a sub office the same procedure will be followed as if the account stood at a sub office except the remark "Account closed" to be made in the red ink on the first page and on all the unused pages of the pass book will be made by the sub office. The documents will be sent to the branch office through the sub office.

(4) When the pass book along with the warrant of payment is received back from the head office, a remark "Account closed" will be made in red ink on the first page and on all the unused pages of the pass book. The documents will then be sent by the sub office to the branch office entered in the branch office slip.

(5) In sub office when the warrant of payment duly signed is returned by the branch office, it should be examined and the amount of warrant (principal and interest) verified with the charge in the daily account under S.B. withdrawals. An entry of withdrawal should be made in the sub office ledger and the transaction treated as if it was a sub office transaction according to procedure laid down in rule 43(6), the actual date of payment at the branch office, however, being shown as the date of withdrawal in the ledger and the list of transactions. The sub postmaster should make a note of the withdrawal in his Long Book, initial the pass book and sign in the ledger. The warrant of payment should be sent to the head office

entered in the list of documents.

## UNPOSTED ITEMS

**45.** (1) Whenever a transaction cannot be posted by the HO in its ledger card for any reason, a remark “Unposted” will be made by the HO against the entry in the LOT. If, however, transactions cannot be posted in the ledger cards due to non-receipt of the LOT with vouchers an intimation should be sent to the control organisation furnishing the particulars of the SO and the total amounts of deposits and withdrawals.

(2) Whenever an item is subsequently posted in the ledger card by the HO, an intimation should be sent to the control organisation, in the form of list of transactions (SB-60) marked “unposted item cleared”.

(3) The control organisation should be maintaining a register of unposted item in which entries should be made whenever a transaction is not posted and when it is actually posted. The register maintained by the control organisation should be reviewed by the Postmaster once a week and action taken to settle the pending items.

**46. List of Transactions (SB-60) :- General** - There are two forms of lists of transactions: SB-60 (large) and SB-60 (small). SB-60 large [Annexure-8] is meant for Head Office as well as sub offices having more transactions. SB-60 (small) is meant for other sub offices. The form provides for the date stamp of S.O. and H.O., signature of the Counter Assistant, Ledger Assistant, Sub Postmaster, Head Postmaster and P.A. of SBCO at the bottom of the form.

**A. Head Office list of transactions:-** (1) After the close of the counter hours, the counter Assistant will arrange the pay-in-slips and the warrants of payment in respect of accounts standing at the head office and the branch offices in the direct account and arrange them in the serial order of the accounts. These will be entered under Part I in the list of transactions which will be prepared in duplicate. The account number, amount of deposit, amount of withdrawal and interest on closed accounts will be shown.

(2) Pay-in-slips in respect of deposits and cheques for withdrawals in the head office relating to accounts at sub-offices should be arranged in serial order of accounts and entries of these deposits and withdrawals made in the list under Part II. The name of the sub-office where the account stands should be noted in the remarks column.

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(3) In case of security deposit accounts transactions, if any, effected at the sub-offices should be shown under Part III in the head offices list of transactions as such accounts are treated as standing in the head office and both copies should be signed by the counter Assistant and date stamped.

(4) Totals of various columns in the list should be struck separately for parts I, II and III. It should also be ensured that the sum of the totals in Part I and II agrees with the totals in the Long Book. The list then be impressed with the date stamp and signed by the counter Assistant

(5) The Postmaster should check the entries of the deposits and withdrawals in the list of transactions with the entries in the long book and the pay-in-slips and warrants of payment. He should ensure that entries in part II of the list have been properly incorporated in Part III of the relevant sub office lists, the applications (SB-3) are attached to the warrants of payment relating to closed accounts and sign both the copies of the list. He should get the warrants of payment and pay-in-slips stitched in serial order of accounts in one bundle and sealed at the top left hand corner in such a manner that it should be possible to

read all the entries in the warrants of payment and pay-in-slips without breaking the seal. The bundle of warrants of payment, pay-in-slips and the both copies of the list of transaction will be transferred to the Control Organisation the next morning along with the day's return. No copy of the list of transactions need be retained as office record in the Head Office.

**B. Sub Office list of transactions :-** (6) In the case of sub offices only one copy of the list of transactions is to be prepared in ink. Transactions relating to security deposit accounts and deposits in accounts standing at another office under the same HO should be shown in Part II of the list. The instructions for the preparation and checking of the list as laid down in sub paras (1) to (5) should be followed mutatis mutandis. The warrants of payment and pay-in-slips should be got stitched and sealed in a bundle as in the case of head office. The bundle along with applications for the new accounts opened and the list of transactions should be tied in a bundle and the bundle forwarded to the head office duly entered on the reverse of the daily account.

(7) If for any reason a voucher or vouchers cannot be sent by a sub-office to the head office along with the list of transactions, a remark "voucher will follow" will be written in the list of transactions under the dated initials of the Sub Postmaster. If the vouchers are subsequently sent, these should be entered in the list of documents drawing a reference to the date of the list of transactions to which they relate.

(8) In the case of a sub-office which is not in daily communication by post with the head office with which it is in account, all the transactions since the despatch of the previous account, should be entered date by date in the form of list of transactions, care being taken to see that the actual dates of deposits and withdrawals are entered correctly to the column provided for the purpose.

**47. List of documents:-** A list of documents should be prepared by a sub office in duplicate for noting documents [other than application forms for opening of account, pay-in-slips and warrants of payment] for submission to the head office. Both the copies of the list will be signed by the Sub Postmaster and date stamped. The documents, other than pass books, should be stitched with the carbon copy of the list and these with the pass books should be then closed in an envelope and sealed. On the envelope should be written "SB Documents of ..... Sub Office". This sealed envelope with the list of transactions and the bundles of vouchers should be forwarded to the head office duly entered in the sub office daily account. The pencil copy should be retained in the sub-office as office record. The list need not be prepared when no document is to accompany the list of transactions but a remark "No document sent" should be noted in red ink at the top of the list of transactions under Sub Postmaster's signature.

## **DISPOSAL OF THE LIST OF TRANSACTIONS AND THE LIST OF DOCUMENTS IN HEAD OFFICES**

**48. (i)** The S.B. Assistant nominated for the purpose under rule 3 should receive the bundles of lists of transactions with vouchers and sealed envelopes containing the SB Documents from the Sub accounts Assistant under receipt to be given on the reverse of the daily account or in the case of large offices in the hand to hand receipt book. Before acknowledging, the Savings Bank Assistant should see that the seal of the SO on the stitched vouchers is intact. He should then sort out the bundles of LOT with vouchers and the envelopes for each ledger Assistant and hand them over under receipt in the hand to hand receipt book.

**(ii)** The ledger Assistant should see that the seal is intact and examine the LOT to see if there are any erasures or alterations or any other suspicious circumstances. He should compare the entries in the LOT with the corresponding vouchers without breaking the seal to ensure that they are correct. He should also examine each voucher in accordance with the rules and note in the objection register of the office concerned any discrepancy or irregularity noticed. If the entries in the LOT agrees with the vouchers, etc., he should check the totals of the deposits, withdrawals and interest on closed accounts and then proceed to

post them in the ledger cards, initialing against each entry in the remarks column of the LOT as it is posted. After posting all the vouchers, the binders along with the LOT impressed with the date stamp of the HO and sealed bundles of vouchers should be transferred to the Postmaster for check, who should sign at the foot of the LOT. The lists of documents should be filed SO wise in monthly bundles.

(iii) At the end of the day the LOT shall be transferred to the assistant responsible for preparing the consolidated SB journal of deposits and withdrawals in form SB-72.

#### **SB SLIPS (SB-27)**

**49.** Whenever any SB document is sent by the HO to a SO it should be entered in SB Slip (SB-27) prepared in duplicate by means of carbonic paper and duly date stamped and signed by the Savings Bank Assistant in token of the correctness of the entries made therein. The lower (carbonic) copy should be despatched to the SO, the upper (Pencil) copy being retained as HO record. The slip should be filed sub office wise in monthly bundles.

#### **CONSOLIDATED JOURNAL OF DEPOSITS/WITHDRAWALS**

**50.** (i) A consolidated journal in Form SB-72 should be prepared by the SB Branch at the end of the day from the entries in the LOT. The entries regarding SOs should be made alphabetically.

(ii) The Postmaster should check entries in the journal with the entries in the lists of transactions. The totals of columns relating to deposits and withdrawals should be checked with the figures in the head office cash book. The totals of other columns should also be checked. The journal will be date stamped and signed by the Postmaster. The progressive total at the bottom of the journals will be struck by the Control Organisation.

(iii) The consolidated journal should be transferred the next day to the control organisation.

#### **TRANSFER OF ACCOUNTS**

**51.** Post Office Savings Accounts can be transferred free of charge from one post office to another except in the following cases:-

(1) Transfer from one head office to another between 16<sup>th</sup> and 31<sup>st</sup> March (both days inclusive). If an application for transfer is received between 16<sup>th</sup> and 31<sup>st</sup> March, the application should, however, be accepted and the depositor told that the transfer would be effected only after 31<sup>st</sup> March. The remark "for transfer after 31<sup>st</sup> March" should be made on the application.

**Note 1 :-** The above restriction will not apply to accounts which are to be transferred from one post office to another under the account jurisdiction of the same head office.

**Note 2 :-** The above restriction will apply to Savings, NSS and P.P.F. accounts. It will not apply to other types of accounts.

(2) After the death of the depositor.

(3) After an account has been ordered to be closed.

(4) (a) A discontinued RD account can be transferred from one post office to another. A RD account whether discontinued or not can be transferred even after the date of maturity.

(b) A silent savings account can be transferred after it is revived by the depositor.

(c) An account opened on behalf of a minor who has attained majority can be transferred after the ex-minor has furnished revised application form (SB-3) for further continuation of the account by him.



## PROCEDURE FOR TRANSFER

**52. Application for Transfer :-** (1) A printed form for the application for transfer (SB-10(B)) (Annexure I) has been prescribed for the convenience of the depositors but the use of this form is not obligatory and application for transfer presented on the plain paper must not be refused merely because it is not in the prescribed form.

(2) (a) When a depositor wants to have his account transferred he must present or send his pass book with a written application for transfer signed by him.

(b) If the depositor is illiterate, his seal or thumb impression/mark should be affixed to the application which should be attested by the signature of a witness as provided in the case of an application for withdrawal.

**Note 1 :-** The attestation of the thumb impression/mark of the illiterate depositor should be got done from the person known to the post office in the following form:

“The depositor is known to me and his thumb impression/mark has been affixed in my presence.”

**Note 2 :-** The attestation of the signature if it does not agree with that of post office record should be got done in the following form from a person known to the Post Office:

“The depositor is known to me and has signed in my presence.”

(3) In the case of an account opened by an illiterate person and operated by a literate agent, the illiterate depositor himself should put his thumb impression on the application for transfer which should be attested by a respectable person, (other than the literate agent) known to the post office.

(4) In the application for transfer of an account opened on behalf of a minor or a lunatic the certificate “Certified that the depositor is alive this day” should be given.

(5) In the case of a joint account, all the depositors should sign the application for transfer.

(6) The depositor has to give additional specimen signatures in the transfer application form for the use of the transferee office or offices. The depositor should be requested to give one additional specimen signature if the account is to be transferred to a sub office whether under the same or another Head Office, and two, if the account is to be transferred to a branch office.

## TRANSFER OF ACCOUNT TO ANOTHER H.O. OR TO A SUB OFFICE UNDER ANOTHER H.O.

**53. (1) Procedure in Head Office :-** If the account stands at a head office and if the application for transfer along with pass book is presented at the head office, the counter Assistant should see that the restrictions laid down in Rule 51 on transfer of accounts are not attracted. He should impress date stamp on the application for transfer and compare the signature on the application for transfer with the specimen signature on record. If the signature does not tally with the specimen on record, it should be got attested as provided for in the case of an application for withdrawal. In case the application has been presented through a messenger and the signature of the depositor cannot be obtained for attestation, the transfer should be effected by the head office after giving the following remarks on the application for transfer :

“Signature does not agree. The account may be opened on transfer. Withdrawals to be allowed only after proper identification of the depositor.”

(2) The application for transfer should then be transferred to the miscellaneous Assistant who will maintain a register of “Applications for transfer received and advices of transfer despatched”. The register will be maintained in the form given at **Appendix -X** making necessary entries in the register, the miscellaneous Assistant will transfer the application for transfer to the ledger Assistant.

**Note :-** Separate registers for applications for transfer received and advices of transfer despatched should be maintained in respect of each type of account in big head offices. In other head offices separate pages for each type of account may be allotted in the same register.

(3) The ledger Assistant should compare the balance in the pass book and the application for transfer with that in the ledger card, complete the entries in the pass book if the difference is due to some transactions or interest having not been entered in it to bring it up to date and correct the balance noted on the application for transfer. He should then remove the ledger card of the account from the binder and make an entry of closure in the ledger card. The balance to the credit of the depositor with the interest up to the end of the preceding year should be shown with the remark in the red ink "Paid by transfer to ..... SO/BO; under.. ..... HO on.... .... (date) for rupees.. .... (in words and figures)" in the pass book and the ledger card. He should make an entry of the transfer in the journal of transfer SB-2(a) to be prepared in duplicate. The daily and progressive totals up to the end of the day should be shown in both the copies of the journal.

**Note :-** Separate transfer journals should be prepared for transfer to Head Offices in the same Circle (Home transfer) and for transfer to Head Offices in other Circles (Foreign transfer). The words "Home transfer" or "Foreign transfer" as the case may be, should be written prominently at the top of the Journals. A rubber stamp as per specimen given below should be affixed on the Foreign Transfer journals to facilitate their sorting in the Central Pairing Office.

(4) The ledger Assistant should make the remark "Transferred to ..... So under. .... HO on. .... (date)" in the remarks column of the Index to ledger cards against the relevant entry and also in the register of nominations, if nomination exists.

F
Name of circle

(5)  
SB-9

**Preparation of advice of transfer :** (i) An advice of transfer in form (Annexure 4) should be prepared by the ledger Assistant in duplicate by means of double sided carbon paper. Care should be taken to see that the following entries in the ledger headings are correctly reproduced in the advice of transfer :-

- (a) Type of account.
- (b) Name of the depositor.
- (c) In case of minor account, the date of birth of the minor.
- (d) Whether it is a no interest account.
- (e) Name of the incumbent in the case of a Public Account.
- (f) Remarks regarding automatic transfer of amounts to RD account.

(g) The total of the IBBs for the current year upto the end of the month prior to the month of transfer and minimum IBB for the month of transfer upto the date of transfer.

(j) Date of last transaction.

(ii) The following documents where necessary should be attached to the advice of transfer :

(a) If there is nomination, the application for nomination (SB-55) where it is not contained in the application form (SB-3) itself and application for variation if any. A remark "Nomination registered under No.....on.....( date) should be made on the advice of transfer.

(b) The application card containing the specimen signature of the depositor or the application form (SB-3) and specimen signature card (SB- 106), if any.

(c) Original application for the facility of automatic transfer of amounts to RD accounts.

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(d) Original application for making withdrawals by cheque.

(iii) The date of receipt of the application for transfer should also be noted in the office copy of the Advice of Transfer.

**Note :-** In the case of transfer of an account to a H.O. or S.O. outside the Home Circle, the rubber stamp as per specimen given in Note below sub-para (3) above may be affixed on the top of the advice of transfer.

(6) (i) The application for transfer, the pass book (where the pass book has been received in the HO) the ledger card, the advice of transfer, Index to ledger cards and the journal of Savings Bank accounts transferred should be placed before the Postmaster. The Postmaster should satisfy himself by reference to the ledger card, the pass book (where accompanying) and the journal that the balance to be transferred, is correctly entered in them. In case of accounts standing at departmental sub offices under the same Head Office, the pass book will not be received in Head Office. He will put his dated signature below the entry both in the pass book (if received) and the ledger card and sign the entry in the Journal. He should see that the total of the IBBs for the current year upto the end of the month prior to the month of transfer and minimum IBB for the month of transfer upto the date of transfer have been correctly noted in the advice of transfer. He will then enter in the advice of transfer the balance (inclusive of interest upto the end of preceding year) at credit of the depositor on the date of transfer in figures and words in the prescribed columns and sign and date the advice. In case of sub office account in which the interest for previous year/years was not entered in the pass book, he will also note the interest for each year separately in the advice of transfer. He will also see that proper entries have been made in the index to ledger cards. The copy marked "Original" of the advice either by print or by rubber stamp should be stamped with the oblong Money Order stamp by the Postmaster himself. The pass book will then be returned to the counter Assistant for delivery to the depositor. If the application for transfer has been received from another post office other than the sub office under the same HO, the pass book should be returned to the depositor direct by registered post at the address given in the application for transfer and the registered receipt got pasted to the office copy of the advice of transfer.

**Note :-** The departmental sub postmasters should return the pass book to the depositors at the time of transfer of accounts. In case a sub post office by mistake sends a pass book alongwith the application for transfer of account to the Head Post office, the Head Post Office should send the pass book to the depositor at the address mentioned in the application for transfer by registered post. The depositor by having the pass book with him will be in a better position to monitor the transfer of his account to the desired office.

(ii) The book containing the advices of transfer should be sent to the Control Organisation along with the copies of transfer journal and the ledger card. The official in-charge of the Control Organisation and PA (SBCO) should check these documents. The PA (SBCO) will sign in the prescribed column of the office copy of the transfer journal and the In-charge (SBCO) will sign both the copies of the advice of

transfer and after affixing his designation stamp, return the documents of the Savings Bank branch.

**Note :-** If the depositor cannot wait for return of the pass book after completion of all the formalities, the pass book and the application for transfer may be accepted and a receipt (SB-28) issued to him. Action as detailed above may then be taken and the pass book returned to him on his surrendering the receipt (SB-28).

(7) The upper copy of the advice of transfer marked "Original" alongwith the documents, if any, mentioned in para (5) (ii) above, and the application of transfer should then be forwarded in a cover registered on service to the Head Office to which the account is to be transferred. The lower copy of the advice marked "duplicate" should be kept on record in the book of advices. The ledger card should be transferred to the SBCO duly entered in the voucher list on the next day. The pencil copy of the transfer journal will be transferred to the Control Organisation alongwith the day's return.

(8) At the end of each day the Postmaster should give the book of Advices of Transfer to the Miscellaneous Assistant who will note the number and date of each Advice of Transfer against the entry relating to the application for transfer of the account in the register of applications of transfer received and advices of transfer despatched. He should then return the book of Advices of Transfer to the Postmaster.

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(9) If the account stands at branch office in account with the Head Office, the pass book and the application for transfer will be received from the branch office and action as indicated above should be taken by the Postmaster. The pass book should be returned to the depositor by registered post at the address given in the application for transfer. The receipt for the registered article will be pasted to the office copy of the advice of transfer.

(10) When the account is opened in the transferee Head Office, an intimation will be transferred to the Miscellaneous Assistant who will note its particulars in column 10 and 11 of register of application for transfer received and advices of transfer despatched after checking the amount and other particulars of the account transferred as already noted in the register. If any discrepancy is noticed the case should be brought to the notice of the Postmaster immediately by the Assistant and the Postmaster of the transferee Head Office will be addressed for reconciling the discrepancy. If intimation is not received within a reasonable time, say 10 days, the case should be taken up with the Postmaster of the transferee Head Office and intimation called for. After the intimations are posted in the register of "Applications for transfer received and Advices of Transfer despatched" these will be pasted to the office copy of the relevant advices of transfer in the book of the advices of transfer for record.

(11) The register of advices of transfer despatched will be checked by the supervisor daily in order to ensure that it is maintained properly and reminders are issued regularly in case of pending items till these are settled. He will put his dated signature below the entries for the day in the remarks column of the register in token of having carried out the check. The register will be reviewed by the Postmaster once a week to ensure that (a) it is maintained properly, (b) prompt action is taken to transfer the account applied for (c) the account is opened by the transferee head office without any abnormal delay and (d) all the intimations due have been received and reminders are issued regularly for the pending items by the Miscellaneous Assistant

### **PROCEDURE IN SUB OFFICES**

12 (i) If the account stands at a departmental sub office and the pass book along with the application for transfer is presented at the sub office, it should be seen that the restrictions regarding transfer laid down in Rule 51 are not applicable in the case and that the depositor has indicated on the transfer application form his full revised address. If there is any difference between the balance entered in the pass

book and the ledger due to non-entry of some transactions in the pass book, the entries in the pass book should be completed and the correct balance noted in the pass book and the balance noted in the application for transfer corrected accordingly under the initials of the Sub Postmaster. The Sub Postmaster should compare the signature in the transfer application with the specimen signature on record and verify the balance noted/corrected in the application for transfer with that shown in the pass book and the ledger. The last balance as found in the pass book will be shown as a withdrawal and nil balance struck in the pass book and ledger. He should make an entry in the pass book and the ledger over his dated signature as follows in red ink :

"Account transferred to . . . . . Sub Office under .....Head Office.  
Application for transfer sent to the Head Office on. . . . . "

A similar note about the transfer of the account should be made in the specimen signature book. The application for transfer should be date stamped, the words "balance verified" noted on it and signed by the Sub Postmaster. The pass book should be returned to the depositor, instructing him to present it at the transferee office after a suitable interval of time. The application for transfer will be forwarded to the Head Office entered in the list of documents.

(ii) In E.D. sub-offices, on receipt of the pass book along with the application for transfer, it should be seen that the restrictions regarding transfer laid down in Rule 51 are not applicable in the case and the depositor has indicated his full revised address on the application for transfer. The E.D. SPM should compare the signature in the transfer application with the specimen on record and verify the balance noted in the application for transfer with that shown in the pass book and the ledger. If there is any difference between the balance entered in the pass book and the ledger, the entries in the pass book should be completed and balance noted in the application for transfer corrected accordingly under the initials of the E.D. SPM.

The E.D. SPM will grant a receipt in manuscript for the pass book to the depositor. In the receipt should be shown the (i) Account No. (ii) Name of the depositor (iii) Balance and (iv) Date of last transaction. A remark should be given on the receipt that the pass book will be returned to the depositor by the Head Office. It should be date stamped and signed by the E.D. SPM.

The E.D. SPM will forward the pass book with the application for transfer duly date stamped to the Head Office entered in the list of documents. He will not make any entry of transfer in the pass book.

(iii) If the signature in the transfer application does not tally with the specimen signature on record and if the depositor is not readily available for getting his signature attested, the Sub Postmaster should make in the application for transfer the following remark :- "Signature does not agree. The account is to be opened on transfer. Withdrawals to be allowed only after proper identification of the depositor.

(iv) If the pass book with the application for transfer is presented between 16th to 31st March, the depositor should be informed that because of the restriction of transfer of the account during this period, the account will be actually transferred by the head office after 31st March. Action should, however, be taken by the Sub Postmaster to make the entries in the pass book, application form, ledger and the specimen signature book as in para (i) above and in Rule 51 and the application for transfer sent to the Head Office.

(v) If the account stands at a branch office in account with a sub office, the pass book with the application for transfer will be received from the branch office and action as indicated above should be taken by the Sub Postmaster who will return the pass book to the depositor by registered post at the address given on the application for transfer. The receipt for the registered article will be kept in a separate file to be opened for the purpose.

### **PROCEDURE IN HEAD OFFICE AND SUB OFFICE WHEN THE ACCOUNT STANDS AT ANOTHER OFFICE**

13 (i) If the account stands at some other office, on receipt of the application for transfer and the pass book, the Postmaster should make necessary entries in the register of application for transfer received vide para (2) of this rule. The application for transfer should be date stamped and forwarded with the pass book by registered post to the Head Office of the office where the account stands, a receipt being granted to the depositor for the pass book.

(ii) On receipt of the application in the transferring Head Office, action will be taken as if the application has been presented at the counter of the office except that;

(iii) The pass book after completion of action for transfer should be returned to the depositor by registered post; and

(iv) If the account stands at a sub office or a branch office in direct account, an intimation in form (SB-10) should be sent to the S.O./B.O. for making entries in the records viz., ledger and specimen signature book or B.D. Journal and specimen signature book, as the case may be, regarding the transfer. If the account stands at a B.O. in account with a S.O. under the same HO, the intimation should be sent to the S.O. which in turn will advise the B.O. and have the necessary entries made in the records of the S.O. and B.O.

### **TRANSFER OF ACCOUNTS OF ARMY/FIELD POST OFFICES**

14 (i) 1 and 2 Central Base Post Offices of Army Postal Service (APS) are Head Post Offices. They will follow the same procedure as laid down in paras (1) to (11). Field Post Offices of APS are sub offices in connection with their Head Offices, namely, No. 112 Central base Post Offices. These Field Post Offices will follow the same procedure laid down in para (12).

(ii) When documents are received from Field/Army Post Offices vide para (13) above, the transferring Head Office will follow the same procedure as laid down in para (13) except that the pass book will also be sent to the transferee Head Office under intimation to the Field/Army Post Office concerned.

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### **Opening of an account received on transfer from another HO or from a branch office/sub office in account with another HO**

**54. (1) Procedure in Head Office :-** (i) On receipt of the advice of transfer together with the application for transfer and other documents, the Postmaster should see that the advice of transfer is marked “Original”, that it is complete in all respects and bears the impression of the oblong money order stamp of the transferring Head Office and also the signature of the official-in-charge of the Savings Bank Control Organisation of the transferring Head Office with designation stamp. It should then be got date stamped on the date of its receipt.

**Note :-** It should be seen that the Advice of Transfer bears the indication “Original” at the top right hand corner either by print or by means of a rubber stamp. No account should be opened on transfer on the basis of an advice of transfer marked “Duplicate” in print.

(ii) The Postmaster will transfer the documents to the Miscellaneous Assistant who will enter the details of the advice of transfer in the register of advices of transfer received and disposed of to be maintained in the form given. He should transfer the documents to the ledger Assistant concerned after entries are made in the register. After the account is opened in the Head Office an intimation of opening the account will be sent by the ledger Assistant to the transferring Head Office. At the end of each day the ledger Assistant should give a memo noting the number of advice of transfer, account number allotted with date and the date of sending intimation to the transferring Head Office to the Miscellaneous Assistant who will note the particulars against the concerned account in the register of advices of transfer received and disposed of. The memos will be filed in monthly bundles for each ledger Assistant. The register will be checked by the supervisor daily in order to ensure that it is written up and maintained up-to-date. He will put his dated signature below the entries of the day in the remarks column of the register in token of having carried out 'the check. The register should be reviewed once a week by the Postmaster personally to ensure that the accounts are opened promptly and intimations are sent to the sub/branch offices where necessary and to transferring Head Office without delay.

**Note :** Separate registers for advices of transfer received should be maintained in respect of each type of account in big head offices. In other head offices separate pages for each type of account may be allotted in the same register.

(iii) The account should then be opened by the ledger Assistant in the name of the depositor. The next number available in the index to ledger cards should be assigned to the account. The remark “Account No.... . of. . . .SO under ..... HO received on transfer vide A/T No.. . . . dated . . . . . should be given in red ink in the remarks column of the index to ledger cards and in the space for “Other particulars” in the ledger card. The balance transferred as shown in the advice of transfer should be entered in the ledger card as a deposit against the words “Account opened for Rs. . . . .” and against the date on which date account is opened. Interest for the previous year or years found noted on the advice of transfer by the transferring head office will be copied in the remarks column of the ledger card. The total of the IBBs for



the current year upto the end of the month prior to the month of transfer and IBB for the month of transfer should be noted in the column of IBB and remarks column respectively of the ledger card. Any other particulars relating to the account that may have been noted by the transferring Head Office in advice of transfer should be copied on the ledger card or other documents in the manner prescribed for such entry. If information on any point is found wanting, it should be obtained at once from the transferring Head Office. In case there is a nomination, action should be taken as prescribed in Rule 22(3).

**Note 1 :-** In the case of accounts received on transfer from Army/Field Post Office, the pass book will also be received with the advice of transfer. After making necessary entries relating to opening of the account, the pass book should be returned to the Army/Field Post Office for delivery to the depositor.

**Note 2 :-** In the case of accounts received on transfer after the 31<sup>st</sup> March, it should be seen whether the account was transferred before the 16<sup>th</sup> March and if so, the date 31<sup>st</sup> March will be noted over the actual date of opening of the account on transfer in the ledger card. (e.g. if an account has been transferred from Head Office 'X' on 14.3.1992 and is opened in the Head Office 'Y' on 3.4.1992 the date of opening will be noted by the head office 'Y' as 31.3.1992. A separate transfer journal will be prepared for such accounts showing the

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Date	March supplementary	interest due should also be balance at the credit of the account
	Actual date of opening	

The annual calculated and added to the after it has been opened. Care should be taken to see that such accounts are included in the interest statement.

(2) An entry of the transfer should be made in the journal of savings bank account opened on transfer (SB-2(b)) on the date the account is opened. The journal will be prepared in duplicate. The daily and progressive totals upto the end of the day should be shown in both the copies of the Journal at the end of the day. Separate journals will be prepared for home transfers and foreign transfers. The words "Home Transfer" and "Foreign Transfer", as the case may be, should be written prominently at the top of the journals. A rubber stamp as per specimen given in Note below Rule 53(3) should be affixed on the foreign transfer journals to facilitate their sorting in the Central Pairing office.

(3) The ledger assistant should prepare an application card (SB-3) if one does not accompany the advice of transfer, fill in the required particulars from the advice of transfer and note the number of the account in the transfer application. He should then cut out the specimen signature from the application for transfer, date stamp it and paste the same in the application card in the space provided for the depositor's signature and get the card countersigned by the Postmaster. If the application form (SB-3) had accompanied the advice of transfer, the new account number and the revised address of the depositor should be noted on the application card. If the depositor is illiterate, his thumb impression should be cut out from the application for transfer and pasted in the application card after making the note "Depositor Illiterate" under the signature of the Postmaster on the application card. In case there is a remark in the application for transfer that the "Signature does not agree" as suitable remark should be made in the ledger card that withdrawals should not be permitted in the account till the depositor produces proper identification. This remark should be cancelled as soon as the first withdrawal is allowed.

If the specimen signature in the transfer application form has not agreed with the signature on the application form, the Postmaster of the transferring office should have attested the signature in the transfer

application. The Ledger Assistant should in that case cut out the attested specimen signature from the transfer application form paste it on the application card/form (SB-3) received with the advice of transfer and get the card/form countersigned by Postmaster.

(4) the entries in the advice of transfer, application form (SB-3), application for transfer, ledger card and the journal of SB accounts opened on transfer (SB-2(b)) should be checked by the Postmaster who should then fill in the particulars in the intimation portion of the advice of transfer. After signing the intimation portion, the Postmaster should send the advice of transfer with the application for transfer ledger card and the Journal of SB accounts opened on transfer to the Control Organisation for check. The official-in-charge of the Control Organisation will scrutinize the documents, sign in the prescribed column of the transfer journal, countersign the intimation portion in the advice of transfer under his designation stamp and return the documents to the SB Branch. The application card/form should be placed in the card index cabinet. The pencil copy of the transfer journal alongwith advice of transfer should be transferred to the Control Organisation along with the day's return. The application of transfer should be filed with the office copy of the relevant transfer journal. The intimation portion of the advice of transfer should be detached by the ledger assistant and despatched to the Postmaster of transferring Head Office by ordinary post. A remark "Intimation sent to Postmaster ..... On ....." will be made in the remarks column in the ledger card under the signature of the ledger assistant. If any nomination has been made in the account, the particulars should be noted in the nomination register. The serial number of the entry in the register should be noted in the ledger card and in the pass book when it is presented for any transaction. At the end of each day the ledger assistant should give a memo noting the number of advice of transfer account number allotted and the date of sending intimation to the transferring Head Office to the Miscellaneous Assistant for noting the particulars in the register of advice of transfer received and disposed of.

(5) When the pass book is presented by the depositor subsequently, the words "Account opened for Rs..... (amount)" should be written below the closing entry made by the office from which it has been transferred and the balance transferred should be entered as deposit. If the last balance in the

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pass book does not agree with the balance shown as transferred in the ledger card, the difference will be the interest for previous year/years which would be found noted in the remarks column of the ledger card separately for each year. These entries will be copied by the ledger assistant in the pass book below the opening entry and final balance struck which should agree with the balance shown as transferred in the ledger card. All the entries will be date stamped, initialed and the pass book returned to the depositor. A remark "Opening entries of transfer made in the pass book on ....." should be made in the remarks column of the ledger card.

(6) The office receiving the account on transfer whether a head or sub or branch post office should give an intimation in writing to the depositor about the receipt of the account on transfer, within one month of the transfer being effected if the depositor does not get the account opened at the new office within that time. A note that the intimation has been sent should be made in the ledger card or the ledger or the SB journal as the case may be.

#### **TRANSFER OF ACCOUNTS FROM OTHER HOs – PROCEDURE TO BE FOLLOWED IN THE H.O. WHEN THE ACCOUNT IS TO BE TRANSFERRED TO AN E.D. SUB OFFICE OR B.O. IN DIRECT ACCOUNT**

**55.** If the account is to be transferred to an E.D. sub office or a branch office in direct account with the Head Office, action as above should be taken to open the account, the number to be assigned to the account being the next available number in the index to ledger cards of the concerned sub office. The month-wise IBBs from April to the month preceding the month of transfer and the IBB for the current

month upto the date of transfer found noted in the advice of transfer should be copied in the column of IBBs and in the remarks column respectively of the ledger card. The application for opening the account (SB-3) should be kept in the index cabinet of the concerned sub office. After noting the new account number in the specimen signature slip in the transfer application form SB-10(b), it should be date stamped and countersigned by the Postmaster and sent to the sub office or branch office in direct account as the case may be. A note should also be made by the Head Office in the SB slip/B.O. slip intimating the sub office or branch office, the number of the new account, the opening balance in the account inclusive of interest upto the preceding year and the year-wise interest for the previous year(s) not entered in the pass book (if any), indicated in the advice of transfer by the transferring Head Office. The application for opening account (SB-3) should be kept in the index cabinet. After noting the new account number in the specimen signature slip in the transfer application form SB-10(b), it should also be made by the Head Office in the B.O. slip intimating the Branch Office, the number of the new account the opening balance in the account inclusive of interest upto the preceding year and the year-wise interest for the previous year(s) not entered in the pass book (if any), indicated in the advice of transfer by the transferring Head Office.

### **PROCEDURE IN HEAD OFFICES WHEN ACCOUNT IS TRANSFERRED TO DEPARTMENTAL S.O.**

**56.** (i) When the account is to be transferred to a Sub Office, the miscellaneous assistant will after making necessary entries in the register of advices of transfer received, forward the advice of transfer with the enclosures to the Sub Office concerned duly entered in the SB slip. These will be returned by the Sub Office after opening the account in its ledger and after noting the account number in the advice of transfer and the application for opening the account (SB-3). On receipt back of the advice of transfer and transfer the same to the ledger assistant.

(ii) The ledger assistant will open the account in a new ledger card as per provisions of the Rule 54 assigning the number given by the sub Office to the account. The intimation portion of the advice of transfer will then be filled up, got countersigned by the Incharge SBCO and forwarded to the transferring Head Office. Entries will also be made in the register of advices of transfer showing and date of opening of the account and date of despatch of the intimation. The application for opening the account (SB-3) will be kept in the proper place in the cabinet and the application for transfer will be filed with the office copy of the relevant transfer journal.

## **TRANSFER FROM OTHER HEAD OFFICES – PROCEDURE TO BE FOLLOWED IN E.D. SUB OFFICES AND BRANCH OFFICES**

57. (i) On receipt of the transfer application form containing the additional specimen signature countersigned by the Postmaster in an E.D. Sub Office, the Sub Postmaster should check the amount noted in the savings bank slip and open the account in his ledger with the particulars given in the transfer application form. If the balance noted in the application form by the depositor is rounded off and revised balance written in red ink, the interest for the previous year/years would also be found noted separately in the S.B. slip. In such cases, the account will be opened in the ledger with the balance excluding interest shown year-wise in the S.B. slip. The year-wise interest will be separately shown in the ledger and final balance arrived at after including interest for previous year/years which were not entered in the pass book. The specimen signature countersigned by the Postmaster should be pasted in the specimen signature book against the number of the account and name and full address of the depositor written in column 3. A date stamp will be impressed in the specimen signature book in such a manner that a part of the impression falls on the specimen signature slip and a part on the leaf of the specimen signature book. If the transfer application form contains any note from the transferring office to the effect "Signature differs", the Sub Postmaster should open the account after making a note in the ledger that no withdrawal should be allowed unless the depositor is properly identified. When the depositor is identified the Sub Postmaster should attest the specimen signatures and paste one specimen signature slip against the account number in the specimen signature book and send the other attested specimen signature to the Head Office entered in the list of documents. The note in the ledger prohibiting withdrawals should then be cancelled under the signature of the Sub Postmaster. When the pass book is presented by the depositor subsequently, the words "Account opened for Rs. . . . . . (amount) should be written below the closing entry made by the office from which it was transferred and the last balance should then be entered as a deposit. If the last balance in the pass book does not agree with the balance shown in the application for transfer, the difference will be the interest for previous year/years which would have been found entered in the ledger separately for each year. These entries will be copied by the SPM in the pass book below the opening entry and the final balance struck which should agree with the balance shown as transferred in the ledger. All the entries will be date stamped, initialled and the pass book returned to the depositor. A remark "Opening entries of transfer made in the pass book on . . . . ." should be made in the remarks column of the ledger.

(ii) If the account is to be opened in a branch office under the sub office the transfer application form containing additional specimen signature received from the Head Office should be sent to the branch office entered in the branch office slip. The branch Postmaster should make necessary entries in red ink in the branch office savings bank journal, cut off one specimen signature from the application form and paste it in the specimen signature book and make a note in the application for transfer that an entry has been made in the branch office savings bank journal. He will also note in the remarks column of the branch office journal, the year-wise interest for previous year/years, if any, found noted in the B.O. slip and return the application for transfer to the sub office. When the pass book is presented by the depositor, the Branch Postmaster will trace the entry made in the B.O. savings bank journal and make opening entries in the pass book in red ink showing the last balance as a deposit. If the last balance in the pass book does not agree with the balance shown as transferred according to the entry in the SB journal, the difference will be the interest for previous year/years which he would have entered in the remarks column of the S.B. Journal separately for each year. These entries will be copied by the BPM in the pass book below the opening entry and the final balance struck which should agree with the balance transferred as per entry in the S.B. Journal. All the entries will be date stamped, initialled and the pass book returned to the depositor. A remark "Opening entries of transfer made in the pass book on . . . . ." should be made in the remarks column of S.B. journal. The Branch Postmaster will return the application of transfer to the sub office after the above action is taken.

(iii) The application for transfer will be returned by the sub office to the Head Office duly entered in

the list of documents. In the Head Office the application will be filed with the office copy of the relevant transfer journal.

## **TRANSFER FROM OTHER HEAD OFFICES PROCEDURE TO BE FOLLOWED IN DEPARTMENTAL SUB OFFICES AND E.D. SUB OFFICES**

**58.** (i) On receipt of the advice of transfer alongwith other documents from the Head Office, the Sub Postmaster will open the account in his ledger with the particulars furnished in the advice of transfer. Interest for the previous year or years found noted by the transferring Head Office on the advice of transfer will be copied in the remarks column of the ledger. He should detach a specimen signature from the application for transfer which should be pasted to the specimen signature book and the new account number noted thereon. It will be impressed with the date stamp in such a manner that the date stamp impression falls partly on the slip and partly on the leaf of the specimen signature book and countersigned in red ink by the Sub Postmaster. The new account number should also be noted on the advice of transfer and the application for opening the account (SB-3) received with the advice of transfer. The advice of transfer along with its enclosures should be returned to the Head Office entered in the list of documents. A register should be maintained by the Sub Postmaster to show the particulars of advices of transfer received and disposed of in the following manner.

- (1) Serial Number
- (2) Date and number of the A.T.
- (3) Name of transferring HO/SO
- (4) Account number of transferring HO/SO
- (5) Date of receipt of A.T. from the Head Office
- (6) Date of opening the account in the Sub Office
- (7) Number assigned to the account
- (8) Date of return of the A.T. to the Head Office.
- (9) Initials of the SPM
- (10) Remarks

(ii) If the advice of transfer contains any remark that the signature differs, the account should be opened and the procedure contained in the Rule 57(1) should be followed.

(iii) When the pass book is presented by the depositor subsequently the words "Account opened for Rs. .... (amount)" should be written below the closing entry made by the office from which it has been transferred and the last balance in the pass book does not agree with the balance shown as transferred as per the ledger entry, the difference will be the interest for previous year/years which would have been copied in the remarks column of the ledger separately for each year by the Sub Postmaster from the SB slip. These entries will be copied in the pass book below the opening entry and the final balance struck which should agree with the balance shown as transferred in the SB ledger. All the entries will be date stamped, initialled by the Sub Postmaster and the pass book returned to the depositor. A remark "Opening entries of transfer made in the pass book .... " should be made in the remarks column of the ledger.

## **ISSUE OF DUPLICATE ADVICE OF TRANSFER**

**59.** (1) If an advice of transfer is reported to have been lost in transit and not received by the Postmaster of the transferee HO the Postmaster of the transferring HO will make enquiries for locating the registered letter in which the advice of transfer was despatched. He will also refer to the register of advices of transfer despatched in order to see whether any intimation of the opening of the account has been received. After satisfying himself that the account has not been opened after the transfer he will then issue a duplicate copy of the advice of transfer to the transferee HO. The A.T. will be marked "Duplicate" in red ink on the top and got countersigned by the official-in-charge of the Control Organisation before despatch. A remark regarding the issue of duplicate Advice of transfer will also be made in the ledger card under the dated signature of the Postmaster.

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(2) A separate record of all duplicate advices of transfer received should be kept in the transferee HO in a register for reference whenever necessary.

(3) In the event of the original advice of transfer being received through some source, the transferee HO will record there on the remark "Account number \_\_\_\_\_ already opened on receipt of the duplicate advice of transfer" under the dated signature of the Postmaster. The advice of transfer will be sent to the SBCO on the following day with the day's return.

(4) If the original advice of transfer is received in the transferee HO after 15 days of its despatch, this may be checked with the register of duplicate advices of transfer before opening the new account to see if the account has not already been opened on its duplicate advice of transfer.

#### **MEMO OF ADMISSION OF SB TRANSFER**

**60.** Whenever an Advice of Transfer is misplaced or lost after opening the account and cannot be traced a memo of admission of SB transfer in the prescribed proforma (**Appendix IV**) may be prepared in lieu of it by the transferring and transferee HO. The Postmaster of the transferee HO will after getting the memo of transfer completed by the transferring HO and its own HO send the same to the Pairing Unit/office through its own SB Control Organisation.

#### **TRANSFER OF ACCOUNT FROM ONE OFFICE TO ANOTHER UNDER THE SAME HEAD OFFICE – PROCEDURE IN HEAD OFFICE**

**61. (1) When the account is to be transferred to a Extra Departmental Sub Office :-** (i) When an account is to be transferred from a "Sub Office to a E.D. Sub Office under the same head office, the pass book and the application for transfer alongwith two additional specimen signatures will be received by the Head Office either direct or from the sub office where the account stands entered in the list of documents. The ledger Assistant should verify the balance as shown in the pass book with that in the ledger card, compare the specimen signature on the application for transfer with the specimen signature on record and if it agrees, take action to open the account in the new sub office. If the signature does not tally, action should be taken as detailed in rule 53(1). The index to ledger cards of the new sub office should be referred to and account number assigned to the account making necessary correction in the application form (SB-3) and ledger card of the old office. The corrected application form should be transferred to the guard file of the new office and the ledger card should be taken out from the binder of old office and placed in the binder of the new office after the Postmaster has checked the balance in the ledger card with the amount shown in the transfer application form and the pass book. Necessary remarks should be given in the remarks column of the ledger card and the index to the ledger cards of the old office about the transfer of the account.

(ii) If the application for transfer is received direct and not through the office where the account stands, an intimation to the effect "Account No... . . . of (depositor's name) transferred to SO/BO on ....." should be sent to the office where the account stood through the S.B. slip in the case of a sub

office and the B.O. slip in the case of branch office in direct account with head office. Two specimen signatures should be cut out from the transfer application form, date stamped and countersigned by the Postmaster after noting the new account number in the slips. These slips along with the transfer application form should be sent to the new sub office entered in the S.B. Slip. In the S.B. slip the ledger Assistant shall write the words "(Name of the old office) Account No. of (depositor's name) transferred to your office/branch office with a balance of Rs..... (words)". The pass book will after necessary entries be returned to the depositor through the office at which the account stood or the one to which it is transferred as may be indicated by the depositor in the application for transfer. The pass book will be sent duly entered in the S.B./B.O. slip as the case may be.

(2) **When the account is to be transferred to a departmental sub office :-** (i) The procedure to be followed in such cases will be the same as stated in sub para (1) above except that the application for transfer will first be sent to the sub office concerned for noting the new account number. Further action for the transfer of the account in the head office will be taken only after the application for transfer is received back from the sub office with a new account number noted on the application.

(ii) After the action is complete, the application for transfer will be kept in separate guard file in the personal custody of the APM (S.B.) and preserved for 2 years.

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(3). **Departmental Sub offices :-** The application for transfer will be received from the Head Office, duly entered in the S.B. slip. The sub Postmaster will open a new account in his ledger. The new account number will be noted on the application form as well as on the specimen signature portion forming part of the application form received from the Head Office. Necessary entries should be made in the register of Advices of Transfer received, the application form being treated as Advice of Transfer for this purpose. The specimen signature should be cut off from the application form and pasted to the specimen signature book and the new account number noted thereon. It will be impressed with the date stamp in such a manner that the date stamp impression falls partly on the slip and partly on the leaf of the specimen signature book and countersigned in red ink by the Sub Postmaster. The application for transfer should be returned to the Head Office, entered in the list of documents. In the Head Office the application for transfer will be kept in a separate guard book in the personal custody of the A.P.M. and preserved for 2 years.

(4). **Extra Departmental Sub offices :-** (i) If the pass book along with application for transfer is presented at the sub office where the account stands the sub Postmaster will follow the procedure prescribed in rule 53(12). If, however, the account stands at some other office under the head office, he will follow the procedure prescribed in rules 53(13). The pass book along with the application for transfer duly date stamped will be forwarded to the head office entered in the list of documents.

(ii) If the application for transfer is received direct in the head office or through another sub office, the sub Postmaster will receive an intimation from the head office in the S.B. slip about the transfer of the account. He should make necessary entries about the transfer against the relevant account in the SB ledger and specimen signature book. If the account stand in a branch office an intimation about the transfer should be sent through the B.O. slip to the branch office who should be instructed to make necessary entries in specimen signature book. The date of last transaction in the account should also be indicated to the branch office to enable the branch office to trace the account in the Branch Office S.B. Journal.

(iii) On receipt of the transfer application form with additional specimen signatures countersigned by the Postmaster, the sub Postmaster of the office to which the account has been transferred will take action as prescribed in rule 57 for opening the new account in the ledger. The transfer application will be filed in a guard file which will be kept in the personal custody of the sub Postmaster and preserved for 2 years.

(iv) If the application form contains any note to the effect "Signature differs" action should be taken as laid down in rule 57.

## **PROCEDURE IN THE HO FOR TRANSFERS WITHIN THE SAME HO PREPARATION OF JOURNAL**



**62.** (i) A combined local debit and credit journal in the form indicated below should be prepared in single copy and journal forwarded to the Control Organisation alongwith the day's return. The progressive total of number and amount will be shown below the entries of the day. For this purpose the record of figures of the progressive totals will be kept in a separate register to enable the SB Branch to cast the progressive totals on the next day.

**Combined local debit/credit transfer journal of ..... HO for .....**

Sl. No.	Name of the S.O. from which transferred (in alphabetical order)	Account number of the transferring office	Binder number of the transferring office	Amount
1.	2.	3.	4.	5.
Signature of PM (SB) Incharge or the transferring office	Sl. No. in SB-62 (a) SB-85 (a) Register	Name of the S.O. to which the account is transferred	Account number in the new office to which the account has been transferred	
6.	7.	8.	9.	
Binder number of the new office	Signature of the Postmaster (SB) Incharge of transferee office	Sl.No. in SB-62 (a) SB-63 (a) register	Remarks	
10.	11.	12.	13.	

(ii) **Check by SB Control Organisation:-** The combined local debit and credit transfer journal alongwith the ledger cards will be sent to the Control Organisation for checking as per procedure followed for transfer of account from one Head Office to another. After the receipt of the journal duly checked by the Control Organisation, the ledger cards and the journal will be disposed of as per procedure laid down in the preceding paras.

### **PREPARATION OF TRANSFER JOURNALFOR TRANSFER FROM ONE HO TO ANOTHER**

**63.** If the number of accounts to be entered in .the journal of accounts received on transfer from/transferred to other HO, necessitates preparation of more than one sheet of the journal, the number and the amount to each sheet should be carried over to the next sheet and the total number of amounts and the total amount should be shown in the last sheet of the Journal. The progressive totals at the end of the day will be shown in the last sheet of the transfer journal. In the case of big HO, separate transfer journals may be prepared by each group and a summary of the journals of all the groups showing the total number and amount should be signed by the Postmaster. The progressive totals at the end of the previous day as also at the end of the day should be shown at the end of the summary.

### **PROMPT DISPOSAL OF APPLICATION OF TRANSFER**

64. The Postmaster should see that the following norms are strictly adhered to for transfer of accounts :

(a)	Disposal of application for transfer by receiving post office (if different from transferring HO)	2 days
(b)	Preparation and despatch of A.T. by transferring H.O.	2 days
(d)	Sending intimation of opening of account by the transferee HO to the transferring HO	Within 2 days of receipt of A. T.

### DETECTION OF MISTAKES

65. (1) Whenever any mistake is detected in the balance of an account already transferred to another HO correction thereof will be intimated to the HO to which account was transferred and the Control Organisation through a revised transfer journal in the following form:-

**Revised journal of SB Account transferred from the .....HO to .....HO for the 19.....(date)**

Date of correction	No. of account transferred	Revised amount	Name of receiving Post office/HO	Date
1.	2.	3.	4.	5.
Balance	Advice of transfer No.	Difference (+) or (-)		Remarks*
6.	7.	8.		9.

**Note : 1** \* In the remarks column the reasons for difference and changes if any in the IBB, minimum balance etc. may be shown.

**Note : 2** The existing form SB-2(a) may be used with suitable corrections.

(2) The journal should be prepared in triplicate. All the copies will be signed by the Postmaster and impressed with the oblong M.O. stamp and sent to the SB Control Organisation for check and counter-signature of the copy meant for the receiving head office and return. This copy should be despatched to the receiving HO and the other two copies disposed of in the same manner as journals in respect of Accounts transferred to other HOs. The amount of difference in the balance as shown in the journal should be taken into account in arriving at the progressive total of amounts transferred to other HOs in the regular transfer journal for the day.

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(3) **Revised Credit Journal:-** On receipt of the intimation of the correction of the balance as above, the transferee HO will take necessary action to incorporate the corrections in the relevant ledger card and prepare a revised transfer journal in the following form in duplicate which will be disposed of in the same manner as journal of accounts received on transfer from other HO.

**Revised journal of SB accounts opened in the ..... HO on transfer from the HO from the ..... 19.....date**

Ledger No	Name of the	No. of A/c opened	Revised
-----------	-------------	-------------------	---------

	SO/HO	on transfer	balance
1	2	3	4
Name of transferring office SO/HO	No. of A/c in the transferring office	Date of transfer	Date
5	6	7	8
Balance	A/T No	Difference (+) or (-)	Remarks
9	10	11	12

**Note:** The Existing form SB 2(b) may be used with suitable corrections.

**Rectification of mistakes committed in the credit transfer Journal:-**

(4) If the balance is wrongly communicated in the credit journal by the transferee HO due to clerical mistake or opening of an account on receipt of bogus AT and the mistake is pointed out either by the control organisation or pairing unit, the transferee HO will follow the following procedure:-

(i) If the original transfer Journal contained wrong balance due to clerical mistake or on receipt of bogus A.T. from the transferring head office and no fraudulent withdrawal has taken place, a revised credit journal of the difference of the amount will be prepared in the same proforma as given in para 3 above and sent to the control organisation in the usual manner.

(ii) If a fraudulent withdrawal has taken place in the account opened on receipt of bogus A.T., the item will remain outstanding and the credit journal of the difference of the amount will be prepared only when the case is settled and amount paid excess is either recovered from the depositor/official at fault or written off by the competent authority.

(5) The amount of difference adjusted should be taken into account in arriving at the progressive total amounts received on transfer from other Head Offices in the regular transfer journal for the day.

**SB VOUCHER LIST (SB-22)**

**66.** Every morning the HO should send to the control organisation the following documents in respect of transactions incorporated in the account of the previous day. The documents should be entered in the (SB-22) list in duplicate and the acknowledgement of the officer in charge of the control organisation obtained on the carbon copy of the list:-

(1) A consolidated journal of SB transactions in the Head Office and the Sub Offices with the copies of the list of transactions and vouchers. The lists of transactions should be arranged alphabetically as per entries in the consolidated journal.

(2) Journal of accounts received on transfer from other Head Offices along with AT (both Home and Foreign).

(3) Journal of accounts transferred from one office to another under the same head office.

(4) Journal of accounts transferred to other head office (both Home or Foreign).

(5) Any other document.

### ISSUE OF FRESH PASS BOOK IN LIEU OF USED UP ONE

67. (1) A new pass book in lieu of the used should be issued to the depositor by the HO from the stock making all the entries as in the case of a new pass book in accordance with Rule 25, the balance at credit as per the used up book being brought forward in the new book after comparison with the ledger card. The remark "New Pass Book issued in lieu of used up and used up pass book returned to the depositor" should be made in the new pass book under space for additional entries on the first page. The word 'Cancelled' should be written in red ink or impressed by means of rubber stamp across the first and the last page of the used up book and the remark "Pass book used up and fresh one issued" made on the last page and authenticated with the date stamp. The remark "Fresh pass book issued on....." should also be made in the remarks column of the ledger card.

(2) The Postmaster will compare the balance at credit of the depositor as entered in the new pass book with the closing balance in the old pass book and the ledger card and attest it. He will also sign the entry "Cancelled" in the first page and the entries regarding cancellation and issue of a fresh pass book in the last page of the used up pass book and initial the entries in the ledger card regarding issue of the fresh pass book.

(3) The new pass book alongwith the used up pass book will then be delivered to the depositor/messenger after obtaining from him a receipt in the following form on a blank piece of paper.

"Received back the used up pass book of Account No. \_\_\_\_\_ which has been cancelled, along with the fresh pass book issued in lieu there of bearing the same Account Number."

(Name of depositor/messenger in block letters)

Signature of depositor or/messenger

Dated \_\_\_\_\_

The receipt will be date-stamped and filed in a separate guard file.

(4) In case of an account standing at a ED Sub Post Office and Branch Office in direct account with the Head Office , a new pass book along with the used up pass book after action has been taken in accordance with the preceding paras should be sent to the sub/branch office concerned under entry in the SB/BO Slip as the case may be.

(5) E.D.Sub Offices:- (a) When a pass book is used up, the sub postmaster should retain it after granting a receipt for it to the depositor in form SB-28. The pass book should then be sent to head office entered in the list of documents with a request to issue a new pass book in lieu of the used up one. A note "Pass book used-up and sent to HO" should be made in the remarks column of the ledger under the dated initials of the ED Sub Postmaster. When the new pass book is received, it should be delivered to the depositor along with the use-up pass book after obtaining a receipt therefor on the reverse of the SB-28 receipt surrendered by the depositor in the form "Received the fresh passbook along with the used-up pass book of account No. \_\_\_\_\_ which has been cancelled". A note "Fresh pass book along with the used-up book duly has been cancelled delivered to the depositor on \_\_\_\_\_" will be made in the remarks column of the ledger under the dated initial of ED SPM if the pass book remains undelivered the procedure laid down in Rule 8 will be followed.

(b) **Departmental Sub Offices:-** In the sub offices procedure to be followed by the Head Office will be followed **mutatis mutandis**. Necessary entries for the issue of fresh pass book will be made in SB ledger of the sub office under the dated initials of the sub postmaster. In order to enable the HO to make a note on fresh pass book issued by the sub office, the sub Postmaster will intimate to the HO in the list of documents the account number and date on which fresh pass book has been issued separately for each type of account. The ledger Assistant in the HO will make remark "Fresh pass book issued by the sub office on

\_\_\_\_\_” in the ledger card. The Postmaster will attest this entry and also initial against the entry in the list of documents in token of having carried out this check.

In the case of an account standing open at the branch office in account with the sub office, the used up pass book will be received from the branch office for the issue of fresh pass book. The new pass book along with the used-up pass book, after action has been taken in accordance with the preceding para, will be sent to the branch office concerned duly entered in BO Slip for the delivery to the depositor.

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(c) **Branch Offices:-** Branch offices will follow the procedure as in sub para (5) (a) above and the used-up pass book will be sent to the account office duly entered on the reverse of the BO daily account. After delivery of the fresh and used-up pass books to the depositor, the receipt SB-28 will be pasted to the office copy. The note regarding delivery of the fresh pass book to the depositor will also be made in the BO SB Journal against the entry relating to the last transaction in the account.

### ISSUE OF DUPLICATE PASS BOOK

**68.** (1) If pass book of depositor is lost or destroyed he should be required to make an application in the prescribed form (Specimen given at **Appendix XI**) the fee of Rs. 10 payable for the purpose being affixed on the application in the shape of postage stamp in the space provided for the purpose. On presentation of the application, the postage stamp affixed thereto should be defaced with the date stamp. The PM/SPM after tracing the account number in the ledger card/Ledger/Index Register/SS Book or the index to ledger cards should check the signature on application with the specimen on record and thoroughly satisfy himself as to the genuine character of the application. The words “Pass book lost” should be written at the top of the ledger card/ledger. If the application is presented by a person who is well known to the post office to be the servant or agent of the depositor, no further enquiries will ordinarily be necessary/ in cases in which there is any doubt as to the identity of the applicant, the PM/SPM should ask the person presenting the application to get himself identified through any one of the modes prescribed for introduction of the depositor at the time of opening the account in order to satisfy himself as to his identity. When the PM/SPM is satisfied as to the bonafide of the application, he should write on it a remark to that effect.

In the case of account opened at a ED sub or branch office, if the application for the duplicate pass book is received direct by the head office or in any manner except through the post office at which the account stands it should be sent by first post to the ED sub or branch officer concerned for an enquiry to be made as prescribed above. The ED sub or branch office should, while sending the report, indicate the balance in the account as per sub officer ledger/branch officer S.B. Journal and also confirm that the pass book in question is not lying undelivered at the office. If the application is received at the ED sub office/branch office, the application should be sent to head/account office with the above information.

**Note 1 :-** The Postmaster may grant exemption from the payment of the fee of rupees ten if the pass book has been spoiled or lost or destroyed under circumstances beyond the control of the depositor.

**Note 2 :-** In case of a Joint B account either/any of the depositor or survivor can operate the account. Therefore either/any one depositor or survivor can apply for and secure a duplicate pass book.

**Note 3 :-** All the Departmental sub offices have been authorized to issue duplicate pass book of all types of account in lieu of lost, destroyed and spoiled pass book.

**Exception :-** In case relating to savings bank frauds when a pass book is either seized by the police or is produced before a court of law or is retained for enquiry and is expected to be required for a long time for the purpose, a duplicate pass book may be issued under the orders of the Senior Superintendent/Superintendent of Post offices or of 1<sup>st</sup> Class Postmaster, free of cost, if the depositor complains of hardship and the depositor himself is not involved in the fraud.

In the duplicate pass book which will show the balance according to ledger card/ledger, a remark regarding the difference between the ledger balance and that found in the original pass book should be made below the entry of the balance under the dated signature of the PM/SPM. The receipt for pass book in form SB-28 given to the depositor when the original pass book was taken from him should be secured in return for the duplicate pass book and pasted to the office copy of the receipt. When the balance in the pass book is restored under the sanction of the competent authority under rule 84, the original remark regarding the difference in balance should be cancelled under the dated signature of the PM/SPM.

In such cases the original pass book should bear a note signed by investigating officer or the Magistrate, as the case may be, to the effect that duplicate pass book has been issued and that no transaction will be allowed in the original. A suitable note will also be made in red ink in the ledger card/ledger under the dated signature of the PM/SPM.

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After the decision of the court or the policy, the original pass book should be obtained and treated as cancelled and sent to the Control Organisation. In order to watch the receipt of the pass book from the Police or Court a manuscript register should be maintained in each office showing:-

**Register of pass books handed over to Police or court**

Sl. No.	Type of Account	Account number	Name of depositor	Amount at credit
1	2	3	4	5

  

Date of handing over the pass book to police or court	Date of receipt back of pass book from police or court	Date of despatch of pass book to Control Organisation	Signature of PM/SPM
6	7	8	9

This manuscript register should be made available to the Executive Officer or Audit party inspecting the office.

(2) The PM/SPM must satisfy himself by a reference to the Register of Undeliverable Pass Books whether the pass book of which duplicate has been applied for, is lying undelivered in the post office. A new pass book should then be prepared for issue to the depositor. The transaction for the current year should be entered in the pass book under the initials of the PM/SPM and the word “Duplicate” should be written in red ink on the cover and the first page. The words “Duplicate pass book issued on ..... (Date)” should be written at the top in the prescribed column of the ledger card/ledger and the application for opening the account (SB-3), quoting the serial number of the application in the guard file mentioned in sub rule (4) below, over the signature of the PM/SPM.

(3) The duplicate pass book should be made over to the depositor on his signing a receipt for it in the space provided therefore in the application form. In all cases in which the duplicate pass book is issued free of cost, the remark “Issued free of charge under Postmaster’s order No..... dated .....” should be written in the stock register against the entry of the issue.

(4) The depositor’s applications for duplicate pass books should be filed in a guard file after the pass book has been delivered as laid down in sub rule (3) above. The guard files containing the applications

numbered serially will remain in the custody of the PM/SPM and should be destroyed after six years.

(5) If the application for duplicate pass book was originally received in a ED sub or branch office at which the account stands open, the head/sub office should send the duplicate pass book to the ED sub or branch office entered in SB or BO slip, as the case maybe, alongwith the receipt acknowledging the pass book in manuscript. The ED sub or branch office will deliver the duplicate pass book to the depositor in the manner laid down in sub para (3) above and return the receipt for delivery of the duplicate pass book to the head/sub office duly entered in the list of documents for being filed as laid down in sub para (4) above. The depositor's receipt should be pasted to the application in the space provided for depositor's signature for duplicate pass book.

**Note :-** If the lost pass book in respect of which duplicate was issued is at any time presented at the post office, the pass book should be compared. If the comparison shows any discrepancy or indicates any irregularity or fraud, the matter should be reported to the Head of the Circle by the Postmaster. The pass book should be retained by the PM/SPM sending the receipt of orders of the Head of the Circle. In other cases, the original pass book duly cancelled by the SPM/PM should be sent to the control organisation entered in the voucher list.

**69. Issue of pass book in lieu of spoiled pass book :-** The procedure prescribed for the issue of duplicate pass book should be followed except that :-

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- (1) No application in the prescribed form will be necessary. A manuscript application will suffice.
- (2) The receipt of the new pass book will be obtained on the application of the depositor itself.
- (3) No detailed enquiry as to the loss would be necessary.
- (4) The spoiled pass book will be taken from the depositor and the word "cancelled" written in red ink across all the unused pages under PM/SPM full signature. It should then be sent to the Control Organisation entered in the voucher list. The sub office will send the spoiled pass book to the head office duly entered in the list of documents. The PM/SPM should write at the top of the ledger card/ledger in the prescribed column the words "Fresh Pass Book issued on (date) ..... in lieu of spoiled pass book."

**70. Deleted.**

#### **ACTION TO BE TAKEN BY THE POSTMASTER ON RECEIPT OF STATEMENT OF ACCOUNTS VERIFICATION OF BALANCES FROM INSPECTING OFFICERS**

**71. (1)** Under Rule 75 and provisions of inspection questionnaires the inspection officers are required to send the statement of accounts for verification of their balances to the Head Offices and get the report from them regarding the result of verification. In order to supply the information to the Inspecting Officers the Head Office should maintain a register separately for each Inspecting Officer in the following form.

1. Date of receipt of the statement
2. Account Number

3. Result of verification by Head Office
4. Date of its receipt of replies of depositors to whom notice (SB-46) has been issued
5. Date of sending report to the Inspecting Officer.
6. Remarks

(2) On receipt of the statement from the Inspecting officer the particulars should be entered in this register mentioned above. This register should be checked particularly by the Postmaster personally to ensure that the report is sent to the Inspecting Officer without delay. For accounts in respect of which notice in Form (SB-46) have been issued the Head Office should ensure that confirmation is received in time. Special steps should be taken to obtain pass book and verify the entries, if confirmation is not received in time.

(3) In case the whereabouts of the depositor are not known and he has shifted from the address recorded in the application form (SB-3) and ledger card, suitable entries should be made both in the Head Office ledger card and sub office ledger so that during the next transaction the address of the depositor can be made up-to-date.

(4) The officer inspecting the Head Office should check whether the register is maintained properly and whether the report to the Inspecting Officer is being sent properly.

### **CHANGE OF NAME OF DEPOSITOR OR CHANGE OF AGENT OF DEPOSITOR**

**72.** (1) A fresh application must be obtained in the following cases :-

(a) (i) When a depositor changes his name e.g. on adoption or otherwise, or in the case of a female depositor, on marriage when a depositor changes his name e.g. in case of female depositors, on 'marriage the depositor should be required to intimate the fact in writing to the post office and to

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produce the pass book of the account. The intimation should bear the depositor's signature with the old as well as with the new name and the depositor should also be required to sign a fresh application with the new name. The depositor's signature as written with the old name on the intimation should be compared with the specimen on record. The depositor's name should be written clearly in red ink in the pass book and the ledger card above the entry of the old name, which should be opened through in such a manner as to leave it still legible. The correction in the ledger card and the pass book should be kept in a guard file supported by the entry "vide depositor's intimation dated ....." which should be initialled and dated by PM. The pass book should then be returned to the depositor. The number of account should be written at the top of the intimation which together with old application card/form should be kept in a guard file.

(ii) In SO one specimen of the new signature should be taken. The intimation with the fresh application (5B-3) should be forwarded to the HO entered in the list of documents. The new specimen signature obtained from the depositor should be pasted over the old specimen in such a manner as to allow inspection of the old specimen signature. Suitable correction should also be made in the SO ledger in the manner prescribed above.

(b) If the agent of an illiterate depositor is changed, the new agent should be required to produce a letter of authority from the depositor and fill in a fresh application. The fresh letter of authority should after verification be preserved in the special guard file referred to in Rule 23(2)(iii) replacing the old one.



The fresh application should be kept in the card index cabinet. The old letter of authority and the previous application card should be transferred to the control organisation for destruction.

(c) If an illiterate depositor, after having opened an account through an agent, desires to operate his account direct, he can do so by filling in a fresh application. The letter authorising the agent to act on his behalf and the original application card should be transferred to the SBCO for destruction. Also if a depositor, after having opened an account in his own name, desires to transact business through an agent, he can do so, the agent being required to produce a letter of authority and fill in a fresh application which should be disposed of in the manner prescribed above.

(i) Once an account has been opened directly by an illiterate depositor, subsequent appointment of an agent should be recognised only after careful investigation.

(ii) In SOs the letter of authority should be sent with the application to the HO.

(d) In the case an account opened on behalf of minor when the guardian of the minor is changed. When the change in guardianship is sanctioned by the Head of the Circle, the number and date of the sanction must be noted in the revised application.

(e) When a depositor who in the first instance elected to claim no interest on his account, afterwards declares his intention to accept interest in future or vice versa.

(f) When a depositor on active service appoints an agent or the agent is changed or the depositor subsequently desires to operate on the account himself.

## **(2) Conversion of a Joint Account into a Single account and vice versa:-**

(i) The following conversions of accounts in the names of adults are permitted under Post Office Bank General Rules, 1981. The procedures in this behalf are outlined against each:

(a) A Single account into a joint account of two of either type	An application from the depositor for opening account (SB-3) should be obtained. Suitable remarks will be made on the original SB-3 and other documents, viz., pass book, ledger card and index to Ledger cards.
(b) A Single account into a Joint account of three of either type including the original depositor	An application from the depositor and a revised application for opening account (SB-3) should be obtained. Suitable remarks will be made on the Original SB-3 and other relevant documents.

(c) A Joint account of two into a Joint account of three including at least one of the original depositors.	An application on separate paper signed by both the depositors if Joint 'A' and by either if Joint 'B' and a revised application for opening of account (SB-3) should be obtained. Suitable remarks will be made on the original SB-3 and other relevant documents.
(d) A Joint account of three into a Joint account of two including at least one of the original depositors	Where no new depositor is inducted an application on plain paper from all the depositors jointly, if 'A' type and anyone of the depositors, if 'B' type will suffice. Suitable remarks will be made on SB-3 and other relevant documents scoring out the specimen signatures of the ceased depositor over the attestation of the Postmaster. If a new depositor is to be inducted, a revised application for opening the account (SB-3) should also be obtained, Suitable remarks will be made on the original SB-3 and other relevant documents.
(e) A Joint account of three into a Single account of one of the three	A written application on plain paper signed by all the depositors is necessary if the account is of Joint 'A' type. If the account is of Joint 'B' type, a written application on plain paper signed by the depositor in whose name the account is to stand is necessary. He should give a declaration in the following from :  "I am aware of the rules relating to maximum limits of deposits which is payable." No revised SB-3 and other relevant documents needed and the specimen signatures of the ceased depositors will be scored out duly attested by the Postmaster.
(f) A Joint account of two depositors into a Single account in the name of either of the two	A written application on plain paper is necessary from both the depositors if the account is of Joint 'A' type. If the account is of Joint B type, an application from the depositor who is to continue the account will be required, containing a declaration as in "e" above. No revised SB-3 will be required. Suitable remarks should be made on SB-3 and other relevant documents and the specimen signature of the ceased depositor should be scored out duly attested by the Postmaster.

(ii) In the event of conversion of a Joint account into a Single account, if the remaining depositor has already a Single account in the same office, the conversion will not be allowed unless he closes that account.

(iii) Revised SB-3, when taken, will be attached to the original SB-3, the application on plain paper being filed in a guard file entitled "applications for conversion of accounts". The remarks made in the relevant documents will be attested by the dated signature of the Postmaster.

(iv) In Sub offices, the above documents will be sent to the Head Office entered in the list of

documents for further action. Fresh specimen signature slips will be obtained from the depositors whose specimen signatures are not already on record and pasted in the specimen signature book after being attested by the Sub Postmaster. The Sub Postmaster will also obtain and forward to the Head Office revised SB-3 wherever necessary. The Head Postmaster will record his approval for conversion both on the application for opening the account (SB-3) and the application on plain paper under his dated signature and designation stamp. The application on plain paper will be sent to the Sub Office duly entered in the SB slip. The Sub Postmaster will record on this application the remark "Necessary corrections made in ledger and specimen signature book" over his dated signature and return the application for record in the guard file at the Head Office, entered in the list of documents."

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(3). (i) A depositor on active service may send to the post office where the account stands a letter of authority, authorising any of the near relatives to operate on his account. The letter of authority should be sent through the officer Commanding of the depositor's unit and should bear the counter signature of the Officer Commanding of the Unit and a certificate from him to the effect that the depositor is a member of the force on active service. The post office at which the account stands, should on receipt of the letter of authority allow the person named therein to operate the account, provided the person so authorised produces the pass book and is identified to the satisfaction of the post office. The letter of authority must be received direct by the post office where the account stands and not through the person authorised to transact on the account. The person named in the letter of authority should be required to submit a fresh application which should be disposed of under the normal procedure. In HO the letter of authority and the old application card should be preserved in a guard file, a remark being made in the ledger card and the first page of the pass book as follows:-

"..... (Name of the person authorised) permitted to operate on the account, vide letter of authority dated ..... from the depositor".

(ii) In SO, the letter of authority should be sent with the application to the HO -after making a suitable note in the ledger. when the Pass book is presented for the first time for any transaction, the remark prescribed above should be noted on its first page, spare specimen signature should be obtained and pasted to the S.S. book duly countersigned by the SPM.

(iii) If and when the depositor desires to cancel the authority given in favour of his relative and to operate on the account himself, an application in writing to that effect should be obtained from him duly countersigned by his Officer Commanding. The depositor should be required to submit a fresh application which should be disposed of under the normal procedure. In HOs the depositor's letter cancelling the authority given in favour of his relative should be pasted to the previous letter of authority preserved in the guard file. The old application furnished by the authorised agent should be sent to the control organisation for destruction. The remark made in the ledger card and the first page of the pass book when the relative was authorised to operate on the account should be scored through in red ink, and the following remarks should be recorded in the ledger card as well as on the first page of the pass book:-

"Depositor again permitted to operate on the account vide his letter dated....." In SOs the depositor's letter cancelling the authority given in favour of his relative should be sent with the fresh application to the HOs after scoring out remark previously made in the ledger in red ink When the pass book is presented for the first time for any transaction, the remark recorded on its first page when the relative of the depositor was authorised to operate on the account should be scored through in red ink and the following remark should be noted on the first page of the pass book:-

"Depositor again permitted to operate on the account vide his letter dated....."

## **CALCULATION AND CHECKING OF ANNUAL S.B. INTEREST AND POSTING OF**

## INTEREST IN PASS BOOKS IN HEAD/SUB POST OFFICES

### CALCULATION AND CHECKING OF INTEREST

**Note :-** These instructions will generally apply to Head Offices where the SB work has not been computerised and the work is done manually.

**73.** (1) The calculation of interest in respect of the post office savings accounts for each year is due to commence on the 10th of the March. The interest calculation on dormant accounts (accounts having no transactions during the year) may be started from 1st March so that the work may be completed by 31<sup>st</sup> March. The Postmaster will ensure that the calculation of interest is commenced from the prescribed dates.

(2) As far as possible, the work should be entrusted to the ledger Assistant concerned and if it is felt that any particular ledger Assistant will not be able to complete the work by 31<sup>st</sup> March, the work may be entrusted to any other official of the SB Branch for timely calculation of the interest.

(3) The Postmaster will also ensure that the Adding and Listing machines, wherever supplied, are kept in proper working order. In case the machine goes out of order, it should be got repaired immediately.

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(4) Any shortage of staff, either in SB Branch or SBCO will adversely affect the progress of interest calculation, checking of interest, preparation of the interest statement, posting of interest in the pass books and agreement of binders with reference to interest statement. As such, shortage of staff, if any, should be immediately brought to the notice of the authorities concerned by the Postmaster and matter pursued for immediate remedial action.

(5) The interest is payable on the lowest balance at credit for the depositor in each calendar month between the close of the tenth day and the end of the month. This is called the interest bearing balance. For an account opened at a sub or branch office, the actual date of deposits and withdrawals in sub or branch office should be taken into account.

(6) The interest will be calculated by each head office annually in respect of all accounts standing under its jurisdiction. Immediately after posting of transaction of the 10th March in the ledger cards, ledger Assistant should take up the totalling of interest bearing balances for the year and calculation of interest. If during the remaining days of the month withdrawal takes place in an account in which interest has already been calculated, the calculation should be corrected at the time of posting of transaction.

(7) A rubber stamp "Interest for 20.....Rs....." should be affixed after the last entry in March in the ledger card. The impression of the rubber stamp should be straight and should not go beyond the deposit and withdrawal column or across more than one line. Each ledger Assistant may be given a separate rubber stamp.

(8) The calculation of interest for the year will be done from the interest Tables supplied to the head post offices. The amount of interest thus calculated should be added to the balance in the account at the close of 31<sup>st</sup> March and the opening balance as on 1<sup>st</sup> April arrived at as in the illustration given below.

Date	Deposit Rs.    P.	Withdrawal Rs.    P.	Balance Rs.    P.	Totals of IBBs
26.3.2003			1500.00	12,000
1.4.2003	Interest for 2002-03 (Rubber stamp)	35.00	1535.00	

(9) If the interest bearing balance during a month is less than Rs. 20 it will not be taken into account

for interest calculation. If the total interest for the year in the account is less than one rupee, no interest will be allowed. Further if the total amount of interest admissible during the year is less than one rupee but more than 97 paise, it should not be rounded off to one rupee.

(10) After the 31<sup>st</sup> March as soon as calculation and posting of interest in all the accounts in a binder is completed, the binder should be handed over to the Control Organisation for checking of the interest calculations as per standing instructions.

(11) The mistakes detected by the Control Organisation will be noted in a separate manuscript register showing the account number, amount of interest calculated by the post office, the correct interest calculated by the Control Organisation and the percentage of mistakes in the binder. The register will be sent to the Postmaster for making necessary corrections in the ledger cards and intimating the correction to the sub office, if in the meantime interest has already been added in the pass book, for incorporating the correction in its ledger and the pass book. The register will thereafter be returned by the Postmaster to the Control Organisation after recording a certificate that the needful has been done.

(12) If during checking of the interest calculations the Control Organisation detects mistakes in more than 5% of the accounts checked in each binder, the binder will be returned to the Postmaster for getting the calculation of all the accounts rechecked by the ledger Assistant who had previously calculated the interest.

(13) The re-checked binder will be sent by the Postmaster to the in-charge, SBCO for test check in order to see that the re-checking by the ledger Assistant has been done satisfactorily. If during the course of test check, the in-charge SBCO finds more than 5 mistakes in the rechecked binder irrespective of the number of accounts in it, the OT A admissible for the calculation of interest for this binder will be disallowed to the ledger Assistant due to unsatisfactory performance of the work. The incharge SBCO will get the binder rechecked 100% by the P.A. of the Control Organisation.

(14) The calculation and posting of interest by the Ledger Assistants and its checking by the Postal Assistants of the SBCO is to be done on OT basis beyond working hours. The norms for the number of accounts per hour for the purpose of overtime for the calculation and posting of interest by the S.B. Branch and for checking of interest calculation by the SBCO have been fixed from 1990-91 onwards as under :-

Types of Accounts	Outturn for calculation and posting of interest by the SB Branch	Out term for checking of interest by the SBCO
(i) All type of Accounts	35 Accounts per hour.	35 Accounts per hour.

**Note :-** The work of impressing rubber stamp on the ledger cards is to be done by the Ledger Assistant and no Group D official is to be employed for this purpose.

(15) The record of actual OT performed should be kept for each official of SB branch and SBCO in the following form of register :-

Date	Hours of attendance From To	Total hours of work	Particulars of binders in which interest calculated/checked.
1	2	3	4
Number of accounts in which interest calculated/checked	Signature of the official	Signature of the Postmaster/Official Incharge of SBCO	Remarks
5	6	7	8

The register should be securely kept in each office and referred to at the time of preparation of checking of OTA bills.

(16) The official (ledger Assistant and PA in the SBCO) should put in a minimum overtime for 3 hours on week days before he can claim payment of OTA on Sundays and Holidays which is at higher rate. The OTA will be sanctioned with reference to the actual hours of OT duty put in on any day. Normal OTA rules will apply for claiming OTA.

**Note :-** There is no bar to the officials of SB and SBCO Branches being called for on OT duty during holidays for calculation and checking of interest so as to complete the work within the prescribed time.

(17) If any official performs OT duty more than the maximum number of hours per month prescribed for the purpose (viz. 70 hours) the relaxation of the Head of the Circle will have to be obtained by the Postmaster before the OTA is paid to the official.

(18) A fortnightly statement in the following form may be submitted beginning from 15th March to the Accounts Officer, ICO (SB) showing the progress of calculation of interest.

Name of Head Office	Total No. of binders	Approximate total number of accounts	Number of Accounts in which interest calculated	
			During the fortnight (a)	Progressive total (b)
1	2	3	4	

No. of binder transferred to SBCO for checking of interest		No. of binders for which interest statement prepared		
5		6		
(a)	(b)		(a)	(b)
During the fortnight	Progressive total		During the fortnight	Progressive Total

(19) The checking of interest and preparation of interest statement by the SBCO will be started from 1<sup>st</sup> April. The information in the column No.5 and 6 of the statement may, "therefore, be furnished in the fortnightly statements from 15th April onwards. These statements may be discontinued after the completion of the preparation of the interest statement. The agreement of interest statement has no concern with this statement.

(20) The Inspecting Officers will see whether an OT duty register for calculation/checking of SB interest has been maintained properly by the SB Branch and SBCO. The hours of attendance and the number of accounts in which interest was calculated/checked on week days and Sundays/holidays have been shown correctly. It will also be seen whether the register was duly checked by the Postmaster/Incharge SBCO. In view of these checks it is essential that the OT duty register shall be maintained and checked properly.

(21) From 1.4.2003 the interest statement to be prepared for the year 2002-2003 will be Interest cum silent accounts statement. The copy of this statement will be sent to all the sub offices including Time Scale Sub Offices and not to ED sub offices and branch offices. The ED sub offices and branch offices will send the pass books for entry of interest to the head office or Account office as the case may be as at present.

#### **ENTRY OF INTEREST IN PASS BOOKS IN HEAD OFFICE AND ED SUB OFFICES AND BRANCH OFFICES**

**74.** (1) In head offices, the first time a pass book is presented after 31<sup>st</sup> of March for any purpose, the amount of interest should be entered in the pass book in the same manner as in the ledger card striking the revised balance to the credit of the depositor. The pass book should then be placed with the ledger card before the Postmaster who should verify the entry of interest and resultant balance in the pass book with the entry in the ledger card and put his dated signature in the ledger card and initial the pass book in token of having carried out this check. The pass book should then be returned with as little delay as possible to the person who presented it.



(2) In ED sub offices the first time a pass book is presented after the 31<sup>st</sup> of March, whether it is presented for any purpose, the account bears interest or not, the Sub Postmaster should retain the pass book and give the depositor a receipt for it in form (SB-28) except in case where the depositor expresses his inability in which case he should be requested to give in writing stating the balance to his credit. The statement should be sent to the head office with a suitable remark in the list of transactions against the particular entry. The Postmaster will be held personally responsible for the observance of this rule. The pass books taken from the depositors should be entered in a list of pass books to be prepared in triplicate. Two copies of the list alongwith the pass books should be sent to head office by first mail invoiced in the list of documents. Similarly the head office will receive pass books for entry of interest

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duly entered in the list in duplicate from the branch offices in account with it. These lists alongwith the pass books will be forwarded to the head office entered in the BO daily account. No objection should be raised to receiving and repaying deposits pending the entry of interest, but after the last entry of the year one line should be left blank for the entry of interest before making the entry of transaction in the next line, leaving the balance column blank, as it will be noted by the ledger Assistant of the head office after making the entry of interest.

(3) If any transaction is noticed by the ledger Assistant to have taken place in an account at a ED sub office and branch office in account after the 31<sup>st</sup> March and the pass book has not been received and its non submission is not suitably explained vide para (2) above, he should note the fact in the Special Error Book to be maintained in the following form :-

### SPECIAL ERROR BOOK

Name of ED sub office/BO	Number of account	Date of transaction	Date of call
1	2	3	4

Date/No. of registered letter sent to depositor	Initials of Post Master	Date of receipt of the pass book	Initials of the Postmaster
5	6	7	8

(4) The SPM/BPM should be asked to obtain and submit the pass book within a week and a copy thereof should be sent to the Divisional Superintendent for noticing the irregularity. If the Sub Postmaster has not started submitting the pass books then the irregularity may be noted as a general one. If the pass book is still not received, the head office should address the depositor by registered post through a letter in the proforma given below. Particulars of the letter will be noted in column 5 of the Error Book against the account concerned. The Superintendent of Post Offices will take serious notice of the irregularity. Care should be taken to see that the address on the registered letter is complete. The Special Error Book will be examined every day by the supervising officer and test checked once a week by the head of the office and also by the Inspecting and Visiting Officers during the course of their visits.

### Proforma of the letter

From  
The Postmaster,

To  
Shri

_____	_____
_____	_____
No. _____	Dated _____
_____	_____

Dear Sir,

The pass book of your savings account No. \_\_\_\_\_ from which a deposit/withdrawal of Rs. \_\_\_\_\_ was made on \_\_\_\_\_ was not received for addition of interest. Kindly send the pass book for inspection and addition of interest. If nothing is heard from you within a fortnight, the balance of Rs. \_\_\_\_\_ shown in the head office ledger card in respect of the above noted savings account will be taken as correct and the post office will not be responsible for any discrepancy. A self addressed service cover on which no postage is necessary is enclosed for a reply.

Yours faithfully,

Postmaster

## VERIFICATION OF BALANCES

**75. (1) Verification of balances of accounts standing at Extra Departmental Sub Offices and branch Offices the pass books of which are not received for interest posting in the Head Post Office and Sub Post Office :-** (i) The receipt of the pass book at the Head Post office and sub post office at least once a year for posting of interest in respect of savings accounts at Extra Departmental Sub Offices and Branch Offices is necessary. In respect of pass books which are not received for entry of interest by the 30th June at these offices, the following procedure will be followed in collecting them from the depositors.

(ii) The Extra Departmental Sub and Branch Postmasters should collect the pass books of all savings accounts which were not presented for transaction by 30th June of the year and send them to the Head Office/Account Office with a list in duplicate for entry of interest by 15th July at the latest.

(iii) To monitor whether the branch offices have actually sent all the pass books to the Head Office/Sub Offices, the Head Office/Sub Offices should maintain register of accounts standing open at each branch post office and use it for checking the receipt of pass books at the Head Office/Sub Offices from 1<sup>st</sup> April onwards. Each ledger Assistant/SPM should maintain a register of accounts of the branch offices in his charge. One register may contain particulars of accounts of several branch post offices. The register in manuscript will be maintained in the following form.

Name of Branch Office.....

Sl. No.	No. of account	Date of receipt of pass book	Initials of ledger Asstt./APM/SPM	Date of receipt of pass book	Initials of ledger Asstt./APM/SPM
1	2	3	4	3	4

The 3rd and 4th columns of the register should be repeated for a number of years according to the space available in the register. Thus, one register can be used for a minimum period of 5 years. As and when any pass book is received from the branch post office from 1<sup>st</sup> April onwards, the date of receipt will be noted in column 3 and initials put in column 4. The register should be scrutinised on 20th of July. The absence of any entry in column 3 and 4 will indicate the non-receipt of the pass book at the Head Office/Sub Office for entry of interest. The number of all such accounts should be listed and action taken to obtain the pass books through the Sub Divisional Inspector. When the pass books of these accounts are received at the Head Office/Sub Office interest will be posted in them and columns 3 and 4 of the register of accounts of branch offices referred to above completed. Similar action will be taken in respect of Extra Departmental Sub Offices also except that no register of accounts for Extra Departmental Sub Offices will be maintained by the Head Office as account numbers can be easily picked out from the ledger cards contained in the binder of these offices.

(iv) For preparing the register of accounts of branch offices at the Head Office/Sub office, the following procedure will be followed by the branch post offices.

Each Branch Postmaster should prepare immediately a list in duplicate in the following form showing the number of each and every account standing at his office, sign it and forward one copy to the Head Office/Sub Office.

Name of Branch Office.... ..

Sl. No.	Savings Account Number
Date .....	Signature of Branch Postmaster

The PM/SPM of the account office will check the list to ensure that the Branch Postmaster has not omitted to include in the list any account of his office and certify that the list is complete under his signature.

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(v) The Head Post Office/Sub Office, with reference to the lists of accounts received, will prepare a register of accounts standing at each branch office as mentioned in para (iii). After the existing accounts are entered in the register, it should be kept upto date by entering the number of new accounts opened or accounts received by transfer. The entries of numbers of accounts closed or transferred to other post offices should be deleted.

(vi) The work of preparation of the list of accounts by the Branch Postmaster, its checking by the PM/SPM of the Account Office and preparation of branch office-wise register of accounts by Head Office/Sub Office is a one time job. Once the register is prepared by Head Office/Sub Office on the basis of the lists, the Head Office/Sub Office has only to keep it up-to-date as and when new accounts are opened and accounts are transferred, closed, etc.

(vii) The Divisional Supdts. will furnish a certificate to the Head of Circle by 30th September that the work of verification of balances in respect of all accounts in the manner prescribed has been duly completed.

(viii) The Head of Circle will furnish a completion certificate of this work to the Directorate in a quarterly report.

**Note:-** In Selection Grade and Gazetted Sub Post Offices and Time Scale sub offices procedure as outlined above will be followed.

**Note : (i) Verification of balances of accounts standing at ED Sub Offices/Branch Post Offices, the pass books of which are not received for posting of interest at Head Offices/Sub Offices :-** (1) According to Rule 75(1)(iii) of P.O.S.B. Manual Volume I, the Head Offices/Sub Offices are to prepare a list of savings accounts the pass books of which have not been received for posting of interest by 20th July every year. This list is to be sent to the Sub Divisional Inspector to collect the pass books through him who will verify the balance either through Mail Overseers or by himself during the course of inspections/visits and the lists shall be sent.

**(2) Verification of balances of accounts of Departmental Single Handed Sub Offices the pass books of which are not received for interest posting in the Sub Offices :-** (i) The balances in the pass books in respect of accounts standing at single handed departmental sub offices which are not received in the sub offices for posting of interest by 30th June should be verified. For this purpose about 20 to 25 selected accounts of each sub office will be verified. In the month of July every year each sub office will prepare a list of accounts the pass books of which have not been received for posting of interest. The lists will be sent to the Inspector of Post Offices concerned for verification of balances. The following procedure will be followed for preparing these lists.

(ii) When interest is added in the pass book, the SPM puts his dated signature in the ledger against the entry of interest. The entries which do not bear the signature of the SPM will relate to those accounts the pass books of which have not been received for the entry of interest. The SPM will pick out such accounts

from the ledgers in which the interest has not been posted in the pass books. He will prepare the list in duplicate in the following form :-

**Name of Sub Office .....**

Sl. No.	Account number	Balance as in the pass book	Date of last transaction	Result of verification	Remarks
1	2	3	4	5	6

(iii) The list will be signed by the SPM. The columns (3) to (5) of the list will be left blank to be filled in by the I.P.O. concerned at the time of verification of balance. One copy of the list will be sent to the Inspector of Post Offices concerned and the second copy kept as office record.

(iv) On receipt of the lists the Inspector of Post Offices will select at random 15 accounts from the lists at the time of inspection of the sub office. He will prepare the statement in duplicate in the following form.

Sl. No.	Account number	D.L.T.	Balance as per last transaction in the SB Ledger	Remarks
1	2	3	4	5

He will then contact the depositors of each of these 15 accounts personally and verify whether the date of last transaction and the balance shown in the pass book agree with the entries in the list. If any of the depositors are not available, he will record the fact in his inspection note. He will prepare it notice in form (SB-46) and have the same delivered personally at the address of the depositor alongwith the service cover addressed to the Sub Postmaster. He will indicate this in the remarks column of the list received from the sub office against the account concerned. A remark should also be made about the notice issued in the statement to be sent to the sub office so that the sub office should watch the reply and verify the balance noted in the ledger. One copy of the statement prepared will be sent to the sub office by registered post for verification with records and for intimating result of verification.

(v) If nobody is available at the address in respect of the notice to be delivered in form (SB-46), this should be sent through the Mail Overseer when he visits the office next.

(vi) In addition to the checks prescribed above a complete verification of all accounts standing open in one or two single-handed departmental sub offices under each head office should be carried out every year. For this purpose every Divisional Supdt. of Post Offices shall select one or two single handed sub office in each year at random in the first week of August. The sub office will prepare a complete list of accounts whose pass books have not been received in the sub office for entry of interest even after the lapse of 3 months after pass books are called for, for interest posting. From the list prepared, the SPM should issue notices in form SB-46 to the depositors by registered post. Service reply covers should be enclosed for replies confirming/objectioning to the ledger balance shown in the notices. The Divisional Supdt. should watch that this action is taken by the sub offices in his division. If no reply is received from the depositor in response to the notice issued no further action is to be taken as the onus to reply to the notice SB-46 rests with the depositor. The result of this verification in respect of those accounts the replies of which have been received from the depositors should be intimated to the Divisional Supdt. by the sub offices who will in turn send a special report on the result in respect of each head office to the Circle Office.

(vii) The SPM will submit a report to the effect that the lists have been duly prepared by the sub office and sent to the Inspector of Post Offices, to the Divisional Supdt. who will in turn furnish a certificate of compliance to the Circle Office by the end of July each year.

(viii) The Heads of Circles will furnish a certificate of compliance to the Directorate in a quarterly report.

#### **EXAMINATION OF AN ENTRY OF INTEREST IN PASS BOOKS RECEIVED IN THE HEAD OFFICE FROM E.D. SUB OFFICES AND BRANCH OFFICES**

**76. (a)** (1) The balance and the entries of transactions in the account after the entry of interest of previous year in the pass book should be compared with the ledger card balance at the time of posting the

interest. The interest should be added in the pass book and if there are any balances relating to transactions after the 31<sup>st</sup> March to be entered in the pass book, they should be entered by the head office before the pass book is returned to the sub or branch office. The pass book should then be put up to the Postmaster alongwith the list of transactions and the ledger card. The Postmaster should himself compare the last balance entered in the pass book by the sub or branch Postmaster with the corresponding balance in the ledger card, initial the pass book and sign in the ledger card in token of having made this comparison. The Postmaster should carefully see whether there are any suspicious erasures or alterations in any of the entries in the pass book since its last examination in the head office. The pass book should after check by the Postmaster be made over to the ledger Assistant.

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(2) A register in the following form should be maintained in manuscript by the ledger Assistant to show the number of pass books received for entry of interest.

Date	Balance on hand from previous day	Total number of pass books received	Total number of pass books on hand at the beginning of the day
1	2	3	4

  

Number of pass books returned	Balance on hand	Initials of ledger Assistant
5	6	7

(3) In case the balance in the pass book does not agree with the balance in the ledger card the ledger Assistant should check whether the difference is due to any mistake in arriving at the balance. If he cannot find out mistake he should bring it to the notice of the Postmaster who should make immediate enquiries and take the assistance of the official-in-charge of the Control Organisation. The ledger Assistant will return the pass books to the sub or branch office concerned after entering the total number in the register alongwith one copy of the list received from the sub or branch office entered in the SB or BO slip. Suitable note will be made in the list against the relevant account number. When the detained pass book is forwarded on a subsequent date, the account number and date of receipt should be noted in the list returned. The date of despatch will also be noted in the list with which it was received bearing the remark "Will Follow".

**Note :-** the head office ledger Assistant will maintain a register in manuscript showing the savings account numbers of the pass books received for entry of interest at the head office counter in which interest was posted.

(4) The sub or branch office will note the actual date of receipt of the detained pass book in the list in which the remark "Will follow" was given by the head office. The sub or branch offices will check the list returned by the head office every week and if any of the pass books are not received within a week it should take up the matter with the head office.

(5) The lists should be kept in the head office in office wise bundles and destroyed after 6 months if they are complete. In sub offices the lists should be preserved for one year.

**76. (b) Examination of and entry of in pass books received in Selection Grade/Gazetted Sub offices/Time Scale Sub Offices and Branch Offices in their account :-** (1) In the Selection

Grade/Gazetted Sub Offices and Times Scale sub offices, on receipt of interest statement from head office the SB Assistant will post the entries of interest in the ledgers. The first time when a pass book is presented after the receipt of interest statement in the sub office whether it is presented for the purpose of operating or for the entry of interest, the amount of interest should be entered in the pass book in the same manner as in the ledger striking the revised balance to the credit of the depositor. The pass book should then be placed with the ledger before the sub postmaster who should verify the entry of interest and resultant balance in the pass book with the entry in the ledger and put his dated signature in the ledger and pass book should be returned with as little delay as possible to the person who presented it. The Sub postmaster while carrying out this check will round off the account number with dated initials in the interest statement which will be kept in a separate guard file in his personal custody. The pass books which are not received for entry of interest till 30th June, the sub postmaster will send an intimation in the form prescribed in rule 74. A list of these accounts will be sent to SDI/PRI for verification by 20th July. At the end of September the sub postmaster will send a certificate to the HO/Divisional Supdt. to the effect that the entry of interest in all pass books have been made and if not, the particulars of unposted items be sent keeping one copy in the interest statement. The Inspecting Officer/Divisional Supdt. during inspection/visit to such post offices will ensure that the above procedure is followed.

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(2) If any transaction is noticed by the savings bank Assistant to have taken place in an account opened at branch office in its account after the receipt of interest statement and the pass book has not been received he should note the fact in the special error book. The error book shall be maintained in the following form :-

#### **SPECIAL ERROR BOOK**

Name of B.O.	No. of account	Date of transaction	Date of call
1	2	3	4

  

Date / No. of regd. Letter sent to depositor	Initials of SPM	Date of receipt of pass book	Initials of SPM
5	6	7	8

(3) The branch postmaster should be asked to obtain and submit the pass book within a week and a copy thereof should be sent to the Sub Divisional Inspector for noticing the irregularity. If the branch postmaster has not started submitting the pass books then the irregularity may be noted as a general one. If the pass book is still not received, the sub postmaster will address the depositor by registered post and letter should be as in the proforma given in Rule 74. The particulars will be noted in column 5 of the Error Book against the account concerned. The Sub Divisional Inspector will take serious notice of the irregularity. Care should be taken to see that the address on the registered letter is complete. The special error book will be examined every day by the head of the office and also by the inspecting and visiting officers during the course of their visit.

In case the balance in the pass book does not agree with the balance in the ledger the savings Bank Assistant should check whether the difference is due to any mistake in arriving at the balance and should bring the irregularity to the notice of the sub postmaster, who should take up the matter with head Postmaster for reconciliation of balances.

**Notes :** - Posting of interest in the SB Pass Books by LSG offices and above - fixation of norms for



honorarium. The rate of honorarium for entry and checking of annual interest in SB pass books for the pass books received for entry of interest during the month of April, May and June will be paid @ Rs. 2.40 paise per 100 pass books to SB ledger Assistants and APM (SB) in HO and APM/SPM in LSG/HSG SO.

(4) The Extra Departmental Sub Post Offices/Branch Post Office should send the pass books of savings accounts for entry of interest to the Head office/Accounts Office after 31<sup>st</sup> March when the pass books are presented for any purpose.

(3) The branch postmaster should be asked to obtain and submit the pass book within a week and a copy thereof should be sent to the Sub Divisional Inspector for noticing the irregularity. If the branch postmaster has not started submitting the pass books then the irregularity may be noted as a general one. If the pass book is still not received, the sub postmaster will address the depositor by registered post and letter should be as in the proforma given in Rule 74. The particulars will be noted in column 5 of the Error Book against the account concerned. The Sub Divisional Inspector will take serious notice of the irregularity. Care should be taken to see that the address on the registered letter is complete. The special error book will be examined every day by the head of the office and also by the inspecting and visiting officers during the course of their visit.

In case the balance in the pass book does not agree with the balance in the ledger the savings Bank Assistant should check whether the difference is due to any mistake in arriving at the balance and should bring the irregularity to the notice of the sub postmaster, who should take up the matter with head Postmaster for reconciliation of balances.

**Notes :** - Posting of interest in the SB Pass Books by LSG offices and above - fixation of norms for honorarium.

(4) The Extra Departmental Sub Post Offices/Branch Post Office should send the pass books of savings accounts for entry of interest to the Head office/Accounts Office after 31<sup>st</sup> March when the pass books are presented for any purpose.

### **DISPOSAL OF UNDELIVERED PASS BOOKS**

**76. (c) (1)** Any pass book remaining undelivered at SO/BO, at the end of the period (not exceeding one month) fixed by the Head of the Circles for keeping them in the SO/BO will be sent back to the HO it should be sent entered in the list of documents in accordance with Rule 8. Such pass books should be kept in the Postmaster's personal custody after entering the particulars thereof in the register of undeliverable pass books in deposit in the HO Whenever such a pass book is called for by the SPM/BPM for delivery to the depositor, it should be sent to the SO/BO, in accordance with the procedure laid down in Rule 8.

(2) If a pass book relating to an account opened at a SO or BO in account with a SO is received for entry of interest from an office other than the office at which the account stands, after posting interest in the pass book it should be returned to the office from which it was received for delivery to the depositor. But the fact should be intimated to the office at which the account stands opened by means of entry in SB slip on which should also be noted the amount of interest and the closing balance of the account.

(3) Should the Pass Book of an account open at SO or at a BO in account with a SO be received by a HO direct from the depositor, the pass book should be returned direct to the depositor after entry of interest, the fact being intimated to the SO in the manner indicated in the preceding paragraph.

## RETURN OF PASS BOOKS TO DEPOSITORS BY SUB OFFICE

**77. (1)** Pass books sent to the HO for entry of interest will be received back with one copy of the list entered in the SB slip. It should be seen if all the pass books sent have been received back. A note of the pass books along with the date of dispatch against which the remark "W.F." has been given by the HO should be kept to keep a watch on their receipt. The interest shown in the pass book should be entered in red ink below the last entry in the office ledger in the following manner:-

"Interest for (Year) Rs. ....(Amount)".

The balance should be increased by the amount of interest and the resulting balance also entered in red ink. Similar action should be taken on the intimation of interest sent by the HO in respect of accounts whose pass books were received by the HO either direct from the depositor or through another office. The resulting balance should be compared with the balance noted in the SB slip. The entry should be initialed by the Sub Postmaster who should keep the pass books in his personal custody until they are delivered to the depositors.

The list along with the pass books relating to Branch Offices in account will be returned to them duly entered in BO slip after taking necessary action on them.

(2) The pass books received from the HO or any other source for delivery to the depositors will be entered in a manuscript register to be maintained for this purpose in the form given below in order to keep their proper account. The date of receipt will be noted on the top in the register. The serial number in the register will run in an annual series starting from No. 1 in April each year. The pass books should be delivered to the depositors as soon as possible on their surrendering the receipt (SB-28) granted to them duly signed and date of delivery noted in the register. The details of pass books sent to BO will be entered in the register in the prescribed columns. The particulars of call issued to depositor in form SB 33 and the date on which the pass book is finally returned as undelivered to HO will be noted in the register under initial of the SPM in the prescribed column. A summary of the pass books in hand showing the closing balance on a day when there is change in the balance will be prepared in the remarks column of the register by the SPM under his dated signature.

### Summary

- (i) Opening balance.....
- (ii) Pass books received today.....
- (iii) Total.....
- (iv) Pass books delivered/returned to HO/sent to BO.....
- (v) Closing balance.....

Signature of the Sub-Postmaster

The closing balance should be verified with the pass books in hand. The register and the pass books entered in it should remain in the personal custody of the SPM.

### Proforma for the Register of Pass books in deposit in SO

Sl.No.	Account No.	Type of Account SB,CTD etc.	Name of Branch to which the pass book sent	Date of delivery to the depositor or date of dispatch to the BO	Particulars and date on which notice in form (SB-33) issued to the depositor	Date on which returned as undelivered to the Head Office	Initials of the Sub-Postmaster	Remarks
1	2	3	4	5	6	7	8	9

(3) If a pass book remains undelivered at the end of one month, it should be sent back to the HO entered in the list of documents. When the depositor calls for the pass book which has been sent back to the HO after being retained for the prescribed period, the SPM should call for the pass book from the HO. It should, when received, be delivered in accordance with the procedure laid down in Sub Rule(2). Undelivered pass books received from BOs in account with the SO should be similarly forwarded to the HO after entering them in the register.

If the pass book has to be sent to the depositor by post, it should be forwarded to him registered on service and the word "Pass book of account No. ....balance Rs....." Should be written on the receipt. This receipt or the depositor's acknowledgement, as the case may be, should be pasted to the office copy of the receipt book (SB-28).

### INTEREST SHORT/EXCESS PASSED

### Proforma for the Register of Pass Books in deposit in SO

78. (1) Whenever it is noticed that short or excess interest has been added to an account the HO should take action to rectify the irregularity. For this purpose, the HO should maintain a register of rectification of interest in the following form:-

Name of office	Binder No.	Account No.	Interest already calculate	Revised interest	Difference	Initials of ledger assistant	Initials of Post-master	Initials of O/I	Date of Adjust-ment by
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			d						SBC O	SBCO
					Plus	Minu s				
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

(2) The register along with the binder concerned after check by the Postmaster should be put up to the official in charge of the SBCO whenever, an entry is made in the register. The Official of the SBCO will return the register and the binder after taking suitable action.

(3) The register will be maintained separately for each type of account viz. SB/RD/TD etc.

### **“WILL FOLLOW” ITEMS**

**79. (1)** It is likely that there may be some accounts in which the annual interest could not be calculated for one reason or the other. The Control Organisation at the time of preparation of the interest statement, will note “W/F” against such accounts. After the interest statement has been prepared the Control Organisation will prepare a statement of such accounts in duplicate for head office and in triplicate in respect of sub offices in form given below :-

Binder No.	Account No.	Amount of interest when calculated	Date of calculation of interest
1	2.	3	4
Initials of ledger Assistant		Remarks	
5		6	

(2) This statement will be prepared by the Control Organisation office-wise and one copy of each of these statements will be handed over by the Control Organisation to the savings bank branch and other copy to the sub post office concerned.

(3) As and when interest is calculated, necessary entries will be made in the statement by the concerned ledger Assistant who should put his initials in the proper column of the statement. He will also enter the particulars of such accounts in the register of “Interest short or excess passed”. As the Control Organisation will be making suitable entries in its copy of the statement, it should be ensured that every entry is made in the register. In respect of sub offices in Selection Grade and above and Time Scale sub offices an extract of the register will be sent to the concerned sub postmaster for making suitable entries in its copy of the statement. The Postmaster will maintain a watch over the calculation of interest in these cases by reviewing the statements once a month.

### **SILENT ACCOUNTS**

#### **ACCOUNTS WHICH ARE TO BE TREATED SILENT**

**80. (1)** An account is to be treated as silent when there is neither deposit nor withdrawal in the account for a period of 3 complete financial years e.g. an account in which there has been no transaction since 5<sup>th</sup> june, 1999 will be treated as silent on 1-4-2003. It will also be applicable to all security deposit accounts and MVSD accounts. The entry of interest in the account is not treated as a deposit. An account in which the balance has reached or exceeded the maximum limit prescribed, will not be treated silent.

#### **SALIENT FEATURES OF REVISED PROCEDURE**

(2). (i) Rule 8 of the Post Office Savings Account Rules, 1981 relating to Silent Account has been amended vide Ministry of Finance (DEA) Notification No. GSR.431(E) dated 14.6.2002. According to the amended rule 8.(1) an account in which a deposit or withdrawal has not taken place for three complete years, shall be treated as a silent account.

(ii) Transaction in respect of silent account shall be allowed as per the instructions issued by the Director General (Posts) from time to time.

(iii) In respect of silent accounts having balance below the stipulated minimum (i.e. Rs. 50/-), service charge of Rs. 20/- shall be deducted on the last working day of each financial year. The account holder shall be reminded through a notice to reactivate the account. If account holder fails to reactivate the account despite giving notice as above, service charge will continue to be levied and the account holder shall be reminded through a notice every time. After deduction of service charge if the balance becomes nil, the account will stand automatically closed. The account holder will be notified when the account is

closed.

(3) (i) The ledger cards and applications for opening of accounts(SB-3) will not be segregated. In case of accounts having balances below stipulated minimum, deduction of service charge in subsequent years will also to be made and therefore ledger cards should be handy. In the computerized environment there would be no possibility of taking the ledger cards out of the binders in any case.

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(ii) Even if an account is treated as silent, if the balance is above minimum the depositor is eligible for the interest which accrues on the account. Therefore in the revised procedure the interest will continue to be calculated and added to the amount at credit even in case of silent accounts. There will be no need for fresh calculation at the time of revival for the interim period.

(iii) Deduction of service charge will be carried out at the head post office and accounted for in HO accounts for the unit as a whole and communicated to the sub post offices for marking necessary entries.

(iv) The entry of interest in pass books will be made at the Head or Sub Post Offices where the accounts stands.

(v) All head offices, selection grade offices and gazetted sub offices will be authorized to revive silent accounts without prior approval of SBCO or head office.

Revised procedure for calculation of interest, identification of silent accounts and levy of surcharge on silent accounts with balance below minimum

4. (1) The calculation of annual interest will be taken up as in the month of March every year. The interest will be calculated and posted. At the same time if there has been no transaction in the account for last three years a remark 'Account treated as silent' will be made in the ledger card. If the last balance including the interest is less than the minimum balance prescribed for non cheque accounts then service charge of Rs. 20/- will be deducted and opening balance for the next financial year arrived at.

(2) The SBCO will check the prescribed percentage of ledger cards and after necessary corrections if any as per the present procedure, prepare interest cum silent accounts statement office-wise including ED sub offices in the following format :-

**Interest cum silent accounts statement**

Name of the Office.....

Sl. No.	Account Number	Closing balance	Enter serial No. of Silent Accounts	Amount of interest levied	Service charge for next year (Col	Opening balance financial 3+5+6)
1	2	3	4	5	6	7

Total No. of live accounts:

Total No. of silent accounts:

Signature of PA, SBCO

Signature of Supervisor, SBCO

(3) The statements (lists) will be prepared in duplicate for Head Office and in triplicate for sub offices including ED sub offices. The consolidation list will be prepared for the Head Office as a whole. The amount of silent accounts will not be withdrawn from the SB deposits through SB-62(a) register as at present but will continue to form part of the balance of the office. This will take effect from the interest statements to be prepared from **31.3.2003 onwards**.

(4) The SBCO will then prepare in duplicate for HO and in triplicate for sub offices a list of silent accounts with balances below minimum from the interest cum silent accounts statements with balance below the prescribed minimum in the following form office wise.

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**List of silent accounts with balance below the minimum**

Name of the Office.....		
Sl. No.	Account No.	Service charge levied
1	2	3

Signature of Supervisor SBCO

Signature of Postmaster

The consolidation of the lists will be prepared for the Head Office as a whole. The lists prepared will be sent to the Postmaster for further action.

(5) The interest statement will be rechecked by the Postmaster for any transactions reported after commencement of work of interest calculation. The corrections in respect of accounts in which any transactions may have taken will be made in the list as well as the ledger cards.

(6) After the check is complete, an entry regarding account having been treated as silent will be made in Index to ledger cards and the concerned application cards (SB-3) and specimen signature cards if any. The entries will be initialed by the Postmaster.

(7) The Postmaster will furnish a certificate that the entries relating to the list of silent accounts in the interest statements received from the SBCO have been made in the ledger cards, application cards, etc. The certificate will be given on the last page of the original copy of the list of each office under the dated signature of the Postmaster. The original and the duplicate copies of all the lists and the consolidation will then be returned to the SBCO.

(8) The applications for opening of accounts, the specimen signature cards if any and the ledger cards will not be taken out and segregated. The interest will be continued to be calculated in accounts treated as silent during subsequent years and balance struck.

(9) The head office will prepare notices in the prescribed cyclostyled forms as per **Annexure** for accounts in which service charge has been levied.

(10) One withdrawal form for the total amount of service charge levied for HO, including sub offices will be prepared and the amount credited to UCR. The amount deducted from the accounts of

the sub offices will be accounted for under Part II of the LOT. One copy of the list referred to in para 3(4) above will be sent to Account branch in support of credit under UCR.

(11) The triplicate copy of the interest cum list of silent accounts statement for sub offices along with the notices and list of accounts with balances below minimum will be sent to sub office concerned duly entered in the S.B. slip.

(12) At sub office, entries of interest, remark regarding account treated as silent, service charge levied and closing balance will be made in respective ledgers. Entry regarding accounts having been treated as silent will also be made in the specimen signature book.

(13) Once entries from the interest cum silent accounts statement in the ledgers are completed notices regarding deduction of service charge will be dispatched to the depositors.

(14) A certificate to the effect that entries relating to interest and silent accounts have been made in the documents and notices posted will be furnished by the Sub Postmaster to the head office. The certificate will be pasted to the office copy of the list in the HO.

(15) The interest cum silent accounts statement will be preserved by the Postmaster and Sub Postmasters in a guard file to be kept in a folder.

(16) The list of EDSO/BO accounts treated as silent will be sent to the EDSO/BO by the Account Office.

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(17) The entry of interest in pass book will be made as and when pass book is presented by the depositor at the HO or SO where the account stands. The pass books of accounts standing at ED sub offices and branch offices will continue to be sent to the Account Office for interest posting. The PM/SPM should put his signatures in the pass book. Wherever there is a Supervisor the entry should be signed by the Supervisor. The Sub Postmaster while carrying out this check will round off the account number with dated initials in the interest cum silent accounts statement.

(18) A list of pass books which are not received in single handed departmental sub offices for entry of interest till 30<sup>th</sup> June will be prepared by the SPM and sent to SDI/PRI for verification by 20<sup>th</sup> of July. At the end of September the Sub Postmaster will send a certificate to the HO/Divisional Supdt. The effect that the entry of interest in all pass books have been made. Particulars of unposted items of interest if any will be sent with the certificate. The Inspecting Officer/Divisional Supdt. During inspection/visit to post office will ensure that the above procedure is followed.

(19) If a transaction is noticed to have occurred in an account opened in EDSO or BO but the pass book is not received in the Account Office, an entry will be made in the error book maintained for the purpose. The SPM/BPM of the EDSO/BO will be asked to obtain and submit the pass book. If the pass book is still not received, a registered notice will be sent to the depositor. The Sub Divisional Inspector will take serious notice of the irregularity. The special error book will be examined every day by the head of the office and also by the inspecting and visiting officers.

(20) In case the balance in any pass book does not agree with the balance in the ledger, the account should be checked for any accounting error and matter taken up with head Postmaster for reconciliation of balances.

(21) In ED sub offices and branch offices the first time a pass book is presented after 31st of March, for any purpose, the account bears interest or not, the SPM/BPM will retain the pass book and give receipt in form SB-28 or take a statement as per the existing procedure. The pass book will be sent to the



HO/Account Office for entry of interest .

### REVIVAL OF SILENT ACCOUNTS

**81. (1)** All Head Offices and Selection Grade and Gazetted Sub Offices will be authorized to revive silent accounts. The other sub offices will get their silent accounts revived from the Head Office/Account Office concerned. The procedure will be as follows:

(2) To revive a silent account the depositor will present the pass book along with application for withdrawal or deposit. If the balance is below the minimum the amount of deposit should raise the balance above the minimum.

(3) The Postmaster will verify the depositor's signatures on the application with signatures on record. The identity of the depositor will be verified w.r.t. any of the modes prescribed for opening of account as per this office letter No. 113-6/2002-SB dated 21-11-2002. The balance at the credit of the account will be reconciled with that in the ledger/ledger card. If there is difference due to the non posting of annual interest in the pass book for some years, the same will be entered in the pass book. Once balance is verified and corrected, the account will be revived under the same account number as noted on the pass book and the ledger.

(4) Against the entry of transaction in the List of Transactions a remark "Account Revived" will be made.

(5) A remark regarding revival will be made in the ledger and specimen signature book at sub office and in application for opening of account, specimen signature card, ledger card at head post office. Particulars of document w.r.t. which identity is verified will be noted on ledger in the sub office and application for opening of account in HO.

(6) At HO entries of revival of sub office accounts will be made in the corresponding ledger card, application for opening of account, specimen signature card if any and index register for accounts of sub post offices.

(7) In the interest statement a remark of revival of the account will be made against the particular account both at sub post office and head post office.

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(8) At HO particulars of all accounts of HO and sub offices in account revived during a day will be entered in the register of silent accounts revived to be maintained in the following format:

#### REGISTER OF SILENT ACCOUNTS REVIVED

Sl. No.	Account No.	Name of Depositor	Office at which account stands
1	2	3	4
Binder No.	Year in which Account was Treated as silent	<u>Balance in account</u> Balance Interest Total added	Initials of Ledger Assistant
5	6	7	8
Initials of	Date of	Page number of	Initials of Remarks

Postmaster	adjustment in register SB-62(a)	Silent Account List in which revival has been noted	Incharge of the SBCO	
9	10	11	12	13

(9) The entries will be made in the register in chronological order and given monthly serial numbers. The register will be sent daily to Control Organisation for making necessary adjustments in the control non-cash register SB-62(a) in respect of accounts revived which were treated silent **prior to 31-3-2003** only.

**Note:-** Some Circles sought clarification as to whether the amount of silent accounts already withdrawn from SB deposits through SB-62(a) register prior to 31.3.2003 is to be credited again to the SB deposits. In this regard, it is clarified that accounts where service charge is to be levied may be technically revived and service charge levied.

(10) The SBCO will check the vouchers in respect of revived accounts with the ledger cards and specimen signatures on record in the post office and make entry of revival in the list of interest statement/silent accounts statement.

(11) Every year, the Interest Statement will be prepared in the above manner. Service charge in respect of accounts having balances below minimum will be continued to be levied in subsequent years till the balance becomes 'nil' when the account will be closed.

(12) A silent account in the name of deceased depositor will be revived only after the claimant's title is admitted and sanction is issued in his favour. In such cases there will be no need of obtaining a separate application for revival of the account from the claimant. The copy of the sanction admitting the claim will be treated as application for revival.

(13) The list of accounts treated silent before conversion of a sub office into a head office or a sub office transferred from one HO to another will be available only in the old HO. The applications for revival of such accounts received at the new HO will be forwarded to the old Head Office where the account will be revived in the manner laid down above. Thereafter the old Head Office will take action for transfer of the account to the new Head Office. No ledger card will be prepared if one is not already available. Appropriate remarks about the revival and subsequent transfer of the account will be given in the advice of transfer prepared and in the ledger card. The new Head Office will open the account in the same manner as any other account received on transfer.

**Note 1:-** When a Head Office is converted into a Sub Office, the lists of silent accounts will be transferred to the SBCO of the new Head Office.

**Note 2** (i) As regards treatment of 5-year Cumulative Time Deposits, 5-year Fixed Deposits and 5-year CSD Accounts on silent accounts, since the above schemes were discontinued long back, all the accounts will be treated as silent enbloc

(ii) The procedure followed for treating savings accounts a silent accounts by the SB and SBCO branches will be followed mutatis-mutandis for these schemes also, except no interest is to be added in the accounts which will only be added on the closure of the accounts after revival as per the normal procedure.

(iii) Whenever any account is revived on receipt of application from the depositor, the procedure followed in respect of savings accounts will be followed.

**ANNEXURE  
DEPARTMENT OF POSTS  
NOTICE**

From

To

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Subject: Recovery of service charges.

Sir/Madam,

This is informed that your savings account No. ....standing at .....post office has become silent as no transaction has been made in the account for the last three financial years and the balance in the account is also less than the minimum prescribed i.e. Rs. 50/-. Under Rule 8(3) of the Savings Account Rules, 1981, a service charge of Rs. 20/- has been deducted from your account. You are requested to reactivate the account by further deposit in order to raise the balance upto Rs. 50/- or more. In case you fail to reactivate the account, a service charge of Rs. 20/- will be deducted every year till the balance becomes nil and the account will be closed.

Yours faithfully,

(Postmaster)

Date.....

**TRANSFER OF BRANCH OFFICE FROM ONE ACCOUNT OFFICE TO ANOTHER UNDER THE SAME HEAD OFFICE**

**82.** (i) If a branch office is to be transferred from sub office 'X' to sub office 'Y' under the same head office, the sub office 'X' will obtain from the Branch Postmaster a list of accounts separately for each type standing at the branch office prepared with reference to the entries in his specimen signature books and furnish them to the Head Office. The Head Office will compare the entries in the list with the concerned ledger cards, pick out the accounts that are current (i.e. that are not closed and transferred). The Head Office will send a copy of the corrected list to 'Y' sub office for early return after assigning revised account numbers against each account from the block assigned to the sub office 'Y'. On receipt back of the list from 'Y' sub office, the head office will prepare lists in triplicate in the following form.

Account No. in the old SO	Name of depositor and other particulars	Binder No. in the transferring SO	Balance as on the date of transfer
1	2	3	4
Account No. in the Receiving sub office	Date of last transaction	Binder No. in the new S.O.	Remarks(*)
5	6	7	8

(\*) In the remarks column an indication “FAC” should be given against the account for which application form (SB-3) is not available in the Head Office.

(ii) One copy of the lists will be sent to the Sub Office ‘X’ and another copy to the sub office ‘Y’ and the third copy will be sent to the Control Organisation for adjustment of balance in their SB-62/SB-85 registers through SB-62(a)/SB-85(a) registers treating the lists as local debit and credit transfer journals.

(iii) The ledger cards of the accounts after the account numbers are suitably corrected, will be transferred to the relevant binders of sub office ‘Y’. The application forms (SB-3) along with S.S. Cards (SB-106) available will also be similarly transferred to the proper places under the sub office ‘Y’. Necessary entries/corrections will also be made in the Index to ledger cards of both the Sub Offices. Sub Office ‘X’ and ‘Y’ will take the following action.

**Sub Office ‘X’ :-** Suitable remarks about the transfer of these accounts will be made in the specimen signature books and in the sub office ledger/Journals against the D.L.T. The lists will then be returned to the head office for preservation. While returning the lists, sub office ‘X’ will give a certificate that appropriate remarks about transfer of these accounts have been made in the sub office specimen signature books and SB/TD Ledger/journals.

**Sub Office ‘Y’ :-** (a) On receipt of the lists, sub office ‘Y’ will make entries of these accounts in the sub office SB/TD ledger and specimen signature books. The lists will then be sent to the branch office for making necessary entries about the new account numbers in the branch office SB/CTD/TD/RD journals and specimen signature books. On return of these lists from the branch office these will be preserved in the sub office ‘Y’.

(b) In respect of accounts against which the indication “FAC” has been given by the Head Office, the Branch Office should be asked to obtain fresh application form (SB-3) from the depositor at the time of next transaction for being sent to the Head Office for record. The Branch Office should also be instructed to obtain the specimen signatures of depositors when they attend the office for transactions for completing its specimen signature books and also send them for record in the specimen signature books of the sub office.

### CONVERSION OF BRANCH OFFICE INTO SUB OFFICE

**83. (a)** The branch office to be converted will prepare a list of accounts standing in the office separately for each type of account (category-wise for TD accounts) with reference to the specimen signature books and send them to the head office through the account office. The list will be compared with the ledger cards in the relevant binders of the Head Office and the accounts that are current (Not closed or transferred) will be picked out and allotted new numbers from the block assigned to the new sub office. A list of such accounts will then be prepared separately for each type of account in triplicate in the following form :

Old Account Number	Name of the Depositor	Old Binder Number	Balance at credit in the account on the date of conversion
1	2	3	4

  

Date of last transaction	New Account Number	New Binder Number	Remarks (*)
5	6	7	8

(\*) In the remarks column an indication “FAC” should be given against the account for which application form (SB-3) is not available in the Head Office.

(b) One copy of the lists will be sent to old sub office, one to the new sub office (the converted branch office) and the third to the Control Organisation for making adjustments balances in their SB-62/SB-85 registers through SB-62(a)/SB-85(a) registers treating the lists as local debit and credit transfer journals.

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(c) The ledger cards will be placed in the relevant binders of the new office after the account numbers are suitably corrected. The original application forms(SB-3) and S.S. Cards (SB-106) should also be transferred to the proper place of the new sub office after correcting the account number. Necessary entries/corrections will also be made in the Index to Ledger Cards.

(d) The old sub office will on receipt of the lists make necessary remarks regarding the transfer of the accounts to the newly formed sub office in the specimen signature books and SB/TD ledger and return them to the head office with a certificate that appropriate remarks about the transfer of the accounts have been made in these records.

(e) In the new sub office particulars of the accounts will be noted in the office SB/TD ledger and specimen signature books. The lists will be preserved in the office. As and when transactions take place, fresh application forms (SB-3) will be obtained from the depositors in respect of accounts against which indication “FAC” has been given by the head office in the lists and sent to the head office for record.

(f) In respect of branch office transferred to the new sub office, the procedure detailed in rule 82 will be followed.

**Amounts defrauded from S.B. Accounts to Departmental Officials  
and not accounted for in the books of the Department.**

**84. (1)** After satisfying himself about the bona fides of the claim of the depositors in respect of defrauded amount, the Head of Circle/Regional Director/ Divisional Superintendent will issue sanction for the restoration of the defrauded amount with interest thereon upto the end of the year preceding the year in which the amount is restored to the account. The amount of interest to be restored to the account will be calculated by the Head Post Office and checked by the S.B. Control Organisation.

**Note :-** The Divisional Superintendent in Group ‘A’ cadre can sanction the claims upto Rs. 2000/- where recovery has been made and upto Rs. 1000/- in other cases. The Divisional Superintendent in Group ‘B’ Cadre can sanction claims upto Rs. 1000/- where recovery has been made and upto Rs. 500 in other cases. Regional Directors are vested with powers to sanction claims without any limit.

(2) Immediately on receipt of the sanction the Postmaster should charge the net loss sustained by the department in respect of principal amount (arrived at after taking into consideration the deposits and withdrawals not accounted for by the departmental official) and interest thereon in the schedule of unclassified payment by per contra entry as deposit (Total amount) in the list of transactions. The amount may be added in the ledger card of the account concerned on the same day. Complete details of the charge should be given in the remarks column of the ledger card and in column 3 of the schedule of unclassified payment to enable the Postal Accounts Office to classify the amounts properly. In the case of accounts standing open in the sub office, the head office should advise through the S.B. Slip the amount to be incorporated in the sub office ledger.

(3) When the amounts defrauded are to be recovered from the officials at fault, penal interest

should be calculated in the manner prescribed in Rule 156(2) of the Central Government Compilation of General Financial rules, extract given below, on the amount outstanding from time to time for the actual number of days such amounts remain outside the custody of Government.

Rule 156 (2):- “A loan shall bear the interest for the day of payment but not for the day of repayment. Interest for any period shorter than a complete half year shall be calculated as :-

$$\frac{\text{Number of day x yearly rate of interest}}{365}$$

unless any other method of calculation is prescribed in any particular case or class of cases.”

(4) The penal interest will be recovered at the rate of 2 ½ % per annum (compound) over and above the rate of interest fixed from time to time for the various types of accounts and savings certificates for the period during which the amount was defrauded. The amount of penal interest will be calculated by the head office and intimated to the punishing authority after check by the Control Organisation.

**Note (1)(a):-** In such cases it will be necessary that the interest on the amount paid excess should be calculated by the HO for accounts closed at the sub and branch offices in order to ensure accuracy.

(b) The interest may be recovered from the depositor/investor on the amount paid in excess for the actual period (total number of days) for which the amount excess paid is retained by him if the period is less than a complete half year. This will be done in the manner prescribed in sub para (3) above.

(c) The normal rate of interest payable on each type of account or certificate and not the post-maturity interest rate will be applicable.

(d) If the period is more than a year, the interest will be recovered at the compound rate of interest .

**Note (2) :-** A question has been raised whether on the analogy of the above rule the recovery of penal interest can be enforced from the members of the public to whom double or excess payment on account of discharge value of savings certificate or in any type of account was made due to negligence of the departmental officials and the amount over paid was retained by the depositor/investor for the considerable period till its refund at the instance of the department.

The matter has been considered and it is clarified that in such cases the interest at normal rate only should be recovered from the depositor on the amount paid excess and for the period the amount was retained by him. The term “normal rate” means the rate of interest which was paid to the depositor/investor on his account/certificates, as the case may be. In case it is proved on enquiry that the member of the public defrauded the department by taking double payment deliberately, the desirability of instituting a criminal case may also be kept in view.

#### **85. Verification of withdrawals of Rs. 5000/- and above in savings accounts at branch offices and single handed sub offices:-**

(i) As and when any withdrawal of Rs. 5000/- and above in savings account standing at a branch post office, Extra-Departmental Sub Post Office, or single handed sub post office is posted is the ledger card, the ledger Assistant of the Head Post Office will prepare a half margin verification memo in the form prescribed in Appendix III and place it in the binder for signature by the Postmaster. The half margin verification memo will be entered in a register to be maintained by the concerned ledger Assistant. Each memo will be assigned a serial number starting from 1 on the 1st April of each year. The register should be maintained in manuscript in the form given in Appendix V. The number of the half margin memo will be taken from this register.

(ii) The Postmaster while checking the ledger card, will see that for every withdrawal of Rs. 5000/- and above in an account of a BO, EDSO or single handed SO, a half margin verification memo has been prepared by the ledger Assistant. He will check the entries in the verification memo and sign it as well as column 7 of the register.

(iii) The verification memo should be dispatched on the same day to the concerned Sub Divisional Inspector of Post Offices or Public Relations Inspector who will verify the withdrawal by contacting the depositor as quickly as possible and send his reply to the Postmaster after filling up and signing the reply half of the verification memorandum. The verification memos should be returned to the Head Office within 10 days in case where the place of residence of the depositor lies in the jurisdiction of a Public Relations Inspector and within 30 days in all other cases. The services of Mail Overseers may also be utilized by Sub Divisional Inspectors for the purpose.

(iv) On receipt back of the verification memo with the reply, the ledger Assistant will make necessary entries in the columns 8 and 9 of the register maintained at the Head Office and place the reply in the register for initials in column 10 by the postmaster. The verification memos as well as the reply shall be kept in the Head Post Office in separate guard file in serial order for each year. The guard file

will be preserved for one year from the date of completion of verification.

(v) The Postmaster will scrutinize the register on the 16<sup>th</sup> and the last day of the month and issue reminders in respect of cases for which reply is not received within 15 days from Public Relations Inspector and 35 days from the Sub Divisional Inspector from the date of issue of the verification memo. The particulars of issue of reminders will be noted by the Postmaster in the prescribed column of the register. If no reply is received from the Sub Divisional Inspector of Post Offices/Public Relations Inspector within 15 days from the date of issue of the reminder, the Postmaster will report the case to the Superintendent of Post Offices for necessary action.

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(vi) If the result of verification is unsatisfactory, the Postmaster will report the case to the Divisional Superintendent for further action.

(vii) A report will be furnished by the Postmaster to the Divisional Superintendent by the 5th of the month following every quarter in January, April, July and October to the effect that action for verification of withdrawals of Rs. 5000 and above in savings accounts at ED Sub Offices/Branch Offices and other single handed post offices through verification memos has been duly completed in time. The Divisional Superintendent will in turn furnish a quarterly report to the Circle Office by the 10th of the month following the quarter.

(viii) The Head of Circles will furnish a quarterly report on action taken to the Directorate. The report should be received in the Directorate by the 20th of the month following the quarter.

#### **VERIFICATION BY PUBLIC RELATIONS INSPECTOR**

**86. (1)** The Public Relations Inspectors attached to HO/SO are required to check the savings accounts standing open in the single handed SOs of their jurisdiction. For this purpose, the Public Relations Inspector should obtain from the HO in each month the particulars of account number, name of the office, DLT and the balance in the account as per HO records, in respect of atleast 15 accounts and verify these particulars by contacting the depositors personally and record results in his daily diary. If any difference in balance as noted in the pass book and that in the HO records is noticed by him, a special report should be sent by him to his HO and the Divisional Superintendent. The accounts to be verified by the Public Relations Inspectors should be confined to only those accounts whose pass books are not received in the HO for posting of interest.

(2) Alongwith his diary for the last working day of the month, the PRI should submit a complete statement of savings account verified/checked by him during the month in the following form:-

Sl.No.	Date of check	Account No.	D L T	Balance
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#### **87. PAYMENT OF THE AMOUNT OF SAVINGS BANK ACCOUNTS IN THE NAME OF DECEASED DEPOSITORS**

(1) **Basis of Settlement of claims** :- The claim to the amount of Savings Bank Accounts standing in the name of deceased depositor may be made on the basis of:-

- (a) Nomination
- (b) Legal evidence
- (c) Without the production of legal evidence at the discretion of sanctioning authority up to Rs. 1,00,000.



If the claim exceeds Rs. 1,00,000/- the claimant should be advised to obtain a succession certificate from a competent court of law or produce the probate of a will or letters of Administration of Estate of the deceased.

**Note 1 :-** Claims relating to Savings Bank Accounts and Savings Certificates are settled under the provisions of different Acts, namely the Government Savings Bank Act, 1873 and the Govt. Savings Certificates Act, 1959. The limit upto which the competent authority can sanction claim as well the limit of Rs. 1,00,000/- for insisting on legal evidence are to be applied to settlement of Savings Bank claims and Savings Certificate claims separately e.g. independently of each other.

**Note 2 :-** When a minor on whose behalf a guardian has opened an account dies. The account will be dealt with as a claim case.

(2) **Account in respect of which nomination exists.** (i) In case the deceased depositor of the savings account has made a nomination and registered the same with the post office, the nominee/nominees of the deceased depositor are entitled to receive the amount of credit of the deceased depositor immediately after the death, irrespective of the amount, without production of legal evidence.

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(ii) The claimant should be advised to submit the claim in the form given below alongwith proof of death of the deceased depositor and that of any nominee who has died. If there are two or more surviving nominees, they may claim jointly or separately.

**CLAIM APPLICATION FORM FOR SETTLEMENT OF THE CLAIM TO A SAVINGS  
ACCOUNT OF THE DECEASED DEPOSITOR WHERE NOMINATION HAS BEEN  
REGISTERED WITH THE POST OFFICE**

To

The Postmaster,

.....

Sir,

I/We hereby claim the payment of the balance at credit of the Savings Account No. ....standing in the name of the deceased .....in the books of ..... (name of POST OFFICE).  
In support of the claim, I/We hereby submit:-

- (i) Pass Book of Account No.....
- (ii) A certificate of death of the depositor.
- (iii) A certificate of death of the other nominee, if any.

The nomination was registered at .....Post Office under No.....dated.....

Yours faithfully,

Date.....

Address.....

Signature or thumb impression  
of the claimant if illiterate

Date.....

Address of Guardian.....

.....

Signature of the Guardian  
Appointed to receive the  
Amount on behalf of the  
minor nominee(s)

(iii) Where the sum due on a savings account is payable to two or more nominees, and either or any

of them dies, the balance shall be paid to the surviving nominees or nominee. On the death of the last surviving nominee or the sole nominee the claim in respect of the account will be settled in favour of the legal heir of the last deceased nominee and not in favour of the heir of the deceased depositor.

(iv) If any of the nominees is a minor on the death of the depositor, the application for claim shall be made by a person appointed by the depositor in the nomination form under sub section (3) of Section 4 of Government Savings Banks Act, 1873 or if no such person has been appointed, by his guardian.

(v) On receipt of the application at the post office, the Postmaster will verify the claim with nomination register, and if the claim is in order, issue a sanction for payment of the balance to the nominee(s) making a suitable note in the register of nominations, application for nomination and ledger card. The nominee(s) should be satisfactorily identified before payment is made. Where there is more than one surviving nominee, payment may be made to the nominee(s) who want(s) to take payment of his/their share(s) leaving the share(s) of the other nominee(s) in the account. In that case, the Postmaster should detain the pass book and issue notice to the other nominee(s) intimating the fact of payment to the nominee(s) who has/have taken payment and calling upon him/them to take payment of his/their share(s) and the availability of the pass book with the post office. The pass book will be entered in the register of undelivered pass books in deposit in the Head Office (SB-12© ) and will be disposed of like other pass books in deposit. Where the payment is made by a sub office, the pass book will be forwarded by the sub office to the Head Post Office for safe custody.

**Note 1 :-** The Time Scale S.P.M. or Selection Grade S.P.M. can sanction the claim only up to the limit for which he is competent irrespective of whether there is a nomination or whether the claim is supported by the legal evidence or not. In cases where there is nomination or legal evidence and the amount exceeds the powers of the Time Scale S.P.M. or Selection Grade S.P.M., the claim shall be sanctioned by the Head Postmaster concerned after necessary scrutiny of the documents to whom such cases will be referred by the sub postmasters.

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**Note 2 :-** The Sub Postmasters will sanction the claim after verification of the balance in the account and particulars of nomination from the records of the Head Post Office. This procedure will also be adopted by the Divisional Superintendents while sanctioning the claims.

**Note 3 :-** The post office is required to give precedence to the nominee over all other persons staking claims on the amount when settling deceased claims cases and such payment to the nominee absolves the post office from all future liability in respect of the deposit.

(3) **Claims supported by legal evidence :-** When a claim is received supported by legal evidence such as succession certificate under the Indian Succession Act, 1925 or a probate of will or letters of administration of the deceased estate and there is no nomination, the claimant will be requested to fill in an application in the prescribed form (typed or manuscript) given at Appendix-VI. The claim should be sanctioned by the Head Postmaster even if the claim is preferred before the expiry of the period of three months from the date of death of the depositor and irrespective of the amount involved without reference to the Superintendent of post offices or the Head of the Circle. There will be no necessity of making further enquiries either as to the fact of death or the date of the depositor. The Postmaster will, however, before making payment satisfy himself about the genuineness of the legal evidence produced and the identity of the payee named therein. The S.B. Control Organisation will be informed of the claim having been admitted by the endorsing to it a copy of the Memo sanctioning the payment.

**Explanation :-** For the purpose of obtaining legal evidence the term “**balance**” shall mean the balance at credit of the account of the deceased depositor on the date of death to which interest already accrued during the preceding years has been added but excluding the interest for the current year.

**Note 1 :-** Time Scale and Selection Grade Sub Postmasters can sanction claims where there is nomination or where there is legal evidence only up to the limits prescribed for them vide para (4) (ii). Other cases should be referred by them to the Head Postmasters concerned who have the full powers to sanction such claims irrespective of the amount where there is a nomination or legal evidence.

**Note 2 :-** In case the claimant is unable to produce the original legal evidence in support of his claim, he may, at his own cost, produce certified copies of the documents from the Public Officer having the custody of such documents. If there is any difficulty in producing certified copies, he may produce attested copies of such documents along with the originals for comparison by the sanctioning authority who should pass remark on the attested copies of such documents that he has examined the original and found the copy to be correct. The claimant may also produce these documents to any other responsible Postal Officer for the purpose of attestation under his signature and seal.

**(4) Claims without production of legal evidence :-**

(i) If a person who is not a nominee and has not produced any of the legal evidences mentioned in para (3) above, prefers a claim, the Postmaster/Sub Postmaster will supply him a printed claim application form (SB-84) with a request to submit the same after completing the formalities mentioned therein to the competent sanctioning authority. If the claimant resides in a village, he may be asked to seek necessary guidance from the nearest Sub Postmaster to whom a copy of the letter forwarding the application form may be endorsed.

**Note 1 :-** The form SB-84 must be filled in by the person who is entitled under the law (vide Sections 8 and 15 of the Hindu Succession Act, 1956, in case of persons governed by that Act, Mohammedan Law in case of a Muslim and Indian Succession Act, 1925 in case of Christians and others).

**Note 2 :-** The claimant will be requested to submit the following documents along with the claim application.

- (a) The pass book or receipt of the pass book.
- (b) Death Certificate of the deceased.
- (c) Statements of consent from the near relatives left behind by the deceased depositor. If any of the near relative is minor, a consent statement from his natural/legal guardian as the case may be.
- (d) A guardianship certificate on behalf of the minor relatives of the deceased depositor (if the claimant is not a guardian under the law applicable to him).

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**Note 3 :- Signing of SB-84 form by L.S.G. Officials :-**

On page 3 of SB-84 form, a certificate to the effect that the claimant is known and the statements made by him are to the best of his knowledge and belief correct, is to be furnished if a declaration as specified below para 5 of the form is not made by the claimant. In the Note below the above certificate, it is prescribed that the certificate may be signed among others by a Postal Officer not below the rank of an Inspector of Post Offices.

A question has been raised whether the above certificate can be signed by a PRI in LSG. A PRI in LSG is of lower rank than that of an IPOs. Therefore, a person in LSG even though he may be a PRI cannot sign this certificate.

(ii) The authorities mentioned below are competent to sanction claims without production of legal evidence upto the limit noted against each after the expiry of three months from the date of death of the depositor if no succession certificate or probate of will or letters of administration of the deceased estate is produced during the period or up to the date of sanction.

TABLE

Sl. No.	Name of Authority	Limit in (Rs.)
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(i)	Time Scale Departmental Sub-Postmasters	1,000
(ii)	Sub Postmasters in Lower Selection Grade	2,000
(iii)	Sub-Postmasters/Deputy Postmasters/Postmasters in Higher Selection Grade (All Non Gazetted)	5,000
(iv)	Deputy Postmasters/Senior Postmasters/ Deputy Chief Postmasters/Superintendent of Post Offices/Deputy Superintendent of Post Offices (All Gazetted Group-B)	20,000
(v)	Chief Postmasters in Head Offices, Senior Superintendents of Post Offices (All Gazetted Group-A)	50,000
(vi)	Regional Directors/Director (General Post Offices) (in Mumbai and Kolkata)	75,000
(vii)	Chief Postmasters General/Postmasters General (Headquarter and Region)	1,00,000

(iii) Cases presenting special features, such as lacuna in rules etc. should not be disposed of as a matter of course and all such cases should be referred to the Directorate for orders.

In cases of settlement of claims by authorities other than Head Postmaster, the claims should first be referred to the Head Postmaster concerned for verification of the balance before further action is taken to settle the claim.

**Note 1 :-** The power for sanctioning claims beyond Rs. 10,000 will be exercised personally by the officers mentioned against items (iv) to (vii) of the Table.

**Note 2 :-** For the purpose of these limits the amount at credit of the account at the time of death of the depositor plus the interest accrued thereon up to the end of the financial year preceding the year in which the death occurred, should be taken into account for determining the sanction authority.

**Note 3 :-** In the case of Savings Bank Claims the limits mentioned in Note 2 above should be arrived at by taking into account the amount at the credit of the deceased depositor in all his accounts viz, Savings, CTD, RD, TD, etc. If the account stands at different post offices, the particulars of all the accounts will be given in a single claim application form. The balance of all such accounts will be added together for the purpose of exercising the powers by the sanctioning authority.

**Note 4 :-** If after the settlement of the claim it is found that the depositor had more accounts which were not mentioned in the claim application and their balance if added to the earlier accounts mentioned in the claim application form exceeds one lakh rupees the claimant will be required to produce legal evidence of heir ship before the claim is settled.

**Note 5 :-** For reviving the silent account in the name of the deceased depositor, the copy of the sanction admitting the claim will be treated as application for revival. It will be sent to the SBCO/Postmaster along with the pass book for issuing necessary sanction for the revival.

**Note 6 :-** When it is necessary to revive or revise a sanction for payment of deceased depositor's balance in the Savings Account, the reviving or revising authority may permit payment of interest on the balance upto the month preceding the month of revival or revision of the sanction provided it is satisfied that the delay was entirely beyond the control of the claimant.

**Note 7 :-** The Gazetted Postmaster will sanction all deceased claim cases in respect of savings and other accounts for sub offices under his jurisdiction which are beyond the powers of the S.P.Ms. No such case need be sent to the Divisional Superintendent for this purpose.

(iv) In case the accounts stand opened at different post offices the claim may be preferred to one of the Head Postmasters under whose jurisdiction at least one of the accounts stands opened. The sanction will, however, be issued by the competent authority only after verification of balances of the accounts from the post offices concerned where the accounts stand. A copy of the sanction mentioning therein the name of the post office where the account stands and the account number shall be endorsed to the concerned post offices.

(v) The competent authority will sanction the claim without reference to the higher authority unless the claim is of doubtful or contested nature or has been made on the behalf of a married female minor or on behalf of a minor by a person other than the natural guardian or guardian appointed by a Court of Law. The competent authority must in such cases make the necessary inquiries and record the result in the prescribed form before forwarding it to the higher authority. The sanctioning authority will scrutinize the claim application to see that :-

(a) The particulars of the savings and other accounts are correctly filled in wherever they occur and have been verified by the Postmaster.

(b) The particulars of near relatives have been filled in correctly.

(c) A death certificate from the appropriate authority accompanies the claim application and it is in order.

(d) A statement about consent / dissent from the near relatives accompanies and it is in order. If any of the near relatives is a minor or a lunatic, statement from the natural/legal guardian and the Manager appointed by a court under the Lunacy Act, as the case may be, should accompany.

(e) Attestation of various statements, declarations and documents has been done by the right persons and is in order.

(f) A certificate about the release of pledge from the pledgee accompanies if the account is pledged. If the pledgee claims the amount in full or in part, payment will be made to him to the extent of his claim. Action for the settlement of the claim will arise only if the pledge is released in full or in part.

(vi) If any defect of consequence is noticed, the competent authority will address the claimant direct to complete the documents giving him the necessary guidance. If the application and the documents are attested by the authorities mentioned in the claim application form it is not necessary to send it further for verification to the Inspector of Post Offices or the Mail Overseer. Even the local Branch Postmaster or Sub Postmaster can verify the signature of the attester.

**(5) Production of death certificate :-**

(i) Death certificate from a Municipality/Local authority, hospital or police station in the form prescribed by the authority for the grant of such certificate will be accepted.

(ii) When death occurs at a place where none of the institutions or authorities as mentioned above exist, a certificate of death from a Gazetted Officer, an M.P., M.L.A. or Panchayat Officer or Mukhia / Village Police Patel may be produced.

(iii) A certificate from the last employer or the Doctor or Hakim who last attended the deceased in case where the balance does not exceed Rs. 250/- may also be accepted.

(iv) The certificate of death issued by the Parsee Panchayat and Burial Certificate issued by the Church authorities may be accepted if such certificate cannot be had from a Municipality or other local authority or hospital or police station or Registered Doctor.

**Note :-** Verification of death certificate given in original or certified by the competent authority should be necessary only when there is a doubt about the genuineness of the certificate. In all cases, the claimant may be made to sign the certificate before admitting the claim and payment made only after the identity of the claimant is established.

**(6) Taking of claimant's declaration on oath or solemn affirmation:-**

(i) Claims not exceeding Rs. 1,00,000 where no nomination exists and legal evidence-succession certificate, probate of will or letters administration of the estate has not been produced, fall within the discretionary sanction of the prescribed authorities. Such claims are to be made in the form SB-84. If the claim documents are complete in all respects, the facility of the claimant making a declaration on oath/solemn affirmation in the form given in the application form SB-84 under Section 7 of the Government Savings Banks Act, 1973 or Section 10 of the Government Savings Certificates Act, 1959, as the case may be, can be used for settling the claim promptly instead of the usual process of verification of the claim and all accompanying documents through the departmental authorities.

(ii) The procedure to be followed for settlement of claims in this manner is furnished below for the guidance of all sanctioning authorities.

(a) The claimant must fill up prescribed claim application form and produce death certificate and consent statements of all near relatives mentioned in the application.

(b) He will appear before any claim-sanctioning authority to make the declaration on oath/solemn affirmation. The lowest claim sanctioning authority is the Time Scale Sub Postmaster. Irrespective of the amount of the claim, any claim sanctioning authority can administer the oath/solemn affirmation. In other words a declaration on oath/solemn affirmation can be made before a Time Scale SPM for any claim upto Rs. 1,00,000 to be settled by any sanctioning authority in the country.

**(iii) The procedure for administering the oath/solemn affirmation is as follows :-**

The person making the declaration should be informed that making a false declaration is an offence punishable under Section 193 of the Indian Penal Code read with Section 7 of the Government Savings Banks Act, 1873. After the authority has made this clear, the claimant will write his name and address in the space provided for the purpose in the claim application form and affix his signature with date in the presence of the authority. The authority will then fill in the certificate and sign it over his designation stamp. The oath/solemn affirmation is then taken to have been administered.

(iv) On the declaration being made, the claim application together with the accompanying documents will be forwarded by registered post to the sanctioning authority through the head office where the account stands by the authority which administered the oath/affirmation, if that authority is not the sanctioning authority. The claim can straightaway be sanctioned by the sanctioning authority provided death certificate, consent statements and other documents are in order and three months have elapsed from the death of the depositor. No notice to the near relatives mentioned in the claim application will be necessary in these cases, nor any further verification is required.

(v) (a) In case the declaration is made before a sub postmaster, who is himself competent to sanction the claim, the sub postmaster should inform the head post office of the receipt of the claim. In all cases a note will be made in the ledger regarding the claim.

(b) In the case of account like savings, TD, CTD, etc. a note will be made on the ledger card by Head Office regarding the claim and the claim sent to the authority competent to sanction the same after verification.

(c) The rules regarding settlement of claim already provided in this chapter will otherwise apply e.g. no claim can be settled before the expiry of three months from the date of death of the depositor.

(vi) The above procedure gives the department valid discharge in cases of bonafide settlement of claims under section 5 of the Government Savings Banks Act, 1873. A person giving a false oath renders himself liable to be punished besides the money being recovered in such cases. If there are any complaints about the settlement of the case after final payment has been made, such cases should be reported to the Heads of Circles for taking action in the case of false oaths.

**Note :-** The Oath Commissioner is not competent to administer oath for the purpose of this note.

**(7) Guidelines for sanctioning authorities :-**

(i) Sub Section (4) of Section 4-A of Government Savings Banks Act, 1873 vests the various sanctioning authorities with full discretion to pay to whosoever appears to them be entitled to receive the sum due to a deceased depositor under the circumstances mentioned therein and gives the department immunity from a bonafide wrong payment.

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(ii) The competent authority should therefore satisfy himself generally from the evidence placed before him whether the claimant appears to him to be entitled to receive the money. Necessary reference of an insignificant nature should be avoided. For example, if in the near relative's certificate the claimant happens to mention those who have apparently no claim to succession, it is not necessary to insist on production of their consent statements.

(iii) Section 7 of the same Act gives the power to the sanctioning authorities to take the claimant's declaration on oath or solemn affirmation according to law and any person making a false statement is liable to be charged for perjury under Section 193 of IPC. In view of this the declaration by the claimant as provided in the claim application form before a competent sanctioning authority will be a statement within the meaning of the said section.

If a declaration as prescribed in the claim application form is made, the statement of the claimant need not be verified and no further enquiries are necessary.

(iv) In all cases the decision of the competent authority with reasons for it need be recorded on the file relating to the case and copy of the sanction issued to the SBCO. In the sanction it should clearly be stated that interest on the account will be paid upto the end of the month preceding the month in which the sanction is issued or preceding the month of payment as the case may be as per conditions laid down in rule 6(9) of P.O. Savings Account Rules, 1981 and the claimant in whose favour the sanction is issued should be asked to withdraw the balance under the normal procedure. A proforma for issue of sanction is given at **Appendix VII**.

(v) In clear cases of minor claimants where guardians have preferred the claim, payment will be made to them without insisting upon production of Guardianship Certificate.

(vi) If the pass book of the deceased depositor is not forthcoming, the circumstances of the case should be reported to the Head of the Circle for orders whether the account may be closed without production of the pass book. If the account is ordered to be closed without the production of the pass book, the procedure prescribed in Rule 43(3) should be followed mutates mutandis.

**Note:-** In case where Postmaster/Superintendent of Post Offices/ or other authorities are competent to sanction claims in accordance with the power delegated to them under Rule 87(4)(ii), such authorities may themselves order closure of the account without production of the pass book.

**(8) Payment to minor claimants :-**

(a) Where the claimant is a minor nominated by the depositor, payment of the sum may be made to the person appointed in the nomination to receive it. In case there is no such person or there is no nomination in favour of the minor claimant, payment of the balance may be made to the guardian.

(b) Guardian in relation to a minor means :-

(i) Father or mother; and

(ii) Where neither parent is alive, or where the only parent is incapable of acting, a person entitled under the law for the time being in force to have the care of the property of the minor.

(c) The person withdrawing the balance from the account on behalf of the minor shall furnish a certificate that the minor is alive and that the money is required on behalf of the minor.

**Note 1 :-** As per definition of the guardian in the P.O.S.B. Rules, guardian in relation to a minor or a person of unsound mind means father or mother. In view of this the mother of Muslim minor can be treated as a guardian for the purpose of settling the claims of deceased depositor where the interest of Muslim minor is involved. As the mother has been made the guardian of the minor irrespective of the fact whether the heir of the depositor is a Hindu or Muslim, such a payment to the mother would be a valid discharge within the meaning of section 5 of the Government Savings Banks Act, 1873.

**Note 2 :-** The payment to a minor directly and not through a guardian will not be a valid discharge under section 5 of the said Act.

(9) **Settlement of claim of deceased depositor in whose name Provident Fund Account has been opened :** In the event of death of a depositor in whose name a provident fund account has been opened under Rule 4 (4) of Post Office Savings Accounts Rules, 1981, the total amount standing to his credit will be drawn by the authority controlling the Provident Fund. In such cases, claim application, etc. will not be necessary.

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(10) **Settlement of claims where the claimants or near relatives are residing abroad :-** (i) Where the claimant or a near relative named in the claim resides in a foreign country, the procedure as applicable to other claims is to be followed except that the claim from a person residing in a foreign country, letter of consent from a person residing in a foreign country, death certificate issued in a foreign country and the power of attorney executed in a foreign country, if any, should have the authentication by the Indian Consular Office in that country, if reciprocal arrangements under Section 14 of the Notaries Act, 1952 do not exist between India and that country. Authentication means that the authenticating official has assured himself of the person who has signed the instrument, as well as the fact of execution. In case India has no consular relations with the country and no other foreign nation has been entrusted with the task of looking after the interest of India or of the people of Indian origin there, the authentication should be done by a Magistrate of that country.

(ii) Reciprocal arrangements under Section 14 of Notaries Act, 1952 exist between India and the United Kingdom, Hungary, Ireland, Belgium and New Zealand only. The documents executed before a Notary in any of these countries do not require authentication by the Indian Consular office in that country.

(iii) Payment of the claim to a claimant residing in a foreign country will be made to the holder of a power of attorney in India. No direct remittance will be made to the claimant in the foreign country.

(11) **Payment of claim :-** (i) While admitting the title, the claimant will be informed that it is not incumbent on him to receive payment of the amount due before maturity of the RD/TD account. He can get the account transferred to his name in accordance with the procedure laid down in the relevant rules.

(ii) The claimant will present the sanction in original along with the pass book and an application for withdrawal. Necessary action will be taken as for the closure of savings account. The Postmaster will record a remark "Payment made to claimant on \_\_\_\_\_" under his dated signature with designation stamp on the claimant's copy of sanction which will be attached to the Warrant of Payment and sent to the Control Organisation.

Payment of the claim to a claimant residing in a foreign country will be made to the holder of a power of attorney in India. No direct remittance will be made to the claimant in a foreign country.

**Note 1 :-** The interest on the balance of the savings account will be paid up to the close of last month



preceding the month in which sanction is issued. Interest will also be allowed from the beginning of the month in which sanction is issued up to the close of the month preceding the month in which payment is made if the conditions stipulated in rule 6(9) of P.O. Savings Account Rules, 1981 are satisfied. These conditions are given in para 3 of the sanction memo **at Appendix- VII.**

**Note 2 :-** The interest will also be allowed on the amount deposited in the savings account after the death of the depositor either by mistake or otherwise till the account is finally closed by the heir of the deceased depositor.

(iii) If the claimant desires in writing payment by means of money order or a cheque, his request may be acceded to provided he agrees to the money order commission being deducted from the amount due and in the case of payment by cheque the amount payable is not less than Rs. 100/-. In such cases the following procedure will be followed.

(a) In case of money order the amount due less money order commission will be remitted to the claimant. The money order receipt will be sent to the Control Organisation along with the warrant of payment after noting the particulars of the money order in the ledger card. A watch will be kept for the acknowledgement which on receipt will be transferred to the Control Organisation to be pasted with the M.O. receipt after keeping a note in the ledger card.

(b) Payment through cheque will be made by means of a crossed cheque which will be sent by the issuing postmaster by registered post to the head or sub postmaster in whose jurisdiction the claimant is residing with a forwarding letter copy where of will be endorsed to the claimant. The particulars of cheque will be noted in the ledger card. When the claimant calls for the collection of the cheque, the postmaster will obtain a receipt for the same from him and forward it to the postmaster issuing the cheque who in turn will transfer the receipt to the Control Organisation after keeping a suitable note in the ledger card.

**Note:-** The sub offices will obtain cheque for the required amount from the Head Office if such request is received at these offices from the claimant.

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(iv) If the sanction is issued by one of the offices where at least one of the accounts stands, the payment will be made by the respective post offices where the account stands to whom the copy of the sanction must have already been endorsed by the sanctioning authority. For this purpose the application of withdrawal and copy of the sanction in original duly completed along with the pass book will be forwarded to the respective post office by the post office where the claimant resides after verifying the document and identity of the claimant. The amount either by M.O. less M.O. commission or by cheque will be received by the claimant from the offices where the accounts stand as per procedure stated above. The closed pass book will be received back by the claimant after the payment is made to him.

(12) **Transfer of account to the name of claimant :-** If the RD/TD account is desired to be continued or retained by the claimant till maturity, he must furnish an application in form SB-3 and if the account stands at a Sub or Branch Post Office, completed specimen signature slips. The account will then be transferred in the name of the legal heir with the following remarks in the relevant records over the date signature of the Postmaster/Sub Postmaster/Branch Postmaster.

“Account transferred to .....being the legal heir.....vide sanction No.....dated.....by .....”. After maturity, the maturity value will be paid to the claimant in the usual course. In the case of T.D. account he will also draw annual interest.

(13) **Maintenance of the register of deceased claim cases :-** In order to keep a watch on the expeditious disposal of claim cases a register in the proforma given below should be maintained by all the sanctioning authorities (including the circle office). As soon as an intimation of the death of the depositor is received and a claim application is supplied a note should be made in the ledger card and an entry made

in the register of deceased claim cases. The register will be examined every month by the Head of the Office or Section to see that no case is being unduly delayed and such action as may expedite final disposal is taken immediately. This register will enable the higher authorities by reference to columns 2 and 9 to see if disposal of cases is being unduly delayed in the subordinate offices and take action to rectify the delay, if any. A summary of the cases pending at the end of the each month noting serial numbers of the cases pending should be prepared in the register showing separately the number of claims pending for (a) less than 3 months, (b) more than 3 months, (c) more than 6 months and (d) more than one year. Action taken to expedite the disposal of delayed cases should be indicated.

**Note :-** It is clarified that all such cases in which claim has been preferred with or without complete papers, etc. but has not yet been settled may be treated as pending with suitable remarks being given to indicate reasons for pendency.

**Proforma for the register of deceased claim cases**

Sl. No.	Case mark	Date of receipt of intimation of death	Name and address of claimant with particulars of relationship to the deceased	Name of deceased depositor
1(a)	1(b)	2	3	4
Date of Death		Particulars of savings Account	Balance at credit in the account	Date of receipt of claim Papers
5		6	7	8
Particulars of sanction Issued (Date and Number)		Date of payment		Remarks
9			10	11

**Summary of cases pending at the end of each month**

**Note :-** Serial number of the cases pending should be indicated against each item.

- (a) No. of claims pending for less than 3 months .....
- (b) No. of claims pending for 3 to 6 months .....
- (c) No. of claims pending for 6 to 12 months .....
- (d) No. of claims pending for over one year .....
- (e) Total .....

Date .....

Postmaster

**(14) Procedure to be followed by Extra Departmental Sub and Branch Post Offices :- (a)**

The Extra Department Sub Postmaster will in all cases submit the claim application along with connected documents to the Head Postmaster after certifying that the account stands opened in his office. An entry regarding the claim will be made in ledger/journal against the last transaction and no withdrawal will be allowed till the claim is settled by the competent authority.

(b) The branch postmaster will in all cases submit the claim to the Account Office. He will take action as prescribed in (a) above before sending the claim to the Account Office. The Account Office will take necessary steps to settle the claim and issue the sanction order either itself or through the competent authority. The branch postmaster will be guided by the instructions received from the Account Office.

**(15) Reconciliation certificate: -** If there is a difference in the name of the deceased depositor, a

reconciliation certificate in the following form may be obtained from the claimant with the claim application form.

### **Reconciliation certificate in case of a difference in name**

Certified that the real name of the deceased depositor of P.O.S.B. account No. ....was.....He also used to be called by .....(name). The name as mentioned in pass book/in the Death Certificate, is that of one and the same person viz., the deceased depositor.

Address.....  
.....  
Date.....

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

### **SETTLEMENT OF CLAIM OF A DEPOSITOR BECOMING INSANE OR OTHERWISE INCAPABLE OF MANAGING HIS OWN AFFAIRS**

**88.** When an application is made for withdrawal on behalf of a depositor, who has become insane or incapable of managing his own affairs, the applicant should be required to produce any authority he may possess as guardian of the depositor or manager of the estate. If any such authority is produced, an enquiry should be made and a report sent to the Head of the Circle. In either case order from the Head of the Circle should be awaited by the Postmaster.

On receipt of the order from the Head of the Circle, a suitable remark should be made in the ledger card. In case the account at a sub or branch office, a copy of the order of the Head of the Circle should also be sent by the Head Office for a suitable note to be kept by the office where the account stands open.

**Note :-** In case where authority has been obtained from a competent Court of Law, the Head Postmaster will be competent to decide the case.

### **SETTLEMENT OF CLAIMS TO BALANCES IN SB ACCOUNTS STANDING IN THE NAME OF PERSONS UNHEARD FOR MORE THAN SEVEN YEARS**

**89.** Every claim should be supported by a probate of will, or letters of administration or certificate granted under the Indian Succession Act, 1925. In cases where the claimant does not produce any of the aforesaid legal evidence of heirship, the following documents should be obtained and forwarded to the Head of the Circle for issue of sanction :-

- (i) Individual affidavits or declarations sworn before a Magistrate from the claimant and all the other near-relatives of the depositor, indicating the facts and the date of disappearance and establishing that the person has not been heard of since or for more than seven years prior to the date of the claim preferred and ;
- (ii) Written consent statement from all the near relatives in favour of the claimant;
- (iii) When the date of disappearance is not known, the date after the completion of seven years from the date on which the person was reported to be missing, may be taken as the date of his death. In cases where legal evidence of heirship is not produced, sanction should be issued provided the claimant is prepared to indemnify the Government against any adverse claim in form (SB-25).

### **ATTACHMENT OF MONEY AT THE CREDIT OF AN ACCOUNT BY CIVIL OR OTHER COURT OR OTHER COMPETENT AUTHORITY**

**90. (1)** In HOs if money at the credit of a depositor in the POSB is attached by the order of a Court or by any authority having the power of Court for the purpose, this order must be complied with. The head postmaster, however, should bear in mind that an order of attachment is not an order of payment, and that until an express order is received requiring him to pay the amount attached into the Court or to the Authority, he is required only to hold the amount attached in deposit, resisting any attempt at withdrawal by the depositor or any other person. The order of the Court or the authority should be maintained in a guard file and the remarks “Withdrawals prohibited, owing to attachment by .....Court vide authority No. .... date.....” entered below the last transaction in the ledger card under the dated signature of the postmaster.

(2) So long as the payment of a sum attached is not ordered by the Court or the authority the head postmaster has the opportunity of representing to the court or to the authority any objections there may be to such payment. In the particular cases described below, the instructions laid down should be carefully followed:-

If the order of attachment relates to the balance at credit of a deceased depositor, the head postmaster should at once inform the court or the authority that the depositor is dead and that the money belongs to the heirs of the deceased depositor and should request the court or the authority to allow him (the head postmaster) and the heirs, an opportunity of showing cause why the amount should not be paid. To enable the HPM to carry out the instructions regarding the accounts of deceased depositor, he must on receipt of an order of attachment at once take steps to ascertain whether the depositor is alive or not.

**Note:-** After taking action as required in the foregoing sub-rule if a notice of demand for payment of the attached amount or any portion thereof is received from the court or the authority the head postmaster should inform the Head of the Circle on the receipt of the notice and at the same time write to the court as follows :-

“The Orders in question will be complied with immediately on receipt of instructions from the Head of the Circle, whose sanction is necessary.”

(3) In HOs if the court or the authority orders the payment of a sum attached or any portion thereof, payment should be made in the usual manner, the signature of the court or the authority being accepted on the warrant of payment, but the production of the depositor’s pass book need not be insisted upon. The payment order of the court or the authority, in original should be sent with the warrant of payment to the SBCO.

**Exception:** The signature of the court or the authority on the application for withdrawal and the warrant of payment need not be insisted upon, if the court or the authority refuses to give it. In such cases, the order of the Court or the authority asking for the withdrawal of the amount and the receipt given by the court or the authority for the amount should be considered as equivalent to the application for withdrawal and the warrant of payment. The payment should be noted on the court’s or the authority’s order over the postmaster’s signature.

(4) If the order of attachment relates to an account which stands open at a SO, or at a BO, in account with a SO, instructions in the matter should be issued at once to the SPM concerned.

(5) In SOs, if money at credit of a depositor is attached by order of a Civil Court or any competent authority, the sub postmaster will receive the instructions of the HO as to the future procedure in respect of withdrawals from the account. If the order of attachment is issued by the court of the competent authority direct to the SPM, he should send the order to the HO and ask for instructions. To prevent any withdrawal, the SPM should also write, in red ink, in the column for remarks in the ledger, the words “Amount attached by Court/.....authority withdrawals prohibited” against the last transaction relating to the account.

**Note:-** In case of an account at a BO the account office should issue suitable instructions to the BO which should make a note against the last transaction in the SB journal.

### **CONFISCATION OF MONEY BY THE RESERVE BANK OF INDIA OR ANY OTHER COMPETENT AUTHORITY**

**91.** The instructions contained in Rule 90 will apply mutatis-mutandis when an order or direction is received from the Reserve Bank of India or any other authority under the Foreign Exchange Regulation Act, 1947 (7 of 1947) blocking an account maintained by a depositor in the Post Office SB or as the case may be, confiscating any sum standing to the credit of any such account.

### **OBJECTION REGISTER (SB-61)**

**92. (1) Adjustment of Errors:-** Recoveries of overpayments or payments made to complete short payments should be passed through the Savings Bank list of transactions as ordinary deposits or withdrawals as the case may be under the initials of the Postmaster.

**(2) Objection Register (i)** Each Ledger Assistant will maintain an objection register for recording the various irregularities committed by SO allotted to him. The objections will be recorded in running order. The entries are to be serially numbered in an annual series.

**(ii)** An extract of the objection raised should be sent to the SO duly entered in the SB slip. Postmaster will review the registers only once a week and take action for prompt settlement of the pending objections. Instances of delay in receipt of information of wanting particulars from the SO should be reported to the Divisional Superintendent.

**(iii)** The Control Organisation will not include these objections in its registers. The Postmaster will, therefore, send the objection register to the official-in-charge of the control organization at the end of each day so that the control organization may not raise objections which are already included in the HO registers. The official-in-charge of the control organization will put his dated initials in the registers in token of having scrutinized the same.

**(iv)** Whenever an objection is admitted, a remark as to how the objection has been admitted should be made in the register. This will have to be shown to the official incharge of the control organization who will put his dated initials against these entries.

**(v)** Each Ledger Assistant should prepare a monthly summary in the objection register in the following form.

(a) Objections pending at the close of previous months    Number    Amount

(b) Objections raised during the month

(c) Total

(d) Objections settled during the month

(e) Closing balance of objections pending at the end of the month

(3) This summary should be shown to the incharge Control Organisation every month to enable him to

include pending objections of SB Branch in the monthly statement to be submitted to AO ICO (SB)/  
Divisional Supdt.

## CHAPTER-2

### RECURRING DEPOSIT ACCOUNTS

**93. Salient features :-** (i) A RD account may be opened for a period of 5 years. Monthly deposits can be made in multiples of Rs. 5 with a minimum of Rs. 10. The amount of deposit made at the time of opening an account cannot be varied during the currency of the account.

(ii) A depositor can have more than one account in his own name or jointly with another.

(iii) The amounts deposited are repayable in lump sum at the end of the period of 5 years from the date on which the first deposit was made and interest as prescribed from time to time.

**Note 1 :-** In respect of the items of work, for which no specific rules have been made in this section, the rules given for POSB will apply.

**Note 2 :-** The CTD scheme has since been abolished. All the accounts have matured. The procedure relating to payment of maturity values of RD accounts will apply to CTD accounts mutatis mutandis.

**94. Pass Book :-** (i) A pass book in form SB-5 (modified) will be issued to the depositor at the time of opening the account. The denomination of the account, i.e. the amount of initial deposit will be noted neatly in words on the first page of the pass book, in figures on the top of the other pages and against the month.

(ii) The monthly deposits will be entered under deposit column. When there is a default in payment, the serial number of default will be noted against each subsequent deposit so that a check as to whether the number of defaults has exceeded the prescribed limit can be kept by reference to the last entry in the pass book.

(iii) Entries relating to withdrawal and repayment thereof will be made under column for withdrawal and deposit with remark withdrawal or repayment in the remark column. Balance will be struck against each transaction either deposit or withdrawal.

**95. Ledger Card (SB-71) :-** (i) In respect of each account opened in Head Office, a ledger card (SB-71) will be prepared by the ledger Assistant in the Head Office. The account number taken from the index to ledger cards will be noted neatly on the top right hand corner. The name of the branch office if the account is opened at a branch office, the name and full address of the depositor and the nominee, type of account, will be noted from the application form. Date of first deposit will be the date of opening.

(ii) Subsequent deposits, particulars of withdrawal, repayment of the amount of withdrawal, payment to defaulted instalments and payment on maturity will be entered in the ledger card. Upto 300 ledger cards will be placed in a binder. Each binder will have a top sheet.

(iii) When the ledger card is exhausted, a new ledger card in continuation of the used up card will be prepared making the following entries in addition to the usual entries :-

- a) Balance brought forward
- b) \_\_\_\_\_ months of default
- c) Particulars of withdrawal outstanding.

(iv) The ledger cards of accounts closed or transferred to other head offices will be kept in separate office-wise binders arranged in serial order of the account numbers. As and when the account is closed/transferred, the ledger card should be removed and placed in binder of closed/transferred ledger cards.

**Note:-** A new format of ledger card/ledger (SB-1) common for all P.O.S.B. schemes has been introduced which will be brought into use when printed and supplied to post offices.



**95 A. Long Book :-** A separate Long Book will be maintained in form SB-58 for RD transactions in head and sub offices by the Postmaster/Sub Postmaster. The entries will be made by the PM/SPM in the Long Book as and when transaction takes place and is checked by him. The total of all the columns will be struck after the close of the counter hours. The totals will be agreed with the corresponding totals in the list of transactions by the PM/SPM. The PM/SPM will sign below the totals of each in the Long Book in token of having carried out the check.

**95B. R.D. Ledger (SB-1) :-** In departmental sub offices, SB Ledger (SB-1) will be used for RD accounts to be opened w.e.f. 1.1.2003. The instructions contained in rule 95 will be followed. In respect of accounts opened prior to 1.1.2003 the ledger cards of these accounts received from Head Office will be continued.

**96. RD Journal :-** The ED sub offices and branch offices will maintain RD journal in form (SB-77). The entries will be made in the journal as and when transactions take place, the date to be indicated prominently in the body of the journal each day. At the close of the day, the totals of various columns will be arrived at and a neat line in red ink drawn there-after before commencing the entries for the next day.

**97. Index to ledger cards (SB-78) :-** (i) This will be maintained in the same form and manner as laid down for savings accounts.

- (ii) Remarks will be made in the index to the ledger cards as in the case of savings accounts.
- (iii) This will be maintained in head and departmental sub offices.
- (iv) The Index Register will be maintained by the SPM/APM(SB) and kept in his personal custody.

**98. Binder Chart :-** A chart showing the serial number of the accounts in each binder and the office(s) to which they relate will be maintained in the same manner as the binder chart for savings accounts. A copy of the chart will be made available to the Control Organisation.

**99. Nomination : -** (i) Nominations, eligibility conditions for registration of nomination will be the same as laid down for nomination relating to savings accounts.

(ii) The depositor will apply for nomination at the time of opening of account or subsequently at the office where the account stands.

(iii) The head post offices will register nomination for accounts opened at head office, ED sub offices and branch offices in account. The sub post offices will register nominations in respect of accounts opened at the sub office and branch offices in account in the same manner as prescribed for head office.

(iv) The applications for nomination will be retained by the sub post offices. The particulars of nomination will be entered on top of the ledger folio and register of nominations maintained.

### TYPE OF ACCOUNTS

**100. Single Account :-** (i) A single account may be opened by a single adult.

(ii) **Joint Account :-** A joint account may be opened by two adults jointly, payable to both jointly or either of them. On the death of one of the joint depositors, the survivor shall be treated as sole owner of the account and may continue the account till maturity.

**Note :-** A joint RD account cannot be opened by three adults.

(iii) **Minor account :-** A minor account may be opened by the minor himself if he has attained the age of 10 years or by the guardian on behalf of the minor to be operated during his minority by the guardian. On attaining majority he may .....

(a) Continue the account till maturity. In such cases a declaration in the following form will be taken from him. A fresh application form (SB-3) will also be obtained from him.

“I hereby declare that the Post Office S.B. General Rules, 1981 and the P.O.R.D. Rules, 1981 as amended from time to time have been read by/to me and that I accept the said rules and all such amendments there to as may be issued from time to time as binding on me.”

(b) Claim the proportionate amount payable on the maturity of the account, if he discontinues the account.

(iv) **Lunatic Account :-** An account may be opened by a guardian on behalf of a lunatic.

**Note:-** The definition of the term “guardian” and other instructions regarding opening of ordinary Savings Accounts in the name of minor/lunatic will apply mutatis mutandis to the RD accounts.

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## DEFAULTS IN PAYMENT OF MONTHLY INSTALMENTS

**101.(i)** Deposits shall be made regularly once in every calendar month. Where a depositor defaults in payment of any monthly installment, installments for subsequent months will be accepted so long as the number of defaults does not exceed four.

**Note:** Advance deposits may also be allowed in accordance with RD Rules, 1981 and rebate on advance payment will be allowed in accordance with provision of Rule 111.

(ii) (a) Penalty at the prescribed rate will be levied on defaulted instalments subsequently deposited during the currency of the account.

(b) The account will be treated as discontinued if there are more than four defaults. Revival of such account will be permitted only within a period of two months from the month of fifth default after payment of necessary default fee. If the account is not revived within this prescribed period, it will be treated as discontinued and shall not be permitted to be revived after the said period. For example, if there are five defaults in a RD account from January to May 2002, this account will be treated as discontinued. The account can be revived if all the defaulted installments along with interest from January, 2002 are deposited in lump sum by June, 2002. The account will not be revived thereafter.

(iii) In an account which has defaults within the prescribed limits mentioned in sub-para (ii) above, the date of maturity will be extended by the number of months for which default has occurred. During the extended period, the defaulted instalments can be paid without penalty and the depositor will be entitled for the full maturity value at the end of the extended period. However, it may be noted that the defaulted instalments paid with penalty during the currency of the account will not operate to extend the date of maturity nor will they be counted as defaults for any other purpose. If the defaulted installments are paid with interest on maturity or during the extended period of maturity, full maturity value with interest will be paid without waiting for the expiry of extended period of maturity.

(iv) A depositor whose account has been treated as “Discontinued” will not be eligible for the following benefits :-

(a) Withdrawal

(b) Rebate of advance deposits

## PAYMENT OF DEFAULTED INSTALMENTS

**102.(i)** defaulted instalments in any account may be paid at any time during the currency of the account along with penalty at the rates prescribed from time to time. On receipt of the amount of defaulted instalment(s) together with the penalty, an entry of the payment will be made in red ink under the postmaster’s dated signature immediately below the entry relating to the last regular instalment in the following manner :-

“7.11.2006 Defaulted instalments of February and September, 2006 Rs.....paid with penalty Rs. ....”.

While making the entry, care should be taken to see that enough space is left for the entry of the next month’s instalments at the proper place. The number of default(s) as entered in the pass book will also be corrected, the last correction being attested by the Postmaster. The regular monthly instalment should be shown as usual in the pass book and not clubbed together with the amount representing

defaulted instalments.

(ii) In the ledger card, the amount of defaulted instalments and the penalty paid will be shown in the space prescribed for the purpose on the reverse of the ledger card. The date of payment will be noted against each month of default in the body of the ledger card, the total amount paid being shown against the month of payment and the balance in the account arrived at by taking into account only the amount of instalments. The number of defaults noted in the ledger card against the last entry should also be suitably corrected and attested by the postmaster.

(iii) Entries in the RD ledger in sub offices will be made in the same manner as in the RD pass book.

(iv) In RD Journal of ED sub offices and branch offices the penalty will be shown under the relevant column and the months to which defaults repaid relate noted in the remarks column.

(v) The total interest recovered on defaulted instalments on any one occasion may be rounded off to the nearest multiple of 5 paise. For this purpose the instruction contained in Rule 6 (2) of P.O. Savings Account Rules, 1981 regarding rounding off may be followed.

(vi) (a) The amount of interest recovered on defaulted instalments will be shown under the head "Interest on defaulted instalments and on withdrawals repaid" in the accounts record, viz., List of transactions, RD Journal, H.O. Cash Book, Consolidated journal of deposits and withdrawals, HO/SO/BO Summary, etc.

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(b) The interest on defaulted instalments will be noted in column 7 of the list of transactions (SB-76) both by the Head Office and Sub Offices. The month of defaults should be noted in the remarks column to enable the Control Organisation to verify whether the amount of interest recovered is correct.

## OPENING OF AN ACCOUNT

**103** (1) (i) Both sub and head post offices will follow the procedure prescribed for opening of savings accounts in head office.

(ii) The age of the depositor should be got noted in the application form (SB-3) from the depositor in order to avail of the benefits under the Protected Savings Scheme.

(iii) The preliminary receipt (SB-26) will be issued in ED sub offices and branch offices from the same book as used for savings accounts but the receipt will be superscribed on the top with words "RD Account". This may be done either in manuscript or by means of rubber stamp impression.

(iv) In HO and SO entry of transaction will be made in long book. In ED sub offices and branch offices the transactions will be entered in RD Journal.

(v) Applications for opening of accounts (SB-3) will be retained at the sub post office and kept in a guard file. The ED sub offices and branch offices will send the application form (SB-3) to their Head/Account Office.

(vi) A RD account can be opened by cheque with or without advance deposits. In case of advance deposits for six months or one year or more the cheque will be for the net amount i.e. total amount of advance deposits less amount of rebate admissible.

**Note:-** The procedure to be followed by the head and sub offices when the RD account is opened by cheque may be seen at para 33 of this book.

## MAINTENANCE OF APPLICATION FORMS CUM SS CARD

(2) (i) The applications for opening of accounts (SB-3) will be kept in guard files with rings in Departmental Sub Offices and Head Post Offices. Each file may contain 150-200 application forms so that it may be convenient in handling. The guard file will also contain an index in alphabetical order.

(ii) The specimen signature book for RD accounts will not be maintained in departmental sub post offices.

(iii) When an account is closed, the application form of the account will be removed from the guard

file and attached to the relative warrant of payment and sent to SBCO. In case of account transferred to another head or sub office, the application form will be sent to the transferee Head/Sub office along with advice of transfer.

(iv) The sub post office will send the application form with application for transfer to the head office in all the above mentioned cases.

(v) The guard file containing application forms should remain in the custody of the Sub Postmaster after the working hours of the SB branch.

### **ACCOUNTS OPENED IN CONTRAVENTION OF RULES**

**104.**When it is found that an account has been opened in contravention of PORD Rules, 1981 as amended from time to time, the postmaster of a head or sub post office at which the account was opened, will be competent to order the closure of the account at any time and refund the deposits made without any interest. A written notice in the form prescribed for similar closure of an ordinary savings account with suitable modification will be sent to the depositor and further action taken to close the account on presentation of pass book by the depositor.

In case of ED sub offices/branch offices, application for withdrawal and pass book will be received in the head/account office which will take action to authorize payment and return the warrant of payment and pass book to the ED sub office/branch office.

### **MODES OF DEPOSIT OF SUBSEQUENT INSTALMENTS**

**105.**Subsequent deposits may be made in one of the following modes:-

(a) Cash (b) Cheque or demand draft (c) Pay order (d) By automatic transfer from depositor's savings account.

**Note:-** The deposit through mode (d) above can be made only in head offices and departmental sub offices.

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**106.Deposit in cash :-** The procedure prescribed for deposits in savings accounts will be followed mutatis mutandis in Head/Sub/Branch Offices. The counter Assistant will examine the pass book to see that the account is active i.e. the number of defaults does not exceed the prescribed limit. In ED sub offices/branch offices, the entry of transaction will be made in the RD Journal. In Head Offices and Sub Offices entry will be made in the Long Book maintained for such accounts.

**107.**Deleted.

**108.Deposit by Cheque, Pay Order or Demand Draft :-**

(i) The procedure of acceptance of cheque, pay order, etc. should be the same as prescribed for deposits by cheque, pay order, etc. in savings accounts except that credit for the value of the instrument should be given in the account on the same day with the remark against the deposit in the RD ledger card/sub office RD ledger and list of transactions to show that the deposit is by cheque, pay order, etc. particulars of which should also be given. No entry should, however, be made in the pass book. The value of the instrument should be shown as remittance to the treasury and not collected through the collection list prescribed for cheque received for deposit in savings accounts.

(ii) The collection charges are to be levied on all deposits by outstation cheques in RD Accounts. The depositor will be required to pay the collection charges in cash while tendering the cheque for deposit. The depositor will enter the collection charge that is paid, in the pay-in-slip. The Counter Assistant will credit the collection charge under UCR with necessary remark in the receipt in form ACG-67 as "Being collection charge for outstation cheque No.....dated.....drawn on .....Bank (name of branch) deposited in RD Account No. ....". The ACG-67 receipt will be attached to the pay-in-slip. The depositor will have the collection charge receipted for in the counterfoil of the pay-in-slip. The Sub Postmaster in the Sub Office and the Ledger Assistant and the APM(SB) in the Head Office will see

that due collection charge has been collected by the Counter Assistant.

(iii) When the cheque is cleared the date of its clearance should be noted in the remarks column of the RD ledger card/sub office RD ledger as the case may be. When the RD pass book is next presented for transaction or for entry, and entry of deposit should be made showing the date of presentation of the cheque as the date of deposit. The date stamp impression on the pass book should however be of the date on which the entry is made. A remark should also be made to show that the deposit was made by cheque.

(iv) In the event of cheque or draft being dishonoured, entries of deposit made in the ledger card/sub office RD ledger should be neatly cancelled with a suitable remark and the transaction should be written back in the account of the post office. Particulars of the original transaction should be furnished in the remarks column of the list of transactions against the write back entry so that the Control Organisation may be able to link up the transaction. Instructions regarding disposal of the dishonoured cheques already existing in connection with cheques received for deposit in savings accounts will apply mutatis mutandis.

(v) In respect of deposits by cheques in RD accounts received in connection with Pay Roll Savings Scheme, the pass books should be retained in the post office until clearance of the cheque and returned only after making entries of deposits therein.

#### **109. Deposits by automatic transfer from Savings Accounts :-**

(i) The facility of automatic transfer of deposits from savings accounts to RD accounts will be available on application made by the depositors in form (SB-83) given at **APPENDIX-VIII** in the following cases and subject to the conditions detailed below :-

#### **CASES**

(a) From the savings account of a depositor to RD account (s) in his own name and at the same post office.

(b) From the savings account of a depositor to RD account(s) standing in the name of his/her spouse and/or dependant children.

(c) From a savings account of joint depositors to RD account(s) standing in the names of the same joint depositors.

(d) From joint "B" Type savings account to RD account in the name(s) of dependant children of either of the joint accounts holder.

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#### **CONDITIONS**

(a) The savings and RD account(s) should be operated at the same post office.

(b) The facility will cease on the death of the depositor (both the joint depositors in the case of a joint account). Thereafter the legal heir of the depositor has to make arrangement for crediting the due instalments to the RD account(s) if it is desired to continue the same.

(c) The depositor(s) will not be allowed to make cash deposits in the RD accounts after once having applied for the facility of automatic transfer unless the arrangement is revoked in writing.

(d) The transfer of the amount will be normally made on or after the 15th of the month. If on the date on which the work is taken up the balance at credit of the depositor(s) in the savings account is insufficient for the purpose, no transfer will be effected for that month. It will be treated as default. No intimation or warning of this fact is to be given by the post office and it will be for the depositor(s) to ensure the availability of sufficient funds in the savings account.

(e) The pass book will be produced by the depositor at the office where the account stands in the month of January, April, July and October for entry of the transactions therein. If this requirement is not fulfilled, the depositor will have to accept the balances in the ledger card/ledger as final, so far as withdrawals for credit to RD account(s) are concerned.

### PROCEDURE

(ii) **In Head and Departmental Sub Offices :** (a) On receipt of application in the prescribed form from the depositor along with the relevant pass books, the Counter Assistant will satisfy himself about the eligibility of the applicant for the facility. If eligible as per conditions given above the Counter Assistant will verify the signature of the depositor in the application with specimen on record and make a remark to this effect on the application and transfer the application with pass books to the PM/SPM. The PM/SPM will see that the RD Accounts is active and pass orders for accepting the application and transfer it with the pass books to the concerned Postal Assistant.

(b) The concerned Postal Assistant will enter the particulars of the application in the register to be maintained for this purpose in form at Appendix-IX. A remark will be made in the application in red ink 'Entered in the register at Serial No. ....Entries will be made in running series commencing with one.'

(c) He will make following remarks on the cover and the first page of the pass book in red ink and initial below the entries :

(i) **Savings Bank pass book :** Rs.....to be transferred to RD Account No.....from.....(month and year) till .....vide application at serial No.....in the register.

(ii) **RD pass book(s) :** Instalments from .....(month) to be credited by transfer from savings account No. ....vide application at serial number .....in the register.

(d) The Counter/Ledger Assistant will make the remarks detailed in previous paragraph in red ink at the top of the relevant SB/RD ledger cards/ledgers and also note on the application 'noted in the ledger cards/ledgers' under his dated signature. The ledger cards/ledgers, application and register will be placed before the PM/SPM who will check and attest the entries in the ledger cards/ledgers/register and on the application in token of having done so. The application will then be filed in a special guard book in the serial order of registration by the concerned Postal Assistant. The pass book will be returned to the Counter Assistant.

(iii) On the 15th of each month or if 15th happens to be a holiday/Sunday on the following working day the "Concerned Assistant" will prepare withdrawal vouchers in the form of application of withdrawal in respect of each savings account with reference to the register of applications/guard book. Each voucher should be superscribed in red ink. "Transfer to RD Account" clearly indicating the period, denomination and number of account. Vouchers prepared will be got signed by the PM/SPM and transferred to the Ledger/Counter Assistant concerned. The withdrawal form (SB-7) will be used with suitable corrections in it.

(iv) The entries of withdrawal from the savings account will be made in the concerned ledger card/ledger in the usual manner, a remark to the effect that withdrawal is for credit to RD Account being given against the entry in the remarks column. Pay-in-slip will be prepared in respect of RD Account with a remark "By transfer from savings account". The deposits will be posted in the relevant RD ledger/ledger card in the usual manner.

(v) A special list of transactions will be prepared for each account in respect of credit afforded to RD accounts, superscribed as "credits by transfer from savings account". The total of this list will be carried forward to the usual list of transactions against an entry 'By transfer from Savings Account' in the column for account number. The special list will be attached with the usual list.

(vi) After necessary entries have been made in all the ledger cards/ledger, the PM/SPM should check with reference to the remark recorded in the ledger cards/ledger vide para (ii) above that the SB withdrawal made was actually authorized by the depositor and is for correct amount and also that the amount was actually credited to the concerned RD account with reference to the special list of transactions referred to in para (v) above. Remarks 'credit to RD account verified' will be recorded on the reverse of each voucher in red ink under dated signature of PM/SPM.

(vii) In case the balance in the savings account is found to be insufficient for effecting the transfer, the depositor will be deemed to have defaulted in the payment of the concerned instalment. A note thereof will be made in the ledger/ledger card, on the application for automatic transfer and against the relevant entry in the register of automatic transfer.

Where the transfer has to be made to a number of RD accounts and the balance in the savings account is not sufficient to effect transfer to all of them, credits will be afforded to the maximum number of RD accounts possible. In the remaining RD accounts, the depositor will be deemed to have defaulted in payment of the concerned instalments. Transfer of amounts to RD accounts will always be subject to the requirement regarding minimum balance to be maintained in savings account.

(viii) When a RD account is to be treated as 'discontinued' on account of such defaults, the facility of automatic transfer will be simultaneously discontinued.

(ix) Whenever a depositor desires cancellation of the facility he should apply in writing along with all the concerned pass books. Suitable remarks will be made regarding the cancellation against the relevant entry in the register of Automatic Transfers and the remark in the pass books/ledger cards/ledger regarding the facility neatly cancelled under the signature of the PM/SPM. The application for cancellation will, after suitable remarks being recorded therein under the PM/SPM's signature, be pasted to the original application in the guard book.

(x) On receipt of intimation of death of a depositor suitable remarks will be recorded in all connected records and the automatic transfer stopped. If it is found that automatic transfers have been effected even after the date of death, such amount will be written back to the savings account under the authority of the PM/SPM and suitable remarks made in SB/RD ledger cards/ledgers concerned.

(xi) In case a depositor availing of this facility, desires his savings account or RD account to be transferred to another office, he should either have all the accounts concerned also transferred to the new office or apply for the withdrawal of the facility. In the former case the original application of the depositor for the facility will be sent to the new office with the A.T. duly entered therein and the new office will regulate future transactions agreeably to the above procedure.

(xii) On the 21st of the month or next working day if the 21st is the holiday or Sunday, the Ledger Assistant of the HO/Supervisor of the sub office will check the RD Long Book and special RD/SB list of transactions relating to automatic credit in RD accounts from the savings accounts with the register of automatic transfers and take following action:

- (a) If all due credits have been made, long books, list of transactions and register will be signed.
- (b) If some credits have not been made because of insufficient balance in the savings account, enter/get the defaults entered in the appropriate columns of the register against the RD accounts.
- (c) If withdrawals have been made from savings account but credits not afforded in the RD account or inspite of there being sufficient balance in the savings account credits have not been transferred into RD accounts, the omission will be noted in error book and credited before end of the month.

(xiii) When the depositor presents his pass book at the counter as required by the condition subject to which facility is given, the entries in the pass book transferred will be written up and brought upto date with reference to ledger cards in HO or with reference to RD ledger in sub office. These entries will be

authenticated by date stamp and PM/SPM's signature and the entry in ledger card/ledger ticked and initialed.

**110 (1) Acceptance of application for withdrawal from savings account for deposit in RD account**

:— When a depositor presents an application for withdrawal from his savings account standing open at the same post office for credit to his RD account, it should be accepted. The depositor should be asked to give a pay-in-slip also for the deposit. The SB withdrawal should be processed in the usual manner and suitable note made in the pay-in-slip pertaining to the RD deposit. Where the official dealing with the SB withdrawal is different from the one accepting RD deposit the application for withdrawal and the SB pass book should be transferred to the former for processing the withdrawal. The amount will be shown as paid to RD counter Assistant through the entries in the hand-to-hand receipt books of the officials.

**Note :** In ED Sub Offices and Branch Offices, the above procedure will apply only withdrawals of amounts within the limit to which they can be allowed without reference to the head office/account office.

**(2) Reinvestment of amounts payable to depositors in RD accounts:—**

When a depositor/investor applies for automatic investment of any amount payable to him in RD account or in any of the small savings schemes operated by the post office, the amount should normally be treated as invested on the date of receipt of the application or the date on which amount becomes due for the payment from the old investment, whichever is later.

**REBATE ON DEPOSITS PAID IN ADVANCE**

**111.(i)** Under the provisions of P.O.R.D. Rules, 1981, deposits can be made in advance at the option of the depositor and rebate at the following rate is admissible.

<b>Advance deposits</b>		<b>Rebate for an account of Rs. 10 denomination</b>
(i)	Six or more deposits but not exceeding eleven deposits made in any calendar month.	One Rupee
(ii)	Twelve or more deposits made in any calendar month	Four rupees for every twelve deposits and one rupee for balance, if any, of not less than six deposits.

For accounts of other denominations the amount of rebate will be proportionate to the rates specified above.

(ii) The rebate is to be allowed on advance deposits made for 6 months inclusive of the deposit for the current month. For example, the rebate will be admissible on an advance deposit for the 6 months from July to December, 2006 even if it is made on 31.7.2006.

(iii) The rebate will not apply on a pro-rate basis for advance deposits for period not in multiple of six months. For example, if deposits are made for less than 6 months, no rebate is to be allowed. On an advance deposits covering 7 to 11 months, the rebate that can be allowed will be the same as admissible for a six monthly advance deposits and for deposits for periods more than 12 months and less than 18 months it will be the same as admissible in the case of a 12 monthly advance deposits.

(iv) In respect of an account becoming discontinued in terms of RD Rules, 1981, rebate on advance deposits will be admissible only if all the arrear instalments with penalty are paid alongwith the advance deposits within 2 months from the month of fifth default.

(v) The depositor will present the amount of advance deposits for 6 months or more, as the case may be, less the amount of rebate admissible thereon alongwith the pay-in-slip. These deposits will be



entered in the pass book by the counter Assistant and stamped against each month for which the advance deposit is made. Entries of two or more months on a page may be bracketed for the purpose. The amount of rebate will be entered in the first column of the pass book in the following manner :-

“Deposits for ..... (period) less rebate Rs.....”

In the pay-in-slip the full amount of the instalments paid in advance and amount of rebate will be shown separately in the relevant columns. In the long book the amount of rebate given will be shown in the remarks column and full amount of deposit in the deposit column.

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(vi) In the ledger card/ledger, the date of payment will be noted against all the months for which the advance payment is made and the total amount of actual instalments shown against the last month for which the payment is made and the balance struck against the entry. In the space available for showing the amount and balance for other months, the remark, “Advance deposits from .....to.....less rebate of Rs.....” Will be made. In the RD Journal the actual amount of instalments as due and the rebate will be shown separately in the relevant columns, a suitable note being made in the remarks column.

(vii) The gross amount of deposit will be taken into account under RD deposits and the amount of rebate under the head “Rebate paid on advance deposits in RD accounts” in the post office accounts, viz. HO Cash Book, HO/SO/BO summary, Consolidated Journal of deposits and withdrawals, list of transactions, SO and BO RD Journal, etc. The Postmaster will check the amount under this head as shown in the Consolidated Journal (SB-86) with that shown in the HO cash book.

(viii) The facility of automatic transfer from P.O. savings accounts will also be available for making advance deposits. The depositors should, in such cases, specify in the application for the facility whether the transfer may be effected on six monthly or yearly basis. In cases where monthly transfer is being effected and a change to 6 to 12 monthly transfer is desired, a fresh application to that effect should be obtained. The procedure laid down in Rule 109 above will be followed except that an additional remark indicating the periodicity of the transfer will be made in the pass book, ledger cards/ledger and the remarks will be effected on the 15th or as soon as possible thereafter, of the first month to which the above deposit relates. While the net amount after allowing the rebate will be transferred from the savings account, the full amount of deposits will be credited to the RD accounts and the amount of rebate accounted for under the head “Rebate paid on advance deposits in the RD accounts” duly entered in the list of transactions and other records.

**(ix) Grant of rebate on deposits paid in advance by cheque :-**

Advance deposits by cheque will also be of the net amount. The transaction will be accounted for in the accounts records viz. Long Book/RD Journal, List of Transactions and Consolidated Journal of deposits and withdrawals in the same manner as for cash deposits except that the entries in the pass book will be made only after realisation of the cheque. If the cheque is dishonoured, the entry of deposit as also of rebate will be written back in the above records on the credit and debit sides with suitable remarks. The entries of credit and debit will be shown as minus entries on both sides. For example, advance deposits for Rs. 120 for 12 months @ Rs. 10 per month will be made by a cheque of Rs. 116 (gross deposits of Rs. 120 minus rebate of Rs. 4). Rs. 120 will be shown as deposit on the credit side and Rs. 4 as rebate on the debit side in the accounts records referred to above. If the cheque is dishonoured, minus entries of deposit of Rs. 120 (credit side) and rebate of Rs. 4 (debit side) will be made simultaneously in the accounts records in order to set off the net credit of Rs. 116. The depositor will be informed about the dishonour of the cheque and asked to deposit the amount in cash.

**(x) Refund of rebate on advance deposits :-** If the rebate on advance deposits was erroneously not paid by the post office while accepting advance deposits, it may be paid within one year from the date of the advance deposits on application from the depositor, beyond which a claim will not be entertained. On receipt of application, it will be confirmed from the ledger card/RD ledger/RD Journal that rebate was

not paid at the time of deposit. The rebate will then be paid to the depositor, obtaining receipt in form 'ACG-17' with suitable remarks including the date of the deposit. The payment will be recorded in the account records, in the list of transactions and in the consolidated journal of deposits and withdrawals with suitable explanation in the remarks column. A remark of the payment of rebate will also be made against the original entry of deposit in the RD ledger in sub office and in the ledger card in the head office. The application alongwith the receipt in ACG-17 will be forwarded to the SBCO along with the other vouchers.

### **ACCEPTANCE OF DEPOSITS IN ABSENCE OF THE PASS BOOK**

**112.(i)** The presentation of the pass book is necessary for making a deposit in a RD account. However, where (a) a depositor has lost the pass book and is awaiting the issue of the duplicate and (b) the pass book is with the post office in connection with the transfer of the account from one office to another or for any other purpose, it will not be possible for the depositor to present the pass book for making his monthly deposit. Deposits should be accepted without production of the pass book in such cases after obtaining a written application from the depositor detailing the facts. A receipt in the counterfoil of the pay-in-slip should be given and the words "Transfer/Duplicate pass book applied for" should be noted on the pay-in-slip and its counterfoil, the amount will be charged under the Head "RD Deposits" and the account number left blank in the list of transactions in case of transfer of account

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with suitable remark in the remarks column. The application of the depositor should be sent to the Head Office alongwith the list of transactions if the transferee office is a sub office or branch office in account with the sub office. In the head office and the Control Organisation the amount will be kept under "Unadjusted items" if the account number is not given in the list of transactions until the account is received on transfer and opened in the head or sub office as the case may be. After the account is opened, the number of account will be intimated to the Control Organisation for noting the same in the list of transactions and posting the amount in the correct ledger page of the SB-85 register. When the depositor subsequently presents the pass book, necessary entries will be made in the pass book from the ledger card/ledger/journal.

(ii) In cases where the depositor has received the pass book after transfer but the transferee office has not received the Advice of Transfer, the procedure in rule 125(4) will be followed.

### **WITHDRAWAL**

**113.(i)** Withdrawal restricted to 50 per cent of the balance on the date of application from an account not treated as 'discontinued' once in 5 years can be allowed after the account has been in operation for at least one year and in all 12 monthly instalments have been paid.

(ii) **Procedure in Head Offices :-** (a) On receipt of the pass book and the application for withdrawal from the depositor, the counter Assistant will verify that the account is not 'discontinued', the amount sought to be withdrawn is not in excess of the prescribed limit, the account has been in operation for the prescribed period and compare the signature of the depositor on the application for withdrawal with the specimen on record. He will sign below the signature of the depositor in token of having carried out the above checks. He will then make entries in the warrant of payment portion, enter the withdrawal in the pass book in the space provided for the purpose and transfer the application for withdrawal and the pass book to the ledger Assistant.

(b) The Ledger Assistant will make necessary entries in the ledger card in the space provided for the purpose on its reverse, show the amount of withdrawal in red ink in the month in which it is made in the body of ledger card and strike the balance in the account under the last balance therein. He will check the entry in the pass book and the warrant of payment and transfer the ledger card alongwith the pass book and application for withdrawal to the Postmaster.

**Note :** - Where the amount of withdrawal is more than Rs. 2000 the Ledger Assistant will also

compare the signature of the depositor with the specimen on record and sign below the signature of the depositor on the application for withdrawal.

(c) The Postmaster after satisfying himself whether the withdrawal can be allowed, check and attest the entries in the pass book and the ledger card, sign the warrant payment and note the transaction in the concerned long book. He will then transfer the binder to the Ledger Assistant and other documents to the Counter Assistant who will take further action as in the case of withdrawals from savings accounts.

(iii) **Procedure in Sub Offices :-** The Counter Assistant after verifying the eligibility of the depositor, etc. as laid down in sub para (ii) (a) above will make entries of the withdrawal in the RD ledger and the pass book and transfer the pass book, application for withdrawal and the ledger to the sub postmaster. The sub postmaster will after satisfying himself that the withdrawal can be allowed, check and attest the entries in the pass book and the ledger and sign the warrant of payment. Where the amount of withdrawal is more than Rs. 2000, he will also compare the signature of the depositor with the specimen on record and sign below the signature of the depositor on the application for withdrawal. On receipt back of the documents, the Counter Assistant will pay the amount to the depositor in the same manner as withdrawals from savings accounts.

**Note :-** The limit upto which ED sub postmaster can authorize withdrawal from Savings Accounts without reference to the Head Office will apply to withdrawal from RD accounts also. Where the amount sought to be withdrawn exceeds the limit, the procedure prescribed for similar transaction in Savings Accounts will be followed mutatis mutandis.

(iv) **Procedure in Branch Offices :-** The pass book will be taken over from the depositor and a receipt in form SB-28 issued to him. The branch postmaster shall verify the signature of the depositor on the application for withdrawal with the specimen on record and sign the application below the depositor's signature. The application will then be sent to the account office along with the pass book. The transaction will, thereafter, be processed in the account office in the same manner as for withdrawals from savings accounts in excess of the prescribed limit in branch offices.

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(v) **Condonation of irregular withdrawals :-** (1) The powers to condone the following types of irregular withdrawals in RD accounts have been delegated to the Heads of Circles (now Regional Directors):-

- (i) Sanction of amount of withdrawal in excess of the prescribed limit of withdrawal.
- (ii) Sanction of withdrawal before the due date.

They will exercise these powers provided that such cases do not present any special features warranting review of the revision of the P.O. Savings Account Rules, 1981 or P.O.R.D. Rules, 1981 and provided further that such cases do not involve any loss to the Government. It is also to be ensured that in every such case suitable action is taken against the official at fault as deemed proper by the disciplinary authority.

(2) Cases not covered in the above two items (i.e. withdrawal from discontinued account etc. ) will be referred to the D.G. Posts for sanction of their condonation. For this purpose the full particulars of account in which the irregularity has been committed are to be furnished in the prescribed proforma given in Appendix by the Postmaster or the Supdt. Of Post Offices while sending the case to the Circle Offices (now Regional Directors).

**Note :-** The powers for condonation/regularization of irregular withdrawal in respect of above types of cases have now been delegated to the Regional Directors. Such cases will now be sent to the Regional Director by the Postmasters/ Divisional Supdts. Of post offices. Cases not covered in the above two items of item (1) will be referred to the D.G. Posts for sanction of their condonation by the Regional Directors direct for their quick settlement.

## REPAYMENT OF WITHDRAWAL

**114. (i)** The amount withdrawn from an account may be repaid in one lump sum alongwith the interest at the prescribed rate at any time during the currency of the account. Where the amount withdrawn or a part thereof or interest thereon is not repaid, it should be deducted from the amount payable at the time of closure of the account alongwith the interest upto the date of maturity of the account for full calendar months irrespective of the date on which the amount is withdrawn. However, if the amount is repaid with interest or adjusted from an account which matures on or before 10th of a month, no interest will be charged for the month of repayment/maturity as the case may be. The total interest recoverable on withdrawal repaid on any one occasion may be rounded off to the nearest multiple of 5 paise.

(ii) The amount of interest recovered on withdrawals repaid will be shown under a separate head "Interest on defaulted instalments and on withdrawals repaid" in all the accounts records of the post office, viz. list of transactions, RD Journal, HO Cash Book, Consolidated Journal of deposits and withdrawals, under this head in the consolidated journal of deposits and withdrawals, HO/SO/BO Summary, Long Book, etc. The Postmaster will check the amount under this head in the consolidated journal of deposits and withdrawals with that shown in the HO cash book.

(iii) (a) When an account holder makes a withdrawal from his RD account, he will have the option to repay the amount with interest, either in the lump sum or in monthly instalments.

(b) When the repayment of withdrawal in a RD account is made in equal monthly instalments, the number of instalments shall not exceed the number of months remaining for maturity of the account or the post maturity period for which the account is continued. There is no limit on the number of instalments in which the repayment of withdrawal can be made except that the number of instalments will not exceed the number of months remaining for maturity of the account or the post maturity period for which the account is continued.

(iv) (a) The payment made in instalments, may be in equal monthly instalments of Rs. 5 or multiple thereof.

(b) The amount of withdrawal should be divisible both by 5 as well as the number of instalments in which the repayment is to be made by the depositor subject to the further condition that it will not exceed 50% of the balance at credit of the account.

(c) A depositor can make the usual monthly deposit without the monthly instalment of repayment, but repayment of the withdrawal can be made only with a monthly deposit in the account and not separately.

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(d) The interest on the withdrawal at the prescribed rate shall be calculated at the end of the period of repayment on the outstanding unpaid amount of withdrawal at the end of each month and recovered in one instalment along with the last instalment or in the month following the last instalment. In case the interest is not credited in one instalment by the depositor during the month following that in which the instalment of withdrawal was repaid, interest on this amount i.e. on the unpaid interest will also be recovered at the same rate upto the date of maturity of the account or upto the end of the month prior to the date of the credit, if earlier.

(v) (a) As soon as the withdrawal is allowed, the balance at the credit of the account will be correspondingly reduced in the ledger card/ledger. The entry of withdrawal will be made conspicuously in the ledger card/ledger and attested by the Postmaster.

(b) All the repayments in instalments will be accounted for in the ledger card/ledger and a balance struck from month to month. It will not be necessary to keep a separate account of the withdrawal and its repayment.

**Note 1:-** The depositor will give a declaration in the following form in the application for

withdrawal exercising the option to pay in instalments or in lump sum of every withdrawal made.

“I desire to repay the withdrawal of Rs.....now applied for in one lump sum/in.....instalments of Rs.....each”.

**Note 2 :-** The option exercised by the depositor under Note 1 can also be changed at a later stage. There should not be any objection to the repayment in lump sum if the depositor so desires even after a few instalments of the repayment of the withdrawal have been made.

**Note 3 :-** There should be no objection to the repayment in instalments if the depositor so desires even if he has opted to pay the amount of withdrawal in lump sum.

### **CLOSURE OF ACCOUNT ON MATURITY**

**115.(1) (i)** The amounts paid into a RD account are repayable at the end of 5 years from the date of first deposit. Thus, if a RD account is opened on 10.12.1997 its maturity value will be payable only on or after 10.12.2002 and not earlier even if some last instalments are paid in advance. In an account which has been treated as discontinued, before the expiry of the full period, proportionate amount based on the total number of instalments deposited is payable on maturity. The maturity values of accounts are available in the Tables contained in the PORD Rules, 1981. When the number of defaults in an account is within the prescribed limits the date of maturity may be extended by the number of months for which default has occurred during which period the depositor may continue payment of the defaulted instalments without penalty. If the date of maturity of the account with permissible defaults is not extended by the depositor, the maturity value will be paid for the actual number of instalments on proportional basis. Accounts in which withdrawals were allowed and the accounts became discontinued afterwards, the amount of interest to be recovered is more than the interest to be paid on the deposits, the amount of interest to be recovered on withdrawals may be reduced in order to make it equal to the amount of interest payable on the deposits so that the depositor may get back the net deposits.

(ii) Under rules 10 and 11 of PORD Rules, 1981 in respect of RD accounts, the depositor on expiry of the period of 5 years from the date of first deposit may at his option (a) continue to make deposits in his account or (b) keep the maturity value of the deposits for a further period upto a maximum of 5 years. No written application will be necessary. The deposits can continue to be made after a period of 5 years from the date of first deposit upto a maximum period of 5 years. The deposits can be discontinued at any time and payment taken during the extended period of 5 years as per Tables given in PORD Rules, 1981. A second pass book in continuation of the first one will be issued to the depositor for making entries of deposits for the extended period. Similarly, maturity value can be retained for a further period upto a maximum period of 5 years after expiry of 5 years from the date of first deposit. Account can be closed at any time during this period and payment taken as per relevant Tables given in PORD Rules, 1981. If the maturity value of a discontinued RD account, irrespective of number of defaults is retained after the date of maturity, post maturity simple interest at the rate of 9.25% per annum for a full completed year and at SB rates for completed months if the period is less than a year will also be paid on the value payable on the date of maturity. The post maturity interest may be paid upto a maximum period of 5 years from the date of maturity of the account.

(iii) The depositor will apply for repayment in the form of application for withdrawal (SB-7) and present it at the post office along with the pass book.

#### **(2) Procedure in Head and Departmental Sub Post Offices :-**

1. (a) On receipt of an application for withdrawal on maturity of account and the pass book from the depositor, the Counter Assistant will compare the signature of the depositor in the application for withdrawal with the specimen on record, put his signature below the signature of the depositor and transfer

it along with the pass book to the ledger Assistant/APM/SPM.

(b) The ledger Assistant/APM/SPM will \_\_\_\_

(i) Compare the signature of the depositor with the specimen on record where the amount payable is more than Rs. 2000 and put his signature below the signature of the depositor as in case of savings accounts.

(ii) Verify from the balance and entries in the pass book, whether all the instalments have been paid and the period of 5 years has elapsed, taking into consideration any extension in the date of maturity on account of defaults, within permissible limits.

(iii) In case of a discontinued account, count the actual number of instalments paid.

(iv) See whether any withdrawal was made from account and whether it was repaid, if not, calculate the interest due on withdrawal keeping in mind the following point :-

(a) When the date of maturity is on or before the 10th of the month, interest will not be charged for the month of maturity.

(b) Even if the withdrawal was contrary to the provision of the PORD Rules, 1981 the actual amount of withdrawal should be taken into account for calculating the interest.

(v) Arrive at the amount to be repaid in a separate sheet to be prepared in triplicate showing the particulars in the form given below. One copy of the sheet will be attached with the warrant of payment, the second with pass book for the information of the depositor and third with ledger card/ledger folio as office copy.

### **Closed RD Account calculation sheet of maturity value**

Name of SO/HO.....

RD Account No. ....

Type of Account.....year (for CTD Accounts)

Date on or after which the payment is to be made .....

(1) Gross Deposits

(a) Number of instalments deposited .....

(b) Amount of each instalment .....

(c) Total amount (a x b)

(2) Interest .....

(3) Amount payable as per Table .....

(4) Bonus, if any (for CTD accounts) .....

(5) Total (3 + 4) .....

(6) Amount of interim withdrawal .....

(7) Interest on interim withdrawal .....

(8) Total amount to be deducted (6 + 7) .....

(9) Balance due for payment on maturity (5- 8).....

(10) Post maturity interest if any on (9) .....

(from .....to.....)

(11) Actual amount payable (9 + 10) .....

Dated:.....

Signature of PM/SPM

(vi) Ledger/Counter Assistant will make closing entries in the ledger card/ledger and the pass book showing the total amount paid as per calculation sheet attached and transfer the application for withdrawal alongwith the pass book and ledger card/ledger to the PM/SPM.

(vii) The PM/SPM will check the entries in the various documents, satisfy himself that the amount shown as due for payment is correct, sign the warrant of payment, calculation sheet of maturity value and attest the entries in the pass book and ledger card/ledger. The ledger card will be returned to the ledger Assistant and other documents to the counter Assistant for effecting payment to the depositor and

returning the pass book in the same manner as laid down for closed pass books for savings accounts. In sub offices the ledger and documents will be returned to the counter Assistant for making payment. Ledger card will be filed in the binder of closed ledger cards after making necessary entries in the Index to ledger cards/Index Register in the case of sub office.

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(3). **Procedure in ED sub offices and branch offices :-**

(i) The ED sub/branch postmaster will obtain the pass book from the depositor and send it to the head/account office at the time of payment of the last due instalment. The head/account office will calculate the amount payable as detailed above. The pass book will be returned to the ED sub/branch office and the SPM/BPM advised to instruct the depositor as to when he should apply for payment. The calculation sheet in triplicate of maturity value will be kept in the head/account office with the SPM/PM. The application for withdrawal when received should be sent to the head/account office with the pass book. The head/account office after passing the warrant of payment will send the pass book along with calculation sheet in duplicate to the ED sub/branch office. The ED sub/branch postmaster will pay the amount due to the depositor in the usual manner. The pass book along with copy of the calculation sheet will be returned to the depositor. The other copy of the sheet will be attached to the warrant of payment to be sent to the head/account office.

(ii) In the case of discontinued account, the pass book and the application for withdrawal will be sent to the head/account office by the ED sub/branch postmaster. Payment will be made to the depositor on receipt of the warrant of payment along with calculation sheet of maturity value in duplicate from the head/account office.

(4). **Irregular closure of RD accounts :-** When an account is closed only a few days before the date of maturity by mistake and the depositor has paid all the due instalments, interest for the last month on a maturity value paid shall be recovered from the depositor or the official at fault. The proposal for condonation of irregular closure of the account shall be sent to the Head of the Circle through the Regional Director, Postal Services, in the prescribed proforma. The Heads of Circles may condone the irregularity by ensuring that the interest of the last month has been recovered from the depositor or from the official at fault and suitable action has been taken against the official at fault.

**Note :-** The rate at which interest for one month is to be recovered will be same as is applicable to other normal withdrawals from RD accounts.

(5). **Miscellaneous matters :-** In all other matters not specifically detailed in the preceding paras like lapsed warrants, etc. the procedure for closure of savings accounts will generally apply.

**116. Continuance of deceased depositor's accounts :-** Deposits made in RD accounts after the death of the depositor should be deemed only being made on behalf of the legal heir/nominee of the deceased depositor and may be accepted. Entries in the pass book will be made in the usual manner as and when the deposits are made. The person making the deposits will, however, be warned that such deposits would be treated as if being made on behalf of the legal heir/nominee and would not be liable to be refunded to him in case the legal heir/nominee turns to be some other person.

**117. Payment of amount in accounts in the name(s) of the deceased depositors :-** (i) On the death of the depositor in a single account or one of the depositors in a joint account, or of the survivor in a joint account, the legal heir/nominee of the depositor or the survivor or the legal heir/nominee of the survivor, as the case may be, may :-

- (a) continue the account till maturity, or
- (b) discontinue the account and claim on maturity the proportionate amount as prescribed in the PORD Rules, 1981, or
- (c) claim the proportionate amount immediately payable as prescribed in the PORD Rules, 1981.

(ii) On the death of one of the joint depositors the survivor shall be treated as the sole owner of the account.

(iii) Payment of amount on maturity/discontinuance, etc. will be governed by the instructions and the procedure relating to settlement of similar claims on savings accounts in the name of depositor except in the case of accounts under Protected Savings Scheme for which the procedure as laid down in the relevant rule will be followed.

(iv) If the legal heir/nominee desires to continue the account as provided in clause (a) of sub rule (i) above, he must furnish an application in form SB-3 and if the account stands at a ED sub or branch post office, completed specimen signature slips (s). The account will then be transferred in the name of the legal heir/nominee with the following remarks in the relevant records over the dated signature of the Postmaster/Sub Postmaster/Branch Postmaster.

“Account transferred to .....being the legal heir/nominee of .....vide sanction No.....dated.....by .....”

**118.** deleted.

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### **PREMATURE CLOSURE OF RD ACCOUNTS**

**119.** (1) (a) Premature closure of RD account will not be allowed before expiry of three years from the date of opening of the account.

(b) Premature closure after 3 years from the date of opening of the account is allowed without the depositor requiring to furnish any reason. Postmaster of a Head or Sub Post office will be competent to sanction premature closure of the account in all cases irrespective of the amount involved.

(2) The following further conditions will apply to premature closure of RD account :-

(a) The interest on the deposits will be paid at the rate applicable to Savings Account (Individual). The I.B.Bs will be arrived at and interest calculated on deposits as for savings accounts. The account will be treated as savings account for all purposes.

(b) The interest recovered on withdrawal repaid and defaulted instalments will be refunded at the time of closure of the account.

(c) Where advance deposits have been made in the account, the premature closure will be allowed after the period of advance deposits is over.

(d) The premature closure of discontinued accounts may be allowed subject to the conditions for premature closure being satisfied.

(3) In case of premature closure of accounts received on transfer from Head Offices a copy of the RD ledger card/ledger may be obtained from the transferring Head Post Office in order to know the interest bearing balance of each month for the purpose of calculating the interest.

(4) No separate application is required to be obtained from the depositor. The depositor may fill in the application for withdrawal and submit the same at the post office along with the pass book. The Postmaster of sub or head office may sanction the withdrawal of payment and no separate sanction need to be issued.

(5) (i) The amount of interest on defaulted instalments and withdrawal repaid, if any, should be refunded along with the amount at credit of the depositor. The break-up of amount of deposits and interest may be shown separately on the warrant of payment. No separate receipt for the refund of interest is necessary to be obtained from the depositor. It is also not necessary to issue a separate sanction for the refund of interest. The amount of deposits paid may be shown under the head “withdrawal” and that of interest under a separate head “Refund of interest recovered on defaulted instalments and withdrawals repaid in RD accounts” on the payment side to be opened for this purpose in the list of transactions, consolidated journal, HO Cash Book, HO/SO/BO Summary and SO/BO daily account. The agreement of



daily and progressive total of the amount of refunds allowed in the two sets of records i.e. consolidated journal and cash book will be made by the Postmaster.

(ii) Necessary remarks regarding the refund of interest may also be made in the pass book and the RD ledger card/ledger/journal.

(iii) Since the entry of interest recovered on defaulted instalments and withdrawal repaid is made in the pass book and RD ledger card/ledger, the refund may be allowed after verifying the amount from these entries in the pass book and ledger card/ledger. No further verification of credit is necessary.

(iv) The interest recovered excess erroneously by the post office on defaulted instalments and withdrawal repaid when refunded should also be booked under the above head.

(6) The application alongwith pass book for premature closure of RD account received at the BED sub office/branch office will be sent to the head/account office for sanction. On receipt of warrant of payment duly sanctioned alongwith pass book from the head/account office the SPM/BPM will make payment as in the case of closure of RD accounts.

### **LIST OF TRANSACTION**

**120.** (i) The list of transactions will be prepared in form (SB-76) (Annexure 7) and entries made in the serial order of accounts. Balance after transaction will be noted in the remarks column for each account in Sub Office List of Transactions.

(ii) In case of repayment on maturity the gross amount due for payment will be shown in column 7. The interest paid including post maturity interest will be shown in column 9. If any withdrawal with interest is adjusted from the amount repaid, the amount of withdrawal and interest thereon will be shown in a column 6 & 9 respectively.

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(a) The months for which defaulted instalments have been paid with interest will be indicated in the remarks column of the list of transactions. A suitable indication will be given in this column in case of deposits by modes other than cash.

(b) Refund of any amount irregularly credited in the RD Head should be shown in column 7 in the list of transactions and a remark. Refund of irregular deposit should be made in remarks column.

(iii) In head as well as sub post offices the list will be prepared in duplicate by carbon process. The general instructions regarding preparation of SB list of transaction, check by the PM/SPM, stitching of vouchers etc. will apply mutates mutandis. The sub offices will send first copy to head office with other documents.

(iv) The total of the special list of transactions will be entered at the bottom of the regular list of transactions with remarks 'credit by automatic transfer from savings accounts'. The special list will be attached with the main list.

(v) In all general matters not specifically mentioned in the foregoing paras, the instructions for the preparation etc. of the SB list of transactions will be followed mutates mutandis.

### **LIST OF DOCUMENTS**

**121.** The procedure for preparation of list documents, disposal of list of transactions and unposted items as prescribed for this purpose in respect of savings accounts will be followed mutatis mutandis.

### **CONSOLIDATED JOURNAL OF DEPOSITS AND WITHDRAWALS**

**122.**(i) A consolidated Journal of deposits and withdrawals in form SB-86 will be prepared in head office at the close of each day with reference to the entries in the list of transactions. Names of sub offices will be shown in the Consolidated Journal in alphabetical order. Only one copy will be prepared in ink.

(ii) The Postmaster will check the entries in the journal with those in the lists of transactions. The totals of the various columns will be checked with the figures in the head office cash book.

(iii) The Consolidated Journal will be transferred to the Control Organisation along with the day's return the next day.

### **INTEREST ON DEFAULTED INSTALMENTS AND WITHDRAWALS REPAID AND REBATE ALLOWED ON ADVANCE PAYMENTS OF RD INSTALMENTS**

**123.(i)** The amount of interest recovered on defaulted instalments and interest on withdrawals repaid will be shown under the head "Interest on defaulted instalments and on withdrawals repaid" in Head Office Cash Book, List of Transactions, Consolidated Journal, etc.

(ii) Similarly the rebate allowed on advance payment of RD instalments will be shown in the list of transaction, Head Office Cash Book, Consolidated Journal, etc. under the Head "Rebate on advance payments".

(iii) The interest of defaulted instalments or interest on withdrawals repaid will be noted in column 7 of the list of transactions (SB-76) both by the Head Office and Sub Offices. The months of defaults should be noted in the remarks column to enable the Control Organisation to verify whether the amount of interest recovered is correct.

(iv) The total amount under these heads as shown in the Consolidated Journal (SB-86) will be checked with that as shown in the H.O. Cash Book by the Postmaster.

### **RD SLIP**

**124.** Whenever any RD documents is sent by the head office to the sub office, it should be entered in the RD slip. It will be prepared in the form SB-27 superscribed at the top "RD" and disposed of in the manner laid down for preparation, disposal, etc. of SB slips.

### **TRANSFER OF ACCOUNTS**

**125. (1)** A RD account can be transferred from one post office to another. The procedure prescribed for transfer of Post Office Savings Bank Accounts from one post office to another will be followed mutatis mutandis except that :-

(i) The advice for transfer for RD accounts will be prepared in the form SB-9 (a) and

(ii) For accounts standing at sub offices, entry of transfer will be made in the pass book and the same returned to the depositor. The application for transfer (SB-10b) with a certificate duly signed by the SPM showing the balance, particulars of default if any and withdrawals as per record of the sub office will be sent to the head office for preparing the AT and getting it checked by the SBCO. The original application for opening of account will also be sent to the HO.

(2) Transfers journals will be prepared in duplicate separately for home and foreign transfers. The pencil copy of the journal will be sent to the Control Organisation along with the daily returns.

(3) In the transfer journals, the amount of each account will be shown separately and daily and progressive total cost.

(4) **Acceptance of deposits before the account has been opened on transfer :** When the depositor wishes to pay the next monthly instalment due at the transferee office before the formalities for transfer of the account have been completed :-

- (i) In head and sub offices action will be taken to open the account on the strength of the entry of transfer made in the pass book by the transferring office.
- (ii) In ED sub offices and branch offices, the deposit will be accepted and the pass book taken over from the depositor to be sent to the head/account office for having the account opened on transfer.
- (iii) In the list of transactions the entry of the deposit will be made at the end with a suitable remark. Particulars of all such cases will be entered by the Head Office in a special register and the transferring head office concerned addressed on the same day for the Advice of Transfer if it has not been received.
- (iv) The Postmaster will review the register once a week, to ensure that Advices of Transfer called for are being received without delay. The date of receipt of the Advice of Transfer should in each case be noted against the relevant entry in the register.

(5) On receipt of intimation of transfer of an account to be opened in a sub/branch office, the sub/branch Postmaster should enter the particulars in red ink in the RD ledger/journal, noting in the remarks columns, the particulars regarding defaults, withdrawal remaining unpaid, etc. as intimated by the head office/account office. The entry will be ignored while totaling the various columns of RD Journal at the close of the day.

(6) **Bulk transfer of RD Accounts opened under Pay Roll Savings Scheme :-** For transfer of RD accounts in bulk from one head office to another opened under the Pay Roll Savings Scheme, on request of an employer, no separate application form for transfer SB-10(b) from the individual depositor is necessary. A single advice of transfer SB-9(a) for the total amount to be transferred may be prepared head office wise. A consolidated list of accounts showing particular of each account as per columns given in the form of advice of transfer SB-9(a) should be prepared in duplicate, one copy attached with the advice of transfer and second copy attached with debit transfer journal in which only single entry of amount will be made. In the transferee head office after the accounts are opened, a single entry of amount may be made in the credit transfer journal and the consolidated list of accounts received along with the advice of transfer may be attached with the credit transfer journal.

## SUBMISSION OF RETURNS TO CONTROL ORGANISATION

**126.**every morning the following documents will be sent by the Head Office to the Control Organisation in respect of transactions incorporated in the account of previous day, duly entered in the RD voucher list (SB-22) prepared in duplicate, obtaining the acknowledgement of the official incharge of the Control Organisation on the duplicate copy of the list.

- (i) List of transactions (duplicate in respect of head office and the upper copies of the lists received from all the sub offices) along with sealed voucher bundles arranged in an alphabetical order.
- (ii) Consolidated Journal of deposits and withdrawals (SB-86).
- (iii) Combined local debit and credit transfer journal.
- (iv) Credit transfer journals relating to Home and Foreign transfer.
- (v) Debit transfer journals relating to Home and Foreign transfer.
- (vi) Advices of transfer relating to accounts opened on transfer from other Head Offices.

**Note:- Submission of list of balances of RD accounts :-** The sub offices will prepare six monthly lists of balances as on the dates fixed for the agreement and intimated by the head office. The PA of the sub post office can be paid honararium for listing at the same rates as applicable to SBCO and the ,listing machines of SBCO can also be used for the purpose wherever possible. The sub office has to submit the list of balances to SBCO before 10th of the month following the due month of agreement (if the agreement is due on 31st January the list of balances has to be received by the SBCO by 10th February). The sub offices will prepare the list of balances binder/ledger wise as per Rule 19 of POSB Manual Volume-I and copy of the chart will be sent to SBCO.

### **PROTECTED SAVINGS SCHEME**

**129.(1)** Under the scheme, on the death of the depositor, his nominee or legal heir can claim full maturity value of the account(s) less value of defaults, if any, with interest due and amount of withdrawal outstanding, if any, with interest. The total benefit admissible for all such accounts shall be restricted to as admissible for an account of denomination of Rs. 50/-. This facility is admissible even if the depositor has not given a declaration. The benefit will be admissible provided the following conditions are satisfied :-

(a) Twenty four months have elapsed from the date of opening the account, and during the said period all the monthly instalments have been paid into the account without any default and there has been no withdrawal from the account during the said period.

**Note:-** Defaulted instalment(s) paid with interest during the period of 2 years before the death of the depositor or surviving depositor, as the case may be, shall not be treated as default.

(b) The age of the depositor or depositors, as the case may be, at the time of opening the account was not less than 18 years and not more than 53 years.

(c) The legal heir/nominee of deceased depositor has not made any claim or has not already been given the benefit in respect of any other account under the scheme.

(d) Claim is applied for within one year of the death of depositor.

(2) Date of birth of the depositor is to be mentioned in the application for opening the account and noted on the ledger/ledger card. When the date of birth has not been given by the depositor before his death, the claimant(s) shall furnish a certified copy of the school leaving certificate of the deceased account holder or a declaration on plain paper as to the age of the deceased depositor at the time of opening the account duly attested by a Gazetted Officer. Magistrate including Honorary Magistrate, Member of Parliament or of Legislature (Including Metropolitan Council of Delhi) or a Panchayat President or Pramukh.

(3) If a depositor or the surviving depositor, as the case may be, has more than one account of denominations not exceeding fifty rupees, the benefit of payment under this scheme will be admissible in respect of all such accounts which may be specified by the depositor subject to a maximum of the maturity value of an account of denomination of Rs. 50/-. Where the depositor has only one account of the denomination Rs. 50/- the benefit will be available for that account. Where the depositor has more than one account of the denominations above Rs. 50/- the benefit will be admissible in respect of only one account which may be specified by the depositor subject to a maximum of the maturity value of an account of denomination of Rs. 50/-. The depositor may change the option of account already specified, by an application to the Post Office Savings Bank where the accounts stand opened. If no such account has been specified by the depositor, the benefit of payment shall be admissible in respect of earlier account which qualifies for payment. If the depositor has more than one account, and different nominations have been made in respect of the accounts, the benefit of payment shall be admissible to the nominees in respect of earlier accounts which qualify for payment.

### **SANCTION OF CLAIM**

**130. A (1)** The legal heir or nominee, as the case may be, when reports the death of the depositor, shall be asked to apply for the full maturity value of the account in form (SB-101) to the post office where the account stands not later than one year from the death of such depositor. On the basis of the information given by the claimant and other information available in the post office records, the post office will fill in 3 copies of the form (SB-101 A). The Head Postmaster should process the claim in the same way as other SB claims. He should ensure that the account/accounts is/are eligible to get the benefit of the scheme and after he is satisfied, he will send two copies of form SB-101A duly completed to the Head of the Circle for verification of the claim. This is to ensure that not more than eligible account/accounts of the deceased depositor gets the benefit of the scheme. This will be verified by the Head of the Circle with reference to the Mater Register maintained by him for this purpose. One copy of form SB-101A duly verified will be returned by the Head of the Circle to the Head Post Office. The Head Postmaster will issue the sanction for the amount.

(2) In sub offices the claim applications duly completed should be forwarded to the Head Postmaster in the usual manner.

(3) In ED sub offices and branch offices all claim applications received by the ED SPM/Branch Postmaster for the balance in the account of a deceased depositor should be forwarded to the head/account office. An entry regarding the claim should be made in the remarks column of the RD Journal relating to the account against the last date of transaction and no withdrawal will be allowed till intimation is received from the head/account office.

(4) The benefits paid under the scheme viz., the amount of undeposited instalments and unearned interest, should be classified under the “Major Head-2235- Social Security and Welfare-E. Other Social Security and Welfare Programme. “Protected Savings Scheme (RD)”. Since this account head will be operated in the Postal Accounts Offices, the Head Post Offices will have to give clear details of this payment in the schedule of “Unclassified Payment” to enable the Postal Accounts Offices to correctly classify it. In the Head Post Offices payment of the benefit admissible under the scheme will be booked under the head “Unclassified Payment” with the contra credit to RD deposits. The schedule of Unclassified Payments should bear a clear remark indicating that the payment relates to the benefit of undeposited instalments and unearned interest in RD account No. ....standing .....PO and closed on .....as admissible under the Protected Savings Scheme.

**Note 1:-** Whenever a claim is preferred in regard to a RD account, whose depositor is dead, sanctioning authorities should examine whether the claim can be settled under the Protected Savings Scheme under which more benefit could be given to the claimant. If it is found that the claimant may be in an advantageous position if he prefers the claim under the Protected Savings Scheme, he may be advised suitably by these authorities.

**Note 2:-** The post office should not hesitate to entertain such claims even in case where the depositor has not given the declaration expressing his wish to avail of the benefit of the Protected Savings Scheme. The post office should, however, ensure that where the deceased depositor was having more than one account, the maximum benefit admissible shall be restricted to as admissible for an account of denomination of Rs. 50/-.

**Note 3 :-** The amount of advance deposits remaining after the death of the depositor may also be refunded back to the claimant alongwith the full maturity value of the account under the Protected Savings Scheme.

**Note 4 :-** A deposit into RD account becomes ‘due’ on the commencement of the calendar month. This ‘due’ amount may be deposited during the currency of the month, i.e. before the end of the month. If the depositor did not make the ‘due’ deposit before his death in the month, the deposit has to be treated as a default and adjusted from the maturity value payable under the provisions of Protected Savings Scheme.

**Note 5 :-** The interest due on outstanding withdrawal and defaulted instalments, if any, should be recovered/adjusted up to the date of death of the depositor and not upto the date of payment of maturity value.

**Note 6 :-** Relaxation of rules in exceptional cases :- In following cases claims under the Protected Savings Scheme for payment of full maturity value on the death of the depositor may be referred by the Head Postmaster to the Directorate through the Head of the Circle :-

(a) Delay in the submission of the claim after the expiry of one year’s prescribed period after the death of the depositor.

(b) Premature death of the depositor before the completion of two years from the date of opening the account provided all the 24 instalments have been paid by the depositor before his death.

The Directorate will forward such cases to the Ministry of Finance for their approval. The Ministry of Finance will send two copies of the sanction in such cases to the Directorate who will in turn forward the second copy to the Postmaster General concerned for further necessary action. Thereafter the claim will be sanctioned in accordance with the existing procedure.

**Note :-** The calculation of claim/benefit and its accounting are illustrated by the following example for the guidance of the post office.

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**Example:-** The depositor of a 5-year RD Account of Rs. 5 denomination opened on 1.7.1975 died on 28.3.1978 after depositing 33rd instalment in March, 1978. Monthly deposits for October 1977, December 1977 and January, 1978 were in default. A withdrawal of Rs. 50 taken on 1.7.1977 remained unrefunded.

#### CALCULATION OF CLAIM

(1)	Net balance at credit in the account at the time of death		
	$33 \times 5 - (50 + 15) = (165 - 65)$	= Rs. 100	
(2)	Amount of defaulted instalments and unrefunded withdrawal		
	$(15 + 50)$	= Rs. 65	
(3)	Amount of benefit available under the Protected Savings Scheme by per contra Debt to Unclassified payments =		
(i)	Undeposited instalments		
	$(60 - 33) = 27 \times 5$	= Rs. 135.00	
(ii)	Unearned interest as per details given below	= Rs. 61.30	
	Total	= Rs. 196.30	= Rs. 196.30
(a)	Total interest admissible as per schedule below Rule 9(1) (a) of P.O.R.D. Rules, 1981		
	Rs. $(378 - 300)$	= Rs. 78.00	
(b)	Earned interest admissible as per Table 8 of Rule 12 P.O. of R.D. Rules 1981 (Rs. $181.70 - 165$ )	= Rs. 16.70	
(c)	Unearned interest		
	$(Rs. 78.00 - 16.70)$	= Rs. 61.30	
(4)	Earned interest admissible on the date of death vide 3(ii) (b) above	= Rs. 16.70	
(5)	Gross amount admissible (Items 1 to 4)	= Rs. 378.00	
	<b>Less Recoveries</b>		
(6)	Amount of withdrawal and defaulted instalments $(50 + 15)$	= Rs. 65.00	
(7)	Interest on withdrawal and defaulted instalments upto the date of death		
	Rs. $(4.50 + 0.50)$	= Rs. 5.00	
(8)	Total amount to be deducted		
	(Item 6 + 7)	= Rs. 70.00	
(9)	Net Amount for payment (Item 5 – 8)	=Rs. 308.00	
	In the RD list of transactions the above entries will be made as under :		

(10)	Deposit column (Item 2 + 3) Rs. (65 + 196.30)	=Rs. 261.30
(11)	Interest recovered on defaulted instalments and withdrawal repaid	= Rs. 5.00
(12)	Interest allowed on deposit (Interest column)	= Rs. 16.70
(13)	Withdrawal including interest	= Rs. 378.00

In the Schedule of Unclassified payments, payment of the amount of benefit viz. Rs. 196.30 will be shown with full details as prescribed in item (3) above.

**Note:-** Benefit admissible under PSS for an account of denomination exceeding Rs. 50 :- The benefit of PSS is admissible up to the denomination of Rs. 50/- only.

**Note:-** Benefit under PSS when depositor is having more than one account :- If a depositor has more than one RD account, the benefit under PSS in all accounts will be limited to the maturity value of an account of Rs. 50/- denomination.

**130. (B) Procedure in Circle Office for registration and verification of claims under the Protected Savings Scheme in RD accounts :-**

(1) For registration and verification of the claims under the Protected Savings Scheme, the Head of the Circle will maintain a Master Register as per proforma given below. On receipt of the claim papers from HPO, the earlier entries in the Master Register which is maintained serial-wise and claim-wise in the name of a particular deceased account holder will be checked up with reference to the date of death of that deceased account holder. For example, if a claim under PSS, in the name of Shri 'A' who died on 15.7.1992 is received from 'B' HPO by the Head of the Circle on 10.2.1993 for registration, the earlier consecutive registered numbers given in the Master Register from 15.7.1992 (date of death) to 10.2.1993 (date of receipt of claim) will be checked up by the Head of the Circle so that there is no chance of receiving double claim from any one.

(2) Certain cases for payment of full maturity value on the death of the depositor in relaxation of Rule 13(1) (iii) and Rule 13(3) of the PORD Rules, 1981 will now be referred by the Head Postmasters to the Directorate through the Head of the Circle. This office will now forward such cases to the Ministry of Finance for their approval. The Ministry of Finance will send two copies of the sanction in such cases to this office which in turn will forward the second copy to the Postmaster General concerned for further necessary action. Thereafter the claim will be sanctioned in accordance with the existing procedure.

(3) The relaxation under Rule 13(1)(iii) and Rule 13(3) of PORD Rules, 1981 mentioned above relates to the following cases.

(a) Delay in the submission of the claim after the expiry of one year's prescribed period after the death of the depositor.

(b) Premature death of the depositor before the completion of two years from the date of opening the account provided all the 24 instalments have been paid by the depositor before his death.

Normally cases recommended by Heads of Circles are recommended by the Directorate and as such merits of each case should be analysed before recommending a case. The Ministry of Finance (DEA) normally does not accord to relaxation of Rules. It will be preferable not to recommend a case for ultimate rejection and rather intimate the claimant through the concerned HPO. Exceptional cases on merits should be recommended with justification.

(4) As regards the claim cases where the death of the account holder occurred before the transfer of work from the National Savings Commissioner to the Head of the Circle i.e. before 15th of April, 1988 but the claim has been received after 15th April, 1988, the registration and verification of such claim cases

will be done by the Head of the Circle by reference to the extracts of the Central Register (which was being maintained in the National Savings Organisation) sent by the National Savings Commissioner to the respective Heads of Circles. In case the extracts of Central Register relating to a particular Circle have not been received the same may be obtained directly from the National Savings Commissioner.

**Proforma of Master Register for registration of the claim under Protected Savings Scheme to be maintained in the office of the Head of the Circle**

Registration No. and Date	Name of deceased Account Holder and address	Date and place of death	Age of the account holder at the time of opening of account	Date of opening of account	Account No.
1	2	3	4	5	6
Denomination of the account	Name of H.O.	Name of claimant and address	Relationship with account holder	Signature of Controlling Authority	
7	8	9	10	11	

**CHAPTER – 3**

**TIME DEPOSIT ACCOUNTS**

**SALIENT FEATURES**

**131.Categories of accounts :-** (1) The Time Deposit Accounts are of four categories, viz. 1-year account, 2-year account, 3-year account and 5-year account. The deposit in the account shall be an integral multiple of two hundred rupees w.e.f. 25.7.2003. The deposit will be entered in the pass book relating to the particular category of the account. The Time Deposit Accounts are governed by the Post Office Time Deposit Rules, 1981. Only one deposit can be made in one account.

(2) **Types of accounts :-** The following types of individual accounts may be opened in Time Deposits.

(i) **Single Account may be opened by :-**

(a) A person who has attained the age of majority and who is of sound mind. (b) A minor who has attained the age of 10 years. (c) A guardian on behalf of a minor. (d) (i) A guardian of a person of unsound mind. (ii) Superintendent of Mental Hospital where a person of unsound mind is confined.

(ii) **Joint Account (a) ‘A’ Type :** To be opened by two adults payable to both jointly or survivor. (b) ‘B’ Type : To be opened by two adults payable to either of the depositors or survivor.



**Important Note :-** The opening of new accounts under the headings B-Group Accounts C-Institutional Accounts and D-Other Accounts has been discontinued w.e.f. 13.5.2005. The existing accounts opened before 13.5,2005 will continue till maturity and will not be extended further. The withdrawals from these accounts will be allowed to be made in accordance with the existing rules.

(3) **Number of accounts and limit of deposits :-** An adult can open one or more accounts either in his own name or jointly with another. A minor can open one or more accounts to be operated upon by him or the guardian on his behalf. More than one account can be opened under all categories. There is no limit to the amount of deposit in an account.

**132. Forms :-** The following forms will mainly be used for this scheme.

(i) **Application form :-** An application for opening of a Time Deposit account will be made in the form (SB-3). When the account is opened through an authorized agent, the remark “Through authorized agent.....(name and authority number)” should be made on the top of the application.

(ii) **Time Deposit journal :-** The RD Journal (SB-77) is to be used for T.D. accounts in E.D. sub offices and branch offices.

(iii) **Time Deposit Ledger :-** This will be maintained in form (SB-108) Annexure-I which should be used in head offices and departmental sub offices. In the form of ledger the right half of the page contains columns for recording interest payment. For each category of account a separate ledger will be maintained. Each ledger will contain 150 leafs for 300 accounts serially numbered from 1 to 300 – one page for each account. Since only one deposit is allowed in one account, a single page in the ledger will be sufficient for any type of account. When the deposit is prematurely repaid, necessary remark will be made in the columns for interest that remains blank as there will be no further payment of interest.

**Note:-** A new format of ledger (SB-1) common for all SB schemes has been devised which will be brought into use when printed and supplied to post offices.

(iv) **Consolidated Journal of Deposits and Withdrawals :-** The form (SB-109) will be used for these accounts.

(v) **Pass Book :-** The Time Deposit pass book will be issued in form (SB-5) revised for all categories of account. The amount of deposit and repayment in TD accounts should be written both in words and figures in the pass book. In order to denote the correct category of account one of the four digits may be scored out from 1/2/3/5 as the case may be appearing on the title cover of the pass book.

**Note:** A new format of the pass book (SB-5) common for all SB Schemes has been desired which will be brought into use when printed and supplied to the post offices.

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(vi) **Pay-in-Slip :-** The form SB 103 will be used for deposit in these accounts. When deposit is made through an authorized agent a remark “Through authorized agent ..... (Name and authority No.)” should be made on the pay-in-slip.

(vii) **Long Book (SB-58) :-** A separate long book for each category of account, viz, 1-year, 2-year, 3-year and 5-year will be maintained in the Head Office and Departmental Sub Offices by the Postmaster/Sub Postmaster. Entries will be made by him in this long book as and when transactions take place and are checked by him. The total of all the columns will be struck after the close of the list of transactions by the Postmaster/SPM. The Postmaster/SPM will sign below the totals of each day in the long book in token of having carried out the check.

(viii) **Index to TD Ledgers :-** This will be maintained in form (SB-78).

(ix) **Preliminary Receipt :-** The ED Sub Offices and Branch Post Offices will issue preliminary receipt (SB-26) for new accounts from the same book as is used for SB accounts, for each of the four categories of accounts. The words “Time Deposit” should be entered in manuscript by means of a rubber stamp on the top of each receipt. The words “SB accounts” will be scored out or suitably corrected as “Time Deposit Accounts”.

(x) **Specimen Signature Book :-** It will be prepared in form (SB-6) which is used for SB accounts.

(xi) **List of Transactions :-** It will be used in form (SB-60) meant for SB Accounts. The word “Time Deposit” will be written in place of ‘SB’ on the top of the list.

(xii) **Application for payment of interest/repayment of deposit for Time Deposit Accounts :-** The form of application for withdrawal (SB-7)(SB-7A) will be used for payment of interest/repayment of deposit.

**Note:-** The Head Office will assign separate blocks of account numbers for each office under each category of account as in the case of SB/RD accounts.

**132. A Opening of an account :-** (1) The instructions relating to the opening of Savings Accounts will apply mutatis mutandis except that in Extra Departmental Sub Offices, entries will be made in the Time Deposit Journal instead of the ledger.

(2) If the deposit is made by cheque, demand draft, etc. the date of credit of the cheque or other instrument will be date of its encashment and not the date of its presentation. The procedure to be followed by the head and sub offices when the TD account is opened by cheque may be seen at para 33 of this book. The procedure for collection of cheques and their credit in the account followed in savings accounts will be followed in Time Deposit accounts also. No commission will be charged for collection charges on local cheques. The collection charges as prescribed for savings accounts will be levied on outstation cheques deposits in T.D. accounts. The depositor of a T.D. account will be required to pay the collection charges on outstanding cheque in cash while tendering the cheque for deposit. This will be done at the same counter. The depositor will enter the collection charges that are paid, in the pay-in-slip. The counter Assistant will credit the collection charges under UCR, with necessary remark in the receipt in form ACG-67 as “Being collection charges for outstation cheque No.....dated.....drawn on .....Bank .....(name of branch) deposited in T.D. account No. .... The ACG-67 receipt will be attached to the pay-in-slip. The depositor will have the collection charges receipted in the counterfoil of the pay-in-slip. The Sub Postmaster in the sub office and the ledger Assistant and the APM(SB) in the Head Office will see that due collection charges have been collected by the counter Assistant.

**Note:-** The form (SB-3) omits the request for crediting of annual interest on Time Deposit Account into the depositor’s savings account. In case the facility is required, the depositor has to give a separate application to that effect as he has to do now for a subsequent request.

### **Repayment of deposits and payment of annual interest**

**133(i)** The deposit made in a Time Deposit account is repayable at the end of the period of deposit, e.g. a deposit made in a 5-year account on 1.4.2001 is repayable on 1.4.2006.

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(ii) Time Deposits carry interest at rates prescribed from time to time. The interest is payable annually. While calculating interest it will be rounded off to the nearest one rupee as is done in savings accounts.

(iii) In case the date of maturity or the date of payment of annual interest on Time Deposit account

falls on Sunday or a Postal holiday, the payment should be deemed to be due on the business day immediately preceding the date of maturity or the date of payment of annual interest.

(iv) According to Rule 5 (i) of P.O. (TD) Rules, 1981 the amount of deposit in Time-Deposit Account should be in multiples of two hundred rupees. Instances have come to notice where some post offices have opened Time Deposit Accounts with the amounts which were not in multiples of Rs. 200/-. In case where the amounts are not in multiples of Rs. 200/-, the amount in multiples of Rs. 200/- may be retained in the accounts and the balance refunded to the depositors without interest.

#### **134. Procedure for payment of interest and repayment of deposit :-**

The following procedure will be followed for the payment of annual interest and repayment of deposit.

(a) **Head Office :-** The interest payable will be worked out and noted in the ledger and pass-book on presentation of the pass book for interest. If it is a 1-year account, the amount of interest will be repaid along with the principal. In the case 2,3,5-year account, if the depositor desires to take payment of interest, the same will be paid after obtaining from the depositor an application for withdrawal in the prescribed form of application for withdrawal (SB-7) in the same manner as prescribed for Savings Bank withdrawals. The amount will be paid either in cash or by cheque at the option of the depositor. In case, the depositor desires to have the amount of interest credited to his Post Office Savings Account standing open in the same office, a remark to this effect will be made by him on the warrant of payment side over the signature. The amount of interest, thus, credited to Post Office Savings Account will be shown as withdrawal from Time Deposit Account and as a deposit in the savings account in the normal manner.

(b) **Departmental Sub Office:-** (i) The procedure laid down for Head Office will be followed mutatis mutandis.

(ii) The payment will be made either in cash or by cheque. If the payment is desired by cheque, the sub postmaster will obtain cheque for the required amount in the name of the depositor from the head office.

(c) **Extra Departmental Sub Office :-** (i) In the case of 1-year Time Deposit Accounts, the interest will be paid along with the repayment of deposit. When a depositor presents his pass book he should be asked to give an application for withdrawal for the total amount of deposit to be repaid and the annual interest due thereon. The pass book and the application for withdrawal should be taken from him and receipt in form (SB-28) given to him noting therein the amount of deposit in the pass book. The pass book along with application for withdrawal will then be sent to head office for sanction as in the case of closure of savings accounts. On receipt back from the head office the pass book with the warrant of payment, the amount will be paid to the depositor in the normal manner and the pass book delivered to him after obtaining a receipt for the closed pass book on the back of receipt (SB-28).

(ii) In the case of 2-year, 3-year and 5-year account, the Sub Postmaster should forward the pass book and application for withdrawal to the head office. The head office will calculate the interest due in the account and return the documents to the sub postmaster, entered in the S.B. slip as in the case of sanction of withdrawal from savings account beyond the power of the sub postmaster. Payment will be made by the sub postmaster as in the case of normal Savings Bank withdrawal.

(d) **Branch Office :-** In the case of 1-year Time Deposit Accounts, the same procedure prescribed for E.D. sub offices will be followed mutatis mutandis. In the case of 2-year, 3-year and 5-year accounts, the Branch Postmaster will forward the pass book and application for withdrawal to the Account Office. The account office will calculate the annual interest due in the account and return the documents to the Branch Postmaster by an entry in the branch office slip. Payment will be made by the Branch Postmaster as in the case of normal Savings Bank withdrawal. When the warrant of payment is received from the branch office after payment, action will be taken as if the payment has been made in the Account Office. The

name of the branch office will be noted in the remarks column of the list of transactions.

**135. Procedure for entry of interest :-** The following procedure will be followed for entry of interest in pass book, T.D. ledger, Time Deposit Journal and list of transactions :-

(i) **Pass Book :-** The pass book (SB-5H) has been revised. It is meant for all types of accounts. The first two pages are meant for making entry of deposit, repayment and balance after the transaction. The next two pages are meant for making entries of repayment of annual interest.

(ii) **Time Deposit Ledger :-** This will be maintained in form (SB- 108) which should be used in head offices and departmental sub offices. In the form of ledger the right half of the page contains columns for recording interest payment. For each category of account, a separate ledger will be maintained. Each ledger will contain 300 accounts serially numbered from 1 to 300 – one page for each account. Since only one deposit is allowed in one account, a single page in the ledger will be sufficient for any type of account. When the deposit is prematurely repaid, necessary remark will be made using the columns for interest that remain blank as there will be no further payment of interest.

(iii) **Time Deposit Journal :-** The entry of interest will be made in the column for withdrawal like ordinary withdrawals and the following remark will be made in the remarks column of the Journal.

“Interest for the deposit dated \_\_\_\_\_ for the year \_\_\_\_\_

Against the original entry of deposit for which the interest is repaid, the figure I/date, II/date, III/date, IV/date and V/date will also be noted in the remarks column of the journal to indicate whether the interest relates to the first, second, third, fourth or fifth year. Whenever the interest is paid at the end of second, third, fourth or fifth year, the entries against the original deposit should be verified to see whether the interest has already been paid or not. As and when the principal amount is repaid, a suitable remark showing the date on which the amount is paid will be made against the original entry of deposit in the remarks column of the journal. Whenever the deposit is repaid the original entry of deposit will be verified to see that the amount stands unpaid before effecting payment.

(iv) **List of Transactions :-** The form (SB-60) meant for list of savings accounts will be used by indicating the words “Time Deposit” at the top of the list in manuscript. The amount of interest will be shown in both the columns of withdrawal and interest to enable the Control Organisation to correctly book the amount of interest. When deposits are made through an authorized agent, this should be indicated in the remarks column of the list.

**136.Credit of annual interest in savings account :-** In the case of 2/3/5-year account, the depositor may request the Post Office to credit the annual interest in his Post Office savings account if it stands in the same office. This facility will not be available at E.D. sub offices and branch offices. The following procedure will be followed.

(i) The depositor will present an application to the Post Office where the account stands requesting for the credit of the annual interest due on the Time Deposit account in his savings account. He should furnish the number of Time Deposit account and the number of savings account in the application.

(ii) On receipt of the application, the counter Assistant should compare the signature on the application with the specimen signature on record and, if it agrees, give an acknowledgement to the depositor for the application. If there is any discrepancy in the specimen signature it should be got attested in the manner prescribed in rule 36. In head office the counter Assistant should then transfer the application to the ledger Assistant under acquittance in his receipt book. The ledger Assistant should make an entry in the ledger of the Time Deposit account “Annual interest to be credited in the savings

account No. \_\_\_\_\_vide application kept at serial number \_\_\_\_\_of Guard Book”. He should then place the ledger and application before the Postmaster who will examine the documents and place his initial on the application form and against the entry in the ledger. All such application should be kept in a separate guard book serially numbered.

**Note :-** In the sub office, the above entry should be made on the relevant page of T.D. ledger.

(iii) The particulars of all such applications should be entered in a register to be maintained in the following form.

Sl. No.	Time Deposit Account No. (2/3/5-year)	Category of account No.	Savings Account	Amount of interest
1	2	3	4	5
Date of credit In savings account			Remarks	
Due	Actual			
6	7		8	

Sufficient space should be left between the entries in the register so that all annual interest payments can be entered i.e. 2 lines should be left for 2-year account, 3 lines for 3-year account and 5 lines for 5-year account. In larger offices separate registers may be kept if considered necessary.

(iv) To enable a watch being kept over the prompt transfer of the interest to the savings account, separate pages of the register should be allotted for each month, the entries in the register should be scrutinized and action initiated to have the interest transferred to the savings account positively on the due date. When the interest becomes due, the counter Assistant should exercise the checks as detailed in rule 134 above.

(v) The counter Assistant should then prepare a withdrawal form in the prescribed form for the amount of interest after calculating the amount due. Only the warrant of payment side of the application for withdrawal in the prescribed form need be filled. An entry should be made at the top of the form "For credit of interest in the savings account number \_\_\_\_\_". The warrant of payment will be signed by the Postmaster/Sub Postmaster. The amount will be simultaneously credited in the S.B. ledger card/ledger concerned. A Pay-in-Slip for the credit will be prepared by the P.A. and signed by the Postmaster/Sub Postmaster. Both the transactions, namely, the payment of interest and the credit in the savings account should appear in the respective list of transactions on the same date. A remark should be made against the entry in the list of transactions of the Time Deposit Account "By transfer to savings account number \_\_\_\_\_" and in the list of transactions of the savings accounts "By transfer of interest of Time Deposit account number .....".

(vi) When the S.B. pass book is presented for transaction after the credit of the interest in the savings account, necessary entries should be made therein. The entries should also be made in the T.D. pass book when it is next presented for closure, transfer, etc.

(vii) If the depositor cancels his request for credit of interest in savings account or if either the Time Deposit Account or savings account or both are transferred from the office or if the savings account is closed, an entry should be made on the original application "cancelled" under the signature of the Postmaster/Sub Postmaster. The depositor, if he desires to have the facility after transfer of the account, will have to make a fresh application to the new office.

(viii) This facility does not require the depositor to present the S.B. pass book for credit in his account and that such credit will be made in the pass book when it is presented for transaction next.

137. Deleted.

### **Reinvestment of Maturity value of Time Deposit in a new T.D. Account**

**138.**(1) The depositor of the T.D. account may be allowed to reinvest the maturity value of his account in a new T.D. account to be opened on the same date on which the amount is withdrawn. The amount reinvested should be multiple of Rs. 50/- and the balance of the amount, if any, paid to the depositor.

(2) (i) Where a deposit in an account has become due for repayment, the depositor may redeposit the amount in a new T.D. account to be opened, tendering his application for withdrawal of original deposit in the prescribed form duly discharged.

(ii) Subject to sub-rule (3) the date of re-deposit shall be the date of withdrawal of the original deposit.

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(3) (a) Where the re-deposit is made during the period specified in column (1) of the Table below and such re-deposit is for the period specified in the corresponding entry in column (2) thereof, the date of re-deposit shall be deemed to be the same as the date of maturity of the original deposit.

**TABLE**

Period elapsed between the date of Maturity and the date of re-deposit		Minimum period of re-deposit
1		2
1.	6 months or less	1 year
2.	More than 6 months and upto 12 months	2 years
3.	More than 12 months and upto 18 months	3 years
4.	More than 18 months	5 years

(b) In the case of a re-deposit falling under item 4 of the Table, if more than thirty months have elapsed after the maturity of the original deposit, the date of re-deposit shall be deemed to be the date preceding the date of withdrawal of the original deposit by thirty months.

**139. Post Maturity Interest :-** Where repayment of Time Deposit has become due but has not been made, interest shall be allowed on the amount (Principal plus interest) for a maximum period of two years from the date of maturity to the date of repayment of the amount subject to the following conditions, namely :-

(a) The interest shall be simple and shall be calculated at the rate applicable, from time to time, to savings accounts of the type of single or joint account.

(b) For the purpose of payment of interest, any part of the period which is less than one month shall be ignored.

**Note:-** The interest applicable to savings accounts will be paid on the total maturity value standing at the credit of account. The limit of balances fixed for savings accounts will not apply but only the rate of interest will apply.

#### **PREMATURE CLOSURE OF TIME DEPOSIT ACCOUNTS**

**140.** (1) The premature withdrawal of a Time Deposit is not allowed before the expiry of six months from the date of deposit. Premature withdrawal of deposit may be allowed after six months and before the expiry of one year from the date of deposit without the depositor requiring to furnish any reason. Such premature withdrawal will be without interest.

(2) Premature withdrawal of a deposit after the expiry of one year in case of 2-year, 3-year and 5-year account will be regulated under the provisions of rule 8 of Post Office Time Deposit Rules, 1981, on reduced interest. In such cases, the amount of deposit shall be repaid with interest as under.

(a) The rate of interest on such deposit shall be payable to the depositor for the completed years and months from the date of deposit to the date of closure and such interest shall be two per cent less than the rate specified for a deposit of 1-year, 2-years or 3-years, as the case may be, in the concerned Tables

under Rule 7 of POTD Rules, 1981.

(b) In respect of 5-year account if the completed years and months exceed 3-years, the interest payable shall be two per cent less than the rate specified for a deposit of 3-years in the concerned Table under Rule 7 *ibid*.

(c) The amount of interest already paid on the deposit at the higher rate shall be set off against the principal and the interest payable under this rule and only the net balance shall be payable on such premature closure of the account. An illustration is given below :-

**Example :-** If a depositor of 5-year TD account opened on 1.6.1983 desire to close the account or withdraw a particular deposit after one year or two years or three years or four years, he will be entitled to the interest at the following rates on basis of rates given in Table F of Rule 7 of POTD Rules, 1981.

After one year	$= 9 - 2 = 7\%$
After two years	$= 9 \frac{3}{4} - 2 = 7 \frac{3}{4}\%$
After three years	$= 10 \frac{1}{2} - 2 = 8 \frac{1}{2}\%$
After four years	$= 10 \frac{1}{2} - 2 = 8 \frac{1}{2}\%$

Since there is no separate Time Deposit account for four years, the rate of interest admissible for 3-year TD account will apply in case a 5-year TD account is closed after four years.

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**Note:-** Though the rate of interest is reduced by 2% in premature closure cases, the method of calculating the interest will be same as adopted for normal closure cases. For example, if the account is opened on or after 24.4.1992 and is closed prematurely, the interest will be calculated on quarterly compounded basis for complete years and simple interest for complete months for a period less than a year.

(3) The premature withdrawal of Time Deposit either after six months but before one year without interest or after one year on reduced interest from the date of deposit can be allowed in the normal course on presentation of application for withdrawal by the depositor. No separate sanction for this purpose will be issued. The Head Post Offices and Departmental Sub Post Offices will be competent to allow premature withdrawal of a deposit or premature closure of a Time Deposit accounts as in the case of final closure of the account.

(4) The following procedure will be followed for accounting the amount of interest recovered in case of premature withdrawal of deposit or closure of account after the expiry of one year from the date of deposit at reduced rate of interest.

(i) The amount of interest already paid on the deposit at higher rate is to be set off against the principal/interest payable and only the net balance is to be paid to the depositor.

(ii) If the interest to be recovered can be adjusted from the interest payable at the time of premature closure of the account or withdrawal of a deposit, there is no difficulty in accounting the transaction as the amount of the principal will not be touched. In case the interest to be recovered is more than the interest payable, it will have to be adjusted from the principal amount. The transaction may be accounted for in the list of transactions, consolidated journal of deposits and withdrawals and register of balances (SB-62) as under.

(iii) In the list of transactions, the net amount payable after the adjustment of interest to be recovered will be shown in the column of withdrawal. The amount of interest recovered will be shown as minus entry in the column of "interest on closed accounts". Similar entries will be made in the consolidated journal of deposits and withdrawals and register of balances (SB-62). For instance, a 2-year Time Deposit for Rs. 1000/- is prematurely closed after one year and the amount of Rs. 25/- (suppose) being interest excess paid is to be adjusted from the principal, the depositor will be paid Rs. 975/- being the net amount



payable. In the list of transactions, Rs. 975/- will be shown under the head “withdrawals” and Rs. 25/- under the head “Interest on closed account” as (-) Rs. 25/-.

**Note 1 :-** In no case of premature withdrawal of a deposit or premature closure of an account, the commission already paid to agent, if any, is to be recovered.

**Note 2 :-** If the maturity value is redeposited in a Time Deposit account under Rule 6 P.O.T.D. Rules, 1981, the minimum period of one year for premature withdrawal of the deposit with interest should be counted from the date of actual redeposit/date of credit and not from the date of maturity.

#### **141. Transfer of Time Deposit Account as Security:-**

(i) A depositor can pledge his Time Deposit account as security under P.O.T.D. Rules, 1981 provided that the whole balance in the account is pledged. A part of the balance cannot be pledged. The application for this transfer should be presented by the depositor in form SB-13(a) duly completed from the pledgee.

(ii) The application along with the pass book when received by the Postmaster should be examined to see that it is in order. He should then make the following entry in red ink in the pass book below the entry of deposit and also on the page where the address of the account holder is written.

“Transferred as security to \_\_\_\_\_”.

(iii) The transferee will be deemed to be the depositor until the account is retransferred to the original depositor.

(iv) A note should be made in the ledger regarding the pledge.

(v) The application form SB-13(a) should be kept along with the application for opening the account (SB-3).

(vi) An account pledged as security deposit may be retransferred to the pledger on written authority of the pledgee. On receipt of such authority along with the pass book, the entry “Retransferred to .....” should be made in the pass book below the original entries of the transfer. A note regarding retransfer should also be made in the ledger. The written authority should then be filed along with the original application for pledging the account.

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**Note 1 :-** The sub offices and branch offices will forward the application for pledging the account and authority for retransfer to the head office/account office as the case may be.

**Note 2 :-** If a Time Deposit opened on behalf of a minor is transferred, the guardian of the minor is required to furnish the following certificate on the transfer application SB-13(a).

“Certified that the minor is alive and the transfer is for the benefit of the minor.”

#### **Note :-Pledging of Post Office Time Deposit and payment of interest :-**

The matter has been considered in consultation with the Ministry of Finance (DEA). It is clarified that in the absence of any special terms stipulated by the parties in the contract of pledge, the amount of interest accrued on the Post Office Time Deposit Account will be payable to the pledgee as the entire account has been pledged to him including the right to receive interest. If any interest becomes payable before the date of maturity and also before the date of pledge and there is no stipulation to the contrary, the interest will then be payable to the pledger and not to the pledgee. The interest payable to the investor which has not been drawn by him before the date of pledge will still be payable to him after the account has been pledged. Stipulation to the contrary, the interest will then be payable to the pledger and not to the pledgee. The interest payable to the investor which has not been drawn by him before the date of pledge will still be payable to him after the account has been pledged.

#### **141.A Automatic investment of amounts payable to depositors :-**

(1) When a depositor/investor applies for automatic investment of any amount payable to him in TD account or in any of the small savings schemes operated by the post office, the amount should normally be treated as invested on the date of receipt of the application or the date on which amount becomes due for payment from the old investment, whichever is later.

(2) The provision of para (1) will not apply to redeposits made under rule 6(3) of the Post Office (TD) Rules, 1981 and other investments which can under the rules be made with retrospective effect.

**141-B Automatic credit of maturity value of T.D. Account into PO Savings Account :-** The maturity value of a P.O. T.D. account may be allowed to be credited in an existing PO Savings account of the depositor on receipt of a written request to this effect from the depositor provided the prescribed limit of balance laid down for savings account does not exceed.

**142.** Deleted.

**143.** Deleted.

**144. Payment of claims in Time Deposit Accounts of deceased depositors:-** The procedure for settlement of claims of the heirs of deceased depositors of Time Deposit Accounts will be the same as for savings accounts.

**145. Miscellaneous matters:-** The procedural rules relating to savings accounts will be followed, mutatis mutandis, in respect of procedure relating to opening of Time Deposit accounts, subsequent deposit, transfer of account and repayment of deposit by the Head Offices, Sub Offices and Branch Offices.

(i) Separate blocks of account numbers will be assigned to each category of Time deposit accounts for the head and each sub office.

(ii) While issuing duplicate pass book, deposit due for repayment should be entered in the new pass book with full details.

(iii) The amount of deposits and withdrawals will be shown in the Post Office account under the new Heads of Account "Time Deposits" and "Time Deposit withdrawals".

(iv) Application for nomination and cancellation/variation of nomination will be made in the prescribed form. The procedure prescribed for nomination in savings accounts will be followed but a separate register will be maintained for Time Deposit Accounts.

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(v) In all other matters, not specifically mentioned in the foregoing paragraphs in this Chapter, like transfer of daily returns to the S.B. Control Organisation, maintenance of objection registers, etc. corresponding procedure prescribed for the saving accounts will be followed but separated registers, etc. will be maintained for Time Deposit accounts.

#### **CONDONATION OF IRREGULAR PAYMENT OF TIME DEPOSIT BEFORE THE DUE DATE**

**146.** (1) If a Time Deposit is wrongly paid before the due date and the period of premature payment is less than a month the interest paid excess should be recovered from the depositor on the amount paid before the due date for the period by which the amount has been paid early. The amount of interest to be recovered should be calculated at the rate at which the concerned Time Deposit was earning and after recovery it should be credited to the concerned account.

**Example :-** Maturity value of a 5-year Time Deposit earning interest at 10% p.a. amounting to Rs. 5500/- is paid on 16.4.1978 instead of on 18.4.1978, the due date. Interest on the amount of Rs. 5500/- at 10% per annum for 2 days should be recovered and credited to the concerned account.

(2) The cases of premature payment of Time Deposits in which the gap between the date of premature payment and due date of payments is more than a month, should be dealt with under the provisions of Rule 8 of P.O.T.D. Rules, 1981. Such cases will not require any condonation.

(3) The cases of premature payment as referred to in sub para(1) above will require condonation of the irregularity by the D.G. Posts. Such cases should be reported to the D.G. Posts by the Heads of Circles in a quarterly statement in the first week of January, April, July and October in the following proforma for condonation of the irregularity.

### PROFORMA

Statement of irregular payment of amount or interest on P.O. Time Deposit before the due date

1. Name of Post office and its Head Office.
2. Description of accounts
3. Account number
4. Name of depositor
5. Amount paid before the due date.
6. What the amount paid represented i.e., whether annual interest or maturity value.
7. Due date of payment.
8. Actual date of payment.
9. Amount of interest paid excess for the period by which it was paid earlier than the due date.
10. Date on which amount of interest paid excess recovered and credited to the account.
11. Action taken against the official at fault.

Head of the Circle

**147. Issue of duplicate T.D. Pass Book:-** A fee of Rs. 10 is to be charged by the post office for issue of duplicate pass book.

**148. Investment of annual interest payable on a 5-year P.O. Time Deposit in a 5-year Recurring Deposit Account:-** (1) The depositor of a 5-year Time Deposit account may open a P.O, 5-year Recurring Deposit account in the same office and have the amount due to him annually as interest on a Time Deposit credited in part or whole to his Recurring Deposit account in payment of 12 monthly installments with usual rebate and have the balance amount, if any, credited to his savings account or to be paid to him in cash. This facility will be available to depositors whose accounts stand at Head or Departmental Sub Offices and not for those whose accounts stand at E.D. sub offices and branch offices. The following procedure will be followed in such cases.

(2) The depositor will present at the post office application in form 1 or a similarly worded application on plain paper alongwith the pass book of the relevant accounts. On receipt of the application the signature of the depositor thereon will be verified. Thereafter action will be taken as under.

(3) (i) The post office by carbonic process will prepare requisite number of copies of the voucher for the transaction in form II.

(ii) The transaction in all relevant accounts will be carried out in accordance with the instructions of the depositor by making entries in pass books, ledger cards/ledger, lists of transactions, etc. In case he has

requested for payment of the amount due as interest in cash, the amount will be paid in cash and his acquittance for it will be obtained on one copy of the voucher which will be annexed to the list of transactions in 5-year TD accounts. Similarly one copy of the voucher will be annexed to the list of transactions in RD accounts in support of the transaction in the RD Account of the depositor. In case part of the amount payable as interest has been credited to his Savings Account, one copy of the voucher will be annexed to the list of transactions of savings accounts.

(4) In case the application is presented a few days before the due date for the payment of interest and the amount of interest is not desired to be paid in cash in part, it should after verification of the signature of the depositor be kept in the guard file maintained for the purpose and the transaction should be on the date the interest is payable. In case the depositor desires a part of amount to be paid in cash, he may be advised to present the application on the due date for payment of interest.

(5) When the application is presented before the due date for the payment of interest on the Time Deposit, the transactions will be given effect from the date on which the amount of interest becomes due for payment in respective of the date on which the transactions are actually carried out in the accounts.

(6) The application of the depositor may be pasted at the back the voucher to be annexed to the list of transactions in 5-year P.O. Time Deposit account.

(7) Every year the depositor will have to give a fresh application for this purpose before the due date on which the interest falls due for payment.

### **FORM – I**

#### **FORM OF APPLICATION**

To

Postmaster/Sub-Postmaster,  
..... Post Office,

Sir,

Please draw the amount due as interest on deposit of my 5-Year Time Deposit Account No. .... with your office which falls due on ..... and out of it :-

(a) Rs. .... may be credited to my Recurring Deposit Account No. .... with your office in payment of 12 monthly installments of Rs..... each due for payment in the months of ..... to ..... 20 less Rs. .... due as rebate; and

(b) The balance Rs. ....(Rupees ..... only) may be paid to me in cash/may be credited to my post office Savings Account No. .... with your office.

Yours faithfully,

Date: .....

Signature/Thumb impression of depositor

### **FORM – II**

#### **CREDIT TRANSFER/PAYMENT VOUCHER**

Name of Depositor .....

5-year Time Deposit Account No. ....

According to the instructions of the depositor:

(i) Rs. .... due as annual interest on .....19.....(date) on deposit in the above mentioned 5-Year Time Deposit account has been drawn and out of it:-

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(ii) Rs. .... is credited to his Recurring Deposit account No. .... on ..... In payment of 12 monthly instalments due for payment in the months of ..... to .....19..... less rebate of Rs. .... and

(iii) Remaining Rs. .... is credited to his saving account No. .... with this office on ...../is paid to him in cash.

Date stamp

Date .....

Signature of postmaster/sub-postmaster

Received in cash Rs. .... (Rupees ..... (only)

Date .....  
depositor

Signature/Thumb impression of

**149. Checking of Time Deposit Accounts at branch offices and single handed departmental/E.D. sub post offices:-** (1) Mail Overseers during their visits to branch offices should collect pass books in respect of all TD accounts standing open at the post office with reference to the specimen signature book. The balances in respect of all these accounts on the basis of pass books entries will be verified with reference to preliminary receipt book, TD journal and BO account with a view to verify that the amounts of deposit have been duly brought to account. A list of all such accounts in the proforma given in para. (2) below will be prepared showing the balance at credit in the account as shown in the pass book and forwarded to the Head Office for verification. In case any discrepancy is noticed, the Head Office will send an immediate report to the Divisional Superintendent for taking up necessary enquires without any loss of time.

(2) A cent per cent check in respect of TD accounts opened at single handed departmental/ED sub post offices will be carried out by the Inspecting Officers at the time of visit/inspection. For this purpose the Inspecting Officer will call for 10 TD pass books from the depositors and verify that deposits shown in them have been accounted for in the TD Long Book and sub office account. The Inspecting Officer will issue notices to depositors in form SB-46 in respect of the remaining TD accounts which should be sent through registered post. The list of such notices issued and pass books verified will be prepared in the

following proforma and sent to the Head Office:-

- (1) Serial Number
- (2) Account Number
- (3) Category of account

The Postmaster, on receipt of the list, will take further action as per Rule 71.

## CHAPTER – 4

### PUBLIC PROVIDENT FUND ACCOUNTS

**150.      *Salient features of the Scheme: The following are the salient features of the scheme.***

(i) The Public Provident Fund Scheme is a statutory scheme of the Central Government framed under the provisions of the Public Provident Fund Act, 1968.

(ii) The account can be opened in any branch of the State Bank of India, its subsidiaries or in any Head Post Office, Selection Grade Sub-Post-Office or branches of nationalized banks engaged in the collection of direct taxes under the collection scheme of Central Board of Direct Taxes.

(iii) Any individual can subscribe to the Public Provident Fund on his own behalf or on behalf of a minor of who he is a guardian any amount in multiples of Rs. 50/- not less than Rs. 500/- and not more than Rs. 70,000/- in a year. A year for the purpose of the scheme means a financial year (1<sup>st</sup> April to 31<sup>st</sup> March).

(iv) An individual who is a member of a Hindu Undivided Family can not subscribe to the fund on behalf of and out of the income of the Hindu Undivided Family.

(v) Those having General Provident Fund or Employees Provident Fund can also open a Public Provident Fund account.

(vi) Only one account can be opened in one name either in the authorized Post Office or in the State Bank or in the nationalized bank.

(vii) The subscriptions can be deposited in lump sum or in convenient instalments. Not more than 12 installments can be deposited in a year. More than one instalment can be deposited in a month.

(viii) It is not necessary to subscribe every month of the year. The amount of subscription can also be varied to suit the convenience of the subscribers.

(ix) Balance in the Fund earns interest at the rate fixed by the Government from time to time.

(x) The account can be transferred at the request of the subscriber from one post office to another. The account standing in the State Bank or nationalized bank can also be transferred to Post Office and vice versa.

(xi) The account can be closed on maturity, i.e., after the expiry of 15 years from the close of the financial year in which the initial subscription was made. This is, of course, optional and the subscriber can continue the account even after the period of 15 years for a further block of 5 years without any loss of benefits.

(xii) A subscriber can take a loan from the fund in case of need. The first loan can be taken in the third year from the year of opening the account, i.e. if the account is opened during the year 1978-79, the first loan can be taken during the year 1980-81. The amount of loan will be restricted to 25% of the balance in the account as on 31.3.1979. The loan is repayable either in lump sum or in convenient installments of not more than 36. Subsequent loan can be taken when the earlier loan with interest has been fully repaid. The amount of fresh loan will be restricted to 25% of the balance at the end of the second year preceding the year in which the loan is applied for. No loan can be obtained after the end of 5<sup>th</sup> year following the expiry of the year in which the initial subscription was made. The interest at prescribed rate will be charged on

the amount of loan and debited to the account.

(xiii) A subscriber can make one withdrawal during any one year. The first withdrawal can be made at any time after the expiry of 5 years from the end of the year in which the initial subscription was made. The amount of withdrawal will be limited to 50% of the balance at the credit at the end of the 4<sup>th</sup> year immediately preceding the year in which the amount is withdrawn or at the end of the preceeding year, whichever is lower. For example, if the account is opened in 1980-81 and the first withdrawal is made during 1986-87, the amount of withdrawal will be limited to 50% balance as on 31.3.1983 or 31.3.1986 whichever is lower. Only one withdrawal can be made in one financial year. The amount of withdrawal is not replayable.

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(xiv) A subscriber may nominate one or more person to receive the amount standing to his credit in the event of his death. No nomination can, however, be made in respect of an account opened on behalf of a minor.

(xv) In the event of death of the subscriber, the amount standing to his credit can be repaid to his nominee or legal heir, as the case be, even before the expiry of 15 years.

(xvi) Subscription to Public Provident Fund qualify for deduction from the taxable income of the subscriber for income tax purposes like contributions to Provident Fund, Life Insurance, etc.

(xvii) the interest credited to the fund is totally exempt from income tax.

(xviii) The amount standing to the credit of the subscriber in the fund is totally exempt from wealth tax.

(xix) The credit balance in the Public Provident Fund account is not subject to attachment under any order or degree of court in respect of any debt or liability incurred by the subscriber.

(xx) The Account Office can condone default in payment of subscription in the PPF account by charging the prescribed fee along with arrears of subscription.

(xxi) The PPF account is not transferable from one person to another. In the case of death of the subscriber the nominee cannot continue the account of the deceased subscriber.

(xxii) The female depositor can change her name in her PPF account in the event of her marriage.

(xxiii) The PPF account cannot be opened in the joint names. Further such accounts cannot be opened in the name of an artificial/juridical person.

(xxiv) The PPF account can be opened through an authorized agent appointed under the PPF Agent Scheme.

(xxv) A Non Resident Indian cannot open a PPF account.

## FORMS

**151. (1) Forms:** The following forms either existing or new will be used to implement the Scheme.

(i) **Application form for opening the account:-** The **Form A** appended to the Scheme is a revised form for opening the PPF account. This form contains provision for photograph and some declarations which are to be given by the subscriber. This form is now to be used. This form does not contain the provision of nomination. For making nomination a separate form **Form E** appended to the Scheme is to be used. Both these forms may be supplied to the subscriber to be filled in at the time of



opening the PPF account.

(ii) **Pay-in-Slip :-** A separate form of pay-in-slip [SB-103(d)] has been introduced for the acceptance of subscriptions in PPF accounts. It has two counterfoils. One counterfoil is marked as subscriber's copy and the other is marked as agent's copy. The foil will serve as voucher for the deposit. Since now the commission is paid to the PPF agent at source by the post offices w.e.f. 1.6.2004, the counterfoil for the agent will not be required. It may be removed from the form. Only counterfoil for subscriber will be filled up.

(iii) **P.P.F. Pass Book :-** A new pass book for P.P.F. Accounts (SB-5J) has been devised and printed. The pass books will be jacketed with PVC cover free of cost before these are issued.

(iv) **P.P.F. Ledger :-** The bound ledger will now be maintained in form (SB-107). Each ledger will contain 250 leafs serially numbered from 1 to 250 – one leaf for each account. The provision for recording the particulars of loan taken from the account has been made at the top of the ledger page. The entries of the loan transactions will be made in the body of the ledger in the usual course but their particulars will also be noted at the top of the ledger for ready reference. When the loan is repaid in instalments, the date of final payment of the loan will only be noted under the column “date of repayment of loan”.

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(v) **PPF Journal :-** PPF transactions will be recorded in the RD Journal (SB-77) in sub offices.

(vi) **Application of Withdrawal :-** The existing application of withdrawal (SB-7) will be used with minor corrections in manuscript as and when the amount is withdrawn from the account by way of loan or withdrawal and for final closure from SB-7A will be used.

(vii) **Application of Nomination or Cancellation of Nomination:-** If the nomination is received after the opening of the account or the nomination already given is cancelled or varied the existing form of nomination or cancellation (SB-55) used for this purpose for savings accounts will be used after making minor corrections in manuscript.

(viii) **Long Book (SB-58) :-** The long book will be maintained in the Head/Sub Office by the Postmaster/Sub Postmaster. Entries will be made by him in the long book as and when transactions take place. The total of all the columns will be struck after the close of the counter hours. These totals will be agreed with the corresponding totals of the list of transactions by the Postmaster/Sub Postmaster. The Postmaster/Sub Postmaster will sign below the totals of each day in the long book in token of having carried out the check.

**Note :-** All other forms in use of SB work will be used for the new scheme with minor corrections in manuscript.

(ix) **New Heads of Accounts to be opened in the account records of Post Office :-** (1) The amount of deposits, withdrawals including loans and interest recovered on loans will be entered under separate heads to be opened in the H.O. Cash Book, H.O. Summary, S.O. Summary, S.O. Account and S.O. daily account on the receipt and payment side as under:-

#### **Receipt Side**

- (i) Public Provident Fund Subscriptions.
- (ii) Interest recovered on loans in Public Provident Fund Accounts.

#### **Payment Side**

## Public Provident Fund Withdrawals/Loans

(2) In the list of transactions (SB-60) and consolidated journal of deposits and withdrawals (SB-72), a new column will be opened for “Interest recovered of PPF loans” on the receipt side.

### **PROCEDURE TO BE FOLLOWED**

**152. Procedure to be followed by Head Office:-** The procedure prescribed for savings accounts will be followed mutatis mutandis in respect of PPF Accounts also with the following changes. A separate block of account numbers will be allotted to the the new scheme for the head office and sub offices.

(1) **Acceptance of subscriptions :-** (i) The subscriptions in cash and by cheque/demand draft will be accepted through the pay-in-slip in form SB-103(d) alongwith the pass book in case of deposit by cash as in the savings accounts. For each subscription a receipt in the counterfoil of pay-in-slip will be issued to the subscriber in addition to the entry in pass book. When the deposit is made by cheque the entry in the pass book will be made when the cheque is realized. The depositor will be asked to present the pass book for this purpose later on. Since now the commission is paid to the agents at source by the post offices, the agent copy of the counterfoil may be removed from the form. Only subscriber’s copy will be filled up. Whenever deposit is made utilizing the services of an Agent in a Public Provident Fund Account, the depositor/agent should fill in counterfoil meant for the subscriber and the main form (foil) of the pay-in-slip. The name of the agent and his Code Number are to be noted in the foil in the column printed for this purpose. The Counter Assistant should write the amount in words in the counterfoil against the column provided. The counterfoil and the main form (foil) should then be date stamped and signed by the Counter Assistant. The counterfoil should be handed over to the person by whom the deposit is made.

(ii) The pay-in-slip contains separate columns to indicate the amount tendered for deposit towards :-

(a) Subscription; (b) Loan repayment; (c) Interest on loan; (d) Fee, i.e. default fee; and (e) Total.

The purpose of the deposit should be indicated by filling up the amount against the relevant columns(s) and striking the total of the amount.

(iii) If the deposit is made by cheque or draft, the subscriber's copy will be handed over to the agent. The credit of cheque will be given only after the cheque/draft tendered for collection is realized. In case of new account, the account will be opened only after the cheque/draft has been realized. **The date of tendering of instrument (local cheque) at the post office will be treated as the date of deposit when it is realized.**

(iv) From 27.8.2003 outstation cheques can also be accepted for deposit in PPF accounts. **The date of encashment of such cheque will be the date of deposit.** The outstation charges for the realization of the cheque will be taken in cash alongwith the amount of deposit as prescribed for deposit of outstation cheques in SB accounts. The receipt for the collection charges will be prepared in form ACG-67 and attached with the pay-in-slip (deposit challan). The procedure followed for such cheques in TD and RD accounts will be followed.

(2) **Acceptance of subscriptions through PPF agents :-** (i) The PPF agents will be appointed by the State/UT Government authorities w.e.f. 1.4.2004 controlling the respective area for the purpose of opening of PPF accounts. All the Head and Selection Grade sub post offices will accept business brought by existing PPF agents. The payment of commission to these agents will be made at source by the post offices/banks at the time of accepting deposits from the agents.

(ii) When an account is introduced through a PPF agent, the application form for opening the PPF account (**Form-a**) should bear the agent's name and number of the Certificate of Authority. This may be either in manuscript or by rubber stamp impression at a suitable place in the application form. It should also bear the signature of the agent. In addition, the account holder should also write on the application form in manuscript that the account has been canvassed by Shri so and so, as PPF agent. This will enable the Head Post Office to decide whether the account has been introduced through an agent or not. The PPF agents are not allowed to handle cash as they are not supplied any receipt book to be given to the subscribers. The agent can accept crossed cheques drawn in favour of the deposit office from the subscribers for deposit in their PPF accounts. If the subscriber wants to deposit by cash, he will have to go with the agent to post office for handing over the amount to the post office.

(iii) For sake of facility the name and number of certificate of authority of the concerned agent may be written on the ledger page of the PPF Accounts introduced by an agent. Similarly on the application forms and the ledger of PPF accounts not introduced through an agent the words "**Not through agent**" may be written in red ink.

(iv) When an account is transferred from one Head Post Office to another, a note should be made in the Advice of Transfer whether the account was opened through an agent initially or not. If opened through an agent, his name and number of certificate of authority should be quoted.

(v) The post office will verify the identity of the agent, number of the Certificate of Authority and the period of currency of the C.A. with reference to the Certificate of Authority issued to the agent by the Appointing Authority. The Appointing Authority will also issue Photo Identity Card to the agents in order to ensure proper identification of the agents by the post office as well as the investors.

(3) **Payment of loans:-** The provisions for recording the particulars of loans made from the account have been made at the top of the PPF ledger and at the end of the pass book. The entries of these transactions will be made in the body of the pass book and the ledger in the usual course but their particulars will also be noted at the top of the ledger and at the end of the pass book for ready reference. When the loan is repaid in instalments, the date of final payment of the loan will only be noted in column of “date of repayment of loan”.

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(4) **Recovery of loan and interest :-** (i) The principal amount of loan will be repaid by the subscriber through pay-in-slip with specific remark. It will be credited to the subscriber’s account in the pass book as well as the ledger with remark “Refund” in the remarks column of the ledger and last column of the pass book. After the principal amount is fully repaid, the subscriber shall pay interest in not more than two monthly instalments at the prescribed rate. A receipt in form ACG-67 for the amount of interest will be granted to the subscriber. The amount of interest will be credited to the head “Interest recovered on loans in PPF Accounts” to be opened in the account records as mentioned in rule 151 [Para I] above with suitable remarks in the ledger and pass book. The amount of interest will be rounded to the nearest rupee as per method prescribed in Rule 8 of the scheme.

(ii) Where the loan is not repaid or is repaid only in part, the penal interest will be charged at the prescribed rate under rule 11 of the scheme. The penal interest on the amount of loan outstanding and any portion of the interest payable, but not repaid, will, on becoming due, be debited to the subscriber’s account by contra credit to the interest head as given above. For this purpose, the amount of interest will be withdrawn by the Postmaster under his own signature in form (SB-7) with suitable remarks and credited to the interest head. For the amounts of interest recovered either in cash, or debited to the subscriber’s accounts, a monthly schedule will be prepared to be sent to the Postal Accounts Office. The penal interest on outstanding loans which is not paid before the prescribed period or paid partly will be debited to be subscriber’s accounts at the end of each financial year and adjusted in the departmental accounts.

(iii) In order to watch the recovery of interest due on loans paid in PPF accounts, a separate register of PPF loans paid will be maintained in the proforma given below. This register will be reviewed every month in order to see in which accounts the recovery of interest has become due.

#### PROFORMA FOR THE REGISTER OF P.P.F. LOANS

Sl. No.	Account No.	Name of subscriber	Date on which loan paid	Amount of loan	Initials of Postmaster
1	2	3	4	5	6
Month in which loan fully repaid	Month(s) in which interest due to be recovered	Date(s) of recovery of interest	Amount of interest	Initials of Postmaster	Remarks
7	8	9	10	11	12

(5) **Interest on subscriptions :-** Interest on the subscriptions made during the financial year and balance in the account shall be admissible at rates prescribed from time to time by the Central Government. It will be credited to the account of the subscriber at the end of each year like savings

accounts. The interest bearing balance should be calculated every month on the lowest balance at credit in the account between the close of fifth day and the end of the month in the ledger as per procedure followed in savings accounts. Interest in the accounts will be rounded off to the nearest rupee as per method prescribed in rule 8 of the scheme. Like savings accounts, the interest will be checked by SBCO and interest statement will be prepared every year. The interest will be checked on all the accounts by the SBCO.

In cases where withdrawals are made during the years from 1986-87 to 1988-89, an amount equivalent to one per cent of the amount withdrawn, rounded to the nearest rupee, shall be deducted from the interest creditable to the account of the subscriber. The deduction of this 1% has been discontinued w.e.f. 1.4.1989.

**(6) Calculation and checking of annual interest :-** The calculation and checking of annual interest after the close of the year will be done on OTA basis as per procedure followed for savings accounts. The following norms of out-turn for calculation, posting and checking of annual interest in P.P.F. accounts have been prescribed for the purpose of OTA.

Year	Outturn for calculation and posting of interest by the S.B. Branch	Outturn for checking of interest by the SBCO
1980 onwards	53 accounts per hour	60 accounts per hour

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**(7) Accounts not bearing interest :-** The subscribers opening PPF accounts in future who are not desirous of getting interest in their account should be requested to make a specific mention in their application form for opening the account (SB-3) that no interest should be credited to their account. In respect of existing accounts such subscribers may be asked to make a written request to this effect. A remark that no interest is to be credited in the account as per request of the subscriber should be made both in the ledger and application for opening the account (SB-3) at the top in red ink under the dated signature of the Postmaster.

**(8) Transfer of PPF Account from one Head Post Office to another :-** The procedure prescribed for saving accounts is to be followed for this purpose. A certified copy of the ledger card or ledger pager, as the case may be, of the PPF account will be sent to the transferee head office duly entered in the advice of transfer at the time of transfer of the account.

**(9) Submission of daily returns :-** The Control Accounts of P.P.F. accounts will be maintained by the SBCO in each Head Post Office. The daily returns viz. list of transactions, bundle of receipt vouchers (pay-in-slips) and payment vouchers (withdrawal forms), advices of transfer, Home and Foreign Credit/Debit transfer journals, etc. will be sent to the SBCO by the Head Office duly entered in the voucher list as per procedure followed in savings account.

**(10) Clarifications :-** The following clarifications may be noted.

#### CLARIFICATIONS

Sl. No.	Point raised	Clarification
(1)	Whether any fee for the cancellation or variation of nomination is to be charged from the subscriber as is charged in savings accounts	Since there is no provision of charging any such fee in Rule 12 of the Scheme, no fee for cancellation or variation of the nomination is to be charged.

(2)	Whether a person having a PPF account in the State Bank can be allowed to open another account in the post office and vice-versa.	No. an individual can open only one account in his name either in the post office or in the State Bank and he has to declare this in the application form for opening the account.
(3)	Can a PPF account be allowed to continue if the total deposit in a financial year falls short of Rs. 500/- or should it be closed without interest	Where a subscriber does not subscribe Rs. 500/- in the initial year, subscriptions paid by him will be refunded to him without interest as the account in question cannot be treated as having been opened validly. But accounts wherein the subscriber having subscribed Rs. 500/- in the initial year failed to make minimum deposits in the following year may continue after getting the default condoned by the Accounts Office on payment of the prescribed default fee along with arrears of subscriptions.
(4)	Whether the facility of loan and withdrawal is admissible in accounts in which no subscriptions are regularly made every year.	A subscriber who has not maintained his subscriptions in the account as per Rule 3 of the Scheme and has defaulted his subscriptions in any year, will not be eligible either for taking loan or partial withdrawal from the account unless the account is regularized by payment of arrears of subscriptions alongwith the default fee.

**152 A. Procedure to be followed by Sub Post Offices :-** The procedure prescribed for saving accounts will be followed mutatis mutandis in respect of PPF account also with the following changes. A separate block of account numbers will be allotted to the new scheme to each authorized sub office by the Head Post Office.

(1) **Acceptance of subscriptions :-** (i) The subscriptions in cash and by cheque/demand draft will be accepted through the pay-in-slip in form SB-103(d) (**Annexure I**) alongwith the pass book in case of deposit by cash as in the savings accounts. For each subscription a receipt in the counterfoil of pay-in-slip will be issued to the subscriber in addition to the entry in the pass book. When the deposit is made by cheque the entry in the pass book will be made after the cheque is realised. The depositor will be asked to present the pass book later on. Since the commission is now paid to the agent at source by the post offices the agent's copy of the counterfoil will be removed from the form. Only the counterfoil of the subscriber will be filled up. Whenever deposit is made utilizing the services of an agent in a Public Provident Fund Account, the depositor/agent should fill in counterfoil and the main form (foil) of the foil of the pay-in-slip. The name of the agent and his Code Number are to be noted in the foil of the pay-in-slip in the columns printed for this purpose. The Counter Assistant should write the amount in words in the counterfoil against the column provided. The counterfoil and the main form (foil) should then be date stamped and signed by the Counter Assistant. The counterfoil should be handed over to the person by whom the deposit is made.

(ii) The pay-in-slip contains separate columns to indicate the amount tendered for deposit towards :-

(a) Subscription; (b) Loan repayment; (c) Interest on loan; (d) Fee, i.e. default fee; and (e) Total.

The purpose of the deposit should be indicated by filling up the amount against the relevant columns(s) and striking the total of the amount.

(iii) If the deposit is made by cheque, the subscriber's copy be handed over to the agent. The credit of cheque will be given only after the cheque/draft tendered for collection is realised. In case of new account, the account will be opened only after the cheque/draft has been realised. **The date of tendering of instrument (local cheque) at the post office will be treated as the date of deposit when it is realised.**

(iiia) **From 27.8.2003 outstation cheques can also be accepted for deposit in PPF accounts. The date of encashment of such cheque will be the date of deposit.** The collection charges for the realization of the cheque will be taken in cash as prescribed for deposit of outstation cheques in SB accounts. The receipt for the collection charges will be prepared in form ACG-67 and attached with the pay-in-slip (Deposit challan). The procedure followed for such cheques in TD and RD accounts will be followed.

(iv) The transaction will be entered in the PPF Journal (SB-77).

(2) **Opening of account through PPF agent :-** (i) When the account is introduced through a PPF agent, the application form for opening the PPF account (SB-3) should bear the agent's name and number of Certificate of Authority. This may be in manuscript or by rubber stamp impression at a suitable place in the application form. In addition, the account holder should also write on the application form in manuscript to the effect that the account has been canvassed by Shri so and so, as PPF agent. This will enable the Sub/Head Post Office to decide whether the account has been introduced through an agent or not.

(ii) For the sake of facility the name and number of certificate of authority of the concerned agent may be written on the ledger page of the PPF Accounts introduced by an agent. Similarly on the application forms (SB-3) and the ledger of PPF accounts not introduced through an agent the words "**Not through agent**" may be written in red ink.

(iii) The post office will verify the identity of the agent, number of the Certificate of Authority and the period of currency of the C.A. with reference to the Certificate of Authority issued to the agent by the Appointing Authority. The Appointing Authority will also issue Photo Identity Card to the agents in order to ensure proper identification of the agents by the post office and investor.

(3) **Payment of Loans and Withdrawals :-** The sub post office is not authorized to grant loan and withdrawal without previous reference to the H.O. When an application for the grant of loan or withdrawal is received, the sub office should examine whether loan or withdrawal is admissible in accordance with the rules. After satisfying itself that the amount sought for is admissible the SPM will forward the application alongwith the pass book to the head office duly entered in the list of documents. On receipt in the H.O. it will be examined whether the loan or withdrawal sought for is not in excess of the limit prescribed and that the applicant has till the date of application been subscribing according to the limit specified in Para 3 of the PPF Scheme, 1968. The warrant of payment will then be processed by the ledger Assistant and placed before the Postmaster together with the pass book, ledger and loan register, who should sign the warrant after satisfying himself by a reference to the ledger, pass book and loan register that the amount of loan/withdrawal sanctioned is admissible. The warrant of payment alongwith the pass book should thereafter be sent to the sub office duly entered in the SB slip. The payment of loan/withdrawal will be made on receipt of warrant of payment alongwith the pass book duly signed/sanctioned from the H.O. in

the usual manner. Particulars of loans and withdrawals made from the account will be entered in the pass book and the PPF journal in the usual course in the column of withdrawals and their particulars will also be noted in the remarks column of the journal and at the end of pass book for ready reference.

(4) **Recovery of loan and interest :-** The principal amount of loan will be repaid by the subscriber through pay-in-slip with specific remark. It will be credited to the subscriber's account in the pass book as well as PPF journal with remark "Refund" in the remarks column of the journal and last column of the pass book. After the principal amount is fully repaid, the sub post office will ascertain the amount of interest from the Head Post Office and arrange to recover the amount of interest from the subscriber in not more than 2 installments. A receipt in form ACG-67 for the amount of interest will be granted to the subscriber. The amount of interest will be credited to the Head "Interest recovered on loans in PPF accounts" to be opened in the account records. When the loan is not repaid or is repaid only in parts, penal interest will be recovered by the H.O. and the procedure prescribed in para 2(4) will be followed. The register of PPF loans paid and recovered will be maintained only in head offices and in all such cases the amount of interest debited to the subscriber's account will be intimated to the sub office and the subscriber by the HPO.

(5) **Interest on subscriptions :-** Procedure prescribed for posting of interest in saving accounts will be followed for PPF accounts also.

(6) **Submission of daily returns :-** Separate list of transactions, bundle of receipt vouchers, (pay-in-slips) and payment vouchers (withdrawals forms) etc. will be sent by the sub offices to the H.O. daily.

(7) **Closure of Accounts :-** Application for closure of account alongwith pass book will be sent to the H.O. duly entered in the list of documents and the account will be closed only on receipt of sanctioned warrant of payment from the Head Office.

(8) **Procedure to be followed by Head Post Office in respect of transactions at sub offices :-** The procedure as prescribed for Savings Bank transactions will be followed except in the case of grant of loan, withdrawal or closure of accounts, for which the procedure mentioned above will be followed.

## **TRANSFER OF ACCOUNTS**

**153. Transfer of PPF Account from State Bank of India to Head Post Office and vice versa :-** (1) A Public Provident Fund account can be transferred from one Accounts Office to another Account Office; in other words, from branch of the State Bank of India/its subsidiaries to any Head Post Office and vice-versa. The following procedure will be followed for this purpose.

(a) **Transfer of a PPF account from State Bank of India/its subsidiary to a Head Post Office :-** The State Bank of India/its subsidiaries will issue an "Account Payee Cheque" or a Demand Draft when the transfer is to an outside station, in favour of the transferee Head Post Office along with a certified copy of the ledger and all other related original records like application for opening the account, specimen signature and nomination. The cheque/draft will be drawn by designation and will indicate that it relates to PPF Account No. .... On receipt of the PPF account on transfer with the cheque or draft from the bank, the account will be opened at the transferee Head Post Office like any other new account opened. The transaction will not be included in the credit transfer journal but will be entered in the list of transaction like other new accounts opened by cash.

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(b) **Transfer of PPF account from a Head Post Office to State Bank of India/its subsidiary :-** On receipt of transfer application from the subscriber in form SB-10(b) duly amended in manuscript, the identity of the subscriber will be verified through his signature on record in the Head Post Office. The balance at credit will be withdrawn and the account closed by the Postmaster through the ordinary



application for withdrawal (SB-7A) with suitable remarks regarding transfer of the account to the State Bank of India/its subsidiary in all the relevant records. The balance at credit will be remitted by Cheque or Bank Draft if the transfer is to an outside station, alongwith a certified copy of the ledger and all other related original records like application for opening the account, and all other related original records like application for opening the account, specimen signature card, if any, and nomination in original. The cheque/draft will be drawn by designation and will indicate that it relates to PPF Account No. .... The transaction will not be included in the debit transfer journal/ advice of transfer like saving accounts since the transfer is by cash, but will be shown as withdrawal in the list of transactions.

(2) The PPF account so transferred will be treated as continuous account with the benefits envisaged in the Public Provident Fund Scheme.

**Note 1 :-** The procedure for transfer of PPF accounts from State Bank of India to post office and vice-versa already in force will apply mutatis mutandis to transfer of PPF Accounts from post office to nationalised banks authorized to open PPF accounts and vice-versa.

**Note 2 :-** The bank or the post office transferring the account will add interest upto the preceding 31<sup>st</sup> march in the account before the account is transferred. The interest from 1<sup>st</sup> April onwards will be added by at the transferee office after the close of the year. As per rule 8 of the scheme the interest in the account has to be added at the end of the year and not in the middle of the year in any case. If the interest is added in the middle of the year at the time of transfer of the account, it will result in addition of compound interest on the interest already added for that year. Since the interest is to be debited to the MOF(DEA), it will not make any difference to the transferee office to add interest for the whole year after the close of the year.

**154. Condonation of default in payment of subscriptions :-** With effect from 1.4.1983 as per amended paragraph 7(2) of the PPF Scheme, the Accounts Office has been authorised to condone the default in payment of subscription by charging a fee of Rs. 10/- along with arrears of subscription of Rs. 100/- for each year of default. While the arrears of subscription will be credited to the PPF account, the default fee will be credited under the head-Unclassified Receipt. The amount of default fee should be noted separately on foil and counterfoil of the pay-in-slip. A remark regarding collection of default fee should be made in the pass book, the list of transactions and the ledger in the remark column. The receipt in form ACG-67 for the default fee credited under the head-Unclassified Receipts should be attached to the foil of the pay-in-slip which will be sent to the SBCO. The SBCO will check that the default fee is correctly recovered and accounted for.

**155. Continuation of PPF account after maturity :-** In paragraph 9 of the scheme, a new sub-paragraph (3A & 3B) has been inserted according to which a subscriber may continue to subscribe for a further block period of 5 years according to the limits prescribed in paragraph 3, on expiry of 15 years from the end of the year in which initial subscription was made, if he does not intend to close the account immediately or he may discontinue making any further subscriptions without closing the account. The **Form H** is to be used when the subscriber wants to continue the account with deposits after the maturity of the account. If the subscriber wants to continue the account without any deposit, there is no need to fill the **Form H**. the retention is automatic. The Head Post Offices may get the form cyclostyled for use according to requirements. In the event of a subscriber desiring to subscribe during the block period, he would be eligible to make partial withdrawals not exceeding one every year subject to the condition that the total of the withdrawals during the 5 year block, shall not exceed 60% of the balance at his credit at the commencement of the said period. This limit of withdrawal will apply on commencement of every extension of block period of 5 years. The facility of continuing to subscribe may also be availed of by a subscriber for a further period of 5 years on expiry of 20 years (or on expiry of 25 years, and so on), as the case may be, from the end of the year in which the initial subscription was made. Where the subscriber does not wish to make any further subscription, the balance at his credit shall continue to earn interest until he withdraws the entire balance standing to his credit.

**156. Issue of certificate of subscriptions made in the PPF Account:** - The certificate of subscriptions need not be issued for deposits made in PPF account to the subscriber as a receipt of each deposit is given to him in the counterfoil of the pay-in-slip.

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## **PART-I – GENERAL**

**157.(1). PAYMENT OF COMMISSION TO PPF AGENTS BY POST OFFICES :-** (i) The commission will be paid to the PPF agents for deposits in PPF accounts at source by the post offices w.e.f. 1.6.2004.

(ii). The commission will be paid at the rate of 1% of the deposits.

(iii). No commission will be paid to PPF agents for deposits in PPF accounts representing refund of loan and interest payable thereon an revival fee payable on revival of discontinued accounts. A suitable remark will be made by the agent against such amount on the deposit challan (pay-in-slip) so that these amounts may be excluded from the gross amount of deposits shown in the deposit challan for calculation of commission payable to the agents.

(iv). The commission on the subsequent deposits in PPF accounts will be paid to the agents through whom the accounts were opened. The other agents cannot make subsequent deposits in those accounts which were not opened through them.

(v). The PPF agents can accept deposits from the subscribers through crossed cheques drawn in favour of deposit office (Postmaster/Bank). The agent are not allowed to handle cash. If the subscriber wants to deposit by cash in his PPF account, he will have to go with the agent to the post office to hand over the amount to the post office.

(vi). The particulars of the post offices with which the PPF agent is authorized to transact business are recorded in the Certificate of Authority of the agent. The agent can deposit money at these post offices and claim commission at source under the new scheme. An authenticated copy of the Certificate of Authority will be supplied to the post offices with which the agents are required to transact their business. The post offices will verify that the agency of the agent is current from the Certificate of Authority before accepting deposit from him.

(vii). The Appointing Authorities will issue Photo Identity Cards to the agents functioning in their areas in order to ensure proper identification of the agents by the post offices as well as investors. Specimen copies of the Photo Identity Cards will also be provided by the Issuing Authorities to the post offices.

(viii). The area of the operation of the agent will now be co-terminus with the area of the jurisdiction of the Appointing Authority to enable the latter to regulate the operation of the agent. The agent will canvass PPF accounts to be opened in any office within this jurisdiction.

(ix). The agent will inscribe or impress by rubber stamp on the top centre of the application form for opening the account and on the deposit challan/pay-in-slip, his name and number of Certificate of Authority and the date upto which it is valid. He will also sign below the rubber stamp. This will enable the deposit accepting office to know which account has been introduced through the PPF agent.

(x). The name of the agent and number of certificate of authority will be written by the post office on the ledger page of the PPF agent introduced by an agent.

(xi). The PPF agents will be appointed and their agencies renewed by the State/UT Governments

w.e.f. 1.4.2004. The National Savings Institute (NSI) will not handle the work of appointment of PPF agents and renewal of their agencies w.e.f. 1.4.2004 onwards.

(xii). **Deduction of income tax from 1.4.2006 :-** An income tax at the rate of 5% of the commission paid will be recovered from the agents w.e.f. 1.4.2006 to 31.3.2007 at source. The surcharge will be levied at the rate of 10% if the Income Tax deducted where the income or aggregate of such incomes paid or likely to be paid to agents exceeds Rs. Ten lakh during the year. The amount of tax plus surcharge, if any, shall be further increased at the rate of two per cent of this amount for the purpose of Education Cess.

## PART – II

(2). **PAYMENT OF COMMISSION TO PPF AGENTS PROCEDURE IN HEAD POST OFFICES :-** (i) The procedure at present being followed for payment of commission to SAS agents at source for deposit in TD/MIS accounts will apply mutates mutandis to deposit in PPF accounts for payment of commission at source to PPF agents. **The PPF Scheme is being operated at present in all the Head Post Offices and Selection Grade Sub Offices.**

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(ii) The deposit in PPF account is accompanied by a deposit challan (Form B) or pay-in-slip [SB-103(d)] with cash or cheque. At present the deposit challan or the pay-in-slip with two counterfoils is being used for deposit in PPF accounts. With the introduction of the new procedure the deposit challan or pay-in-slip with one counterfoil meant for the subscriber will be used. The other counterfoil meant for the agent will not be used and removed from the form. The PPF meant for the agent will not be issued and removed from the form. The PPF agent is allowed to accept crossed cheques only drawn in favour of the deposit office for deposit in PPF accounts. He is not allowed to accept cash from the subscribers. If any subscriber wants to deposit the amount in cash in his PPF account, he will go with the agent to the post office and hand over the money himself to the post office. The following entries will be made at the top of the deposit challan or pay-in-slip by the agent under his signature.

Deposit by Cash	Rs.	Deposit by Cash	Rs.
(i) Amount of gross deposits	-----	(i) Amount of gross deposits	-----
(ii) Amount of commission -----	due	(ii) Amount of commission -----	received
(iii) Net amount to be tendered (i) – (ii)	-----		
<b>Signature of Agent</b>		<b>Signature of Agent</b>	

(iii) The agent will tender the net amount of deposit in cash and gross amount by cheque and give a receipt for the amount of commission received in Form ACG-17 in both cases to be attached to the pay-in-slip. The agent will write his name and Authority Number below his signature on the receipt ACG-17. If the amount of deposit is paid in cash, the amount of gross deposit will be credited in the concerned account and under deposit head of the PPF scheme and other account records and the amount of commission paid under the head **“Commission paid to PPF Agents”**.

(iv) If the amount of deposit is paid by cheque, the receipt for the commission in Form ACG-17 will be kept in deposit and the cheque will be sent for collection. The particulars of receipt and cheque will be noted in the register prescribed in para (6) below. The agent will be informed about the probable date on which he can collect the commission. When the cheque is realized and accounted for and the amount of deposit is credited in the account, the date of realization of the cheque may be noted in column 9 of the said register. The payment will be made by cash or cheque on receipt ACG-17 kept in deposit when the

agent attends the post office. The date of payment to the agent will be noted in the register. The certificate of proper payment made to the agent to be given by the Postmaster at the bottom of the receipt ACG-17 will be amended as under in case of commission paid on deposits by cheques.

“Certified that the amount mentioned above has been paid to the proper person. The cheque for the amount of Rs. \_\_\_\_\_ was realized and accounted for the H.O. on \_\_\_\_\_.

Date: .....

Signature of Head/Sub  
Postmaster with designation stamp.

(v) The sub offices dealing with the bank directly will not send the local cheques to the head office but will get these cheques realized from the bank. These sub offices will send other cheques to the HO for their realization alongwith receipt ACG-17 and pay-in-slip. The sub offices not dealing with the bank directly will send the cheques and receipts ACG-17 alongwith the pay-in-slips to the head office for their realisation. After the cheques received from sub offices are realized and accounted for under Part II of the LOT, the intimation of the date of realization of the cheques and their accounting in the HO and the receipts ACG-17 bearing “**pay order**” of the Postmaster will be sent to the concerned Sub Postmaster for payment of commission to the agent in cash or cheque, as the case may be, on the receipt ACG-17.

(vi) A register in the following form will be maintained in respect of transactions made by cheques at the Head/Sub Offices in order to keep the record of receipts ACG-17 and payment of commission to agents against these receipts. The serial number in the register will run on annual basis from April to March each year.

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### REGISTER OF COMMISSION PAID TO AGENTS FOR INVESTMENTS BY CHEQUES

Sl. No.	Name of agent/ Group Leader	No. of certificate of authority	Name of scheme in which deposit made	Name of office where deposit made for which receipt ACG-17 kept in deposit	Amount of deposit	Cheque No. and date
1	2	3	4	5	6	7

Amount of commission	Date on which cheque realized and accounted for in HO	Date on which commission paid to agent on receipt ACG-17 for deposit in HO	Date on which receipt ACG-17 sent to SO duly passed for payment for deposit in SO	Signature of the Postmaster	Remarks
8	9	10	11	12	13

**Note :-** A single register will be maintained by each branch of Savings Bank for its own schemes for convenience, proper disposal of receipts ACG-17 and their payment to agents.

(vii) At the close of the day, the Head Office will prepare a schedule of commission paid to agents separately for each scheme in duplicate in respect of transactions made at Head or Sub Offices in the form given below. The first copy of the schedule with receipts (ACG-17) will be sent to the SBCO along with the day's returns for further action. The second copy will be kept as office record.

**Schedule of commission paid to PPF Agents for deposits made in \_\_\_\_\_ accounts on \_\_\_\_\_ by the \_\_\_\_\_ H.O.**

Sl. No.	Name of agent	No. of certificate of authority	Account Number	Amount of deposit	Amount of commission paid	Remarks*
1	2	3	4	5	6	7
	Total					

\* In case payments made at the sub offices, the name of the sub office to be noted here.

Date Stamp

Postmaster

**Note :-** The daily and progressive totals of columns 5 and 7 of the schedule will be cast upto the end of month.

(viii) Under the new procedure a separate schedule of commission paid to agents is prepared for each scheme. There are four agency systems at present with which the post offices are dealing viz. (i) SAS Agents (ii) MPKBY Agents (iii) PRSG leaders and (iv) PPF Agents. For the purpose of posting the figures of payment of commission to agents in the cash book of the HO and other account records, the figures from various schedules will be consolidated agency wise and posted in the cash book, etc. Thus only four entries will be made in cash book and other account records.

(ix) **Register of commission paid to agents :-** At present the Postmaster is required to give to agents a certificate of commission paid to them during the financial year after the close of the year for their income tax purposes. For this purpose a register in the following form will be maintained in the Head Office in which one or more pages will be allotted to each agent depending upon his number of transactions made during the year. A single register will be maintained in respect of all the savings schemes including savings certificates. A separate register will be maintained for each financial year. The register will be posted on daily basis from the respective schedules prepared for commission paid to agents scheme-wise.

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### Register of commission paid to agents

Year \_\_\_\_\_  
 Name of Agent \_\_\_\_\_  
 Certificate of Authority No. \_\_\_\_\_

Date and month	Name of scheme in which deposit made	Sl. No. of the schedule	Amount of commission paid	Initials of P.A.	Initials of Postmaster
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1	2	3	4	5	6
Total :					

**Note:-** The names of agents should be entered in the alphabetical order in the register. An index with the following column may be prepared on the first page of the register.

S l. No.	Name of agent	C.A. No.	Page No.
1	2	3	4

This will facilitate quick posting in the register.

(3). **PROCEDURE IN SELECTION GRADE SUB OFFICES:-** (i) If the amount of deposit is tendered in cash by the agents, the procedure contained in para 1(2) and (3) above will be followed and the receipts ACG-17 sent to Head Office in support of the charge attached to the list of commission paid to the agents which will be prepared in the form given below in duplicate scheme-wise. The duplicate copy will be kept as office record.

**List of commission paid to agents for deposits in \_\_\_\_\_ accounts**

Sl. No.	Name of agent	No. of certificate of authority	Account number	Amount of deposit	Amount of commission paid	Remarks
1	2	3	4	5	6	7
Total:						

Date Stamp:

Signature of Sub Postmaster

(ii) In case the deposit is made by cheque, the sub offices not dealing with the bank directly will send the receipts ACG-17, cheques and pay-in-slips to the head office for collection of the cheque. The entry of the receipt ACG-17 and cheque will be made in the register prescribed in para(4) below. The sub offices dealing with the bank directly will send cheques other than local ones and receipts ACG-17 alongwith pay-in-slips to the head office. On receipt of intimation of realization of the cheque and its accounting in the HO and the receipt ACG-17 bearing “**pay order**” of the Postmaster, the SPM will note the date of realization and accounting of the cheque in column 9 of the register prescribed in para(4) below. The receipt ACG-17 will be kept in deposit. The payment will be made to the agent by cash or cheque on the receipt ACG-17 kept in deposit when the agent attends the post office. The amount of commission paid will be accounted for in the accounts on the date of payment and receipt ACG-17 sent to HO attached to the list of commission paid. The date of payment will be noted in the register mentioned above. The SPM will give the following certificate at the bottom of the receipt ACG-17 in such cases:-

“Certified that the amount mentioned above has been paid to the proper person. The cheque for the amount of Rs. \_\_\_\_\_ was realised and accounted for in the H.O. on \_\_\_\_\_.

Date .....

Signature of Sub Postmaster

With designation stamp.

(iii) The sub offices dealing with the bank directly will not send the local cheques to the HO but will get these cheques realised from the bank and keep the receipts ACG-17 in deposit and particulars of

cheques and receipts ACG-17 will be noted in the register. On realization of the cheque, the amount of deposit will be accounted for and commission paid to agent in cash or cheque on receipt ACG-17 as per procedure described in para (2) above.

(iv) A register in the following form will be maintained in respect of transactions made by cheques at the sub offices in order to keep the records of receipts ACG-17 and payment of commission to agents against these receipts. The serial number of the register will run on annual basis from April to March each year. A single register for all the SB/SC/PPF schemes for various agents will be maintained in the sub offices.

### **REGISTER OF COMMISSION PAID TO AGENTS FOR INVESTMENT BY CHEQUES**

Sl. No.	Name of agent/ Group Leader	No. of certificate authority	Name of scheme in which deposit made	Amount of deposit	Amount of commission	Cheque No. and date
1	2	3	4	5	6	7

Date on which cheque and receipt ACG-17 sent to HO	Date on which cheque accounted for in the HO	Date on which receipt ACG-17 received from HO	Date on which commission paid to the agent on receipt ACG-17	Signature of the Sub Postmaster	Remarks
8	9	10	11	12	13

(4). **Document to be discontinued :-** With the introduction of the new procedure the register of PPF accounts opened through PPF agents being maintained at present will be discontinued.

(5). **Procedure to be followed by the SBCO :-** (1) The SBCO will receive daily from the SB Branch the schedules of commission paid to the agents along with receipts (ACG-17) separately for each scheme. The SBCO will carry out the following checks :-

(i) The official of the SBCO will compare the amount of commission paid as shown in the receipts (ACG-17) with the entries in the schedule.

(ii) The correctness of the total of the schedule and commission paid at the prescribed rate for each scheme will be checked.

(iii) The official concerned will put his dated signature at the bottom of the schedule in token of having carried out the above checks.

(iv) The official in-charge of the SBCO will compare the amount of the schedule with the entries in the cash book in order to verify its correctness and place his initials in the cash book in token of this check.

(v) The SBCO will enter the details regarding amount of deposits and commission paid under each scheme through SAS/PPF Agents separately in the statistical register of each scheme after the close of the month.

(vi) After necessary checks the schedules of commission paid along with vouchers (receipts ACG-17) will be sent to the Postal Accounts Office on monthly basis after the close of the month in the first week of each following month.

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## **CHAPTER – 5**

### **MONTHLY INCOME ACCOUNTS SCHEME**

#### **SALIENT FEATURES OF THE SCHEME**

**158.** The salient features of the scheme are as under:-

(i) The provisions of Post Office S.B. General Rules, 1981 and the Post Office Savings Account rules, 1981 will be applicable to the Monthly Income Account Scheme for matters for which no provisions have been made in these rules.

(ii) The account may be opened by an individual. The depositor may open more than one account subject to the condition that deposits in all accounts taken together shall not exceed Rs.3 lakhs in single account and Rs.6 lakhs in joint account on or after 1.2.2000.

In accordance with Note I below Rule 4 of Post Office Savings Account Rules, 1981, for the purpose of maximum balance, the depositor's share in the balance of 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.

Hence, deposits held by an individual in his/her single account together with his/her share in joint accounts should not exceed the prescribed limit of Rs.3 lakhs w.e.f. 1.2.2000.

(iii) There shall be only one deposit in the account of Rs. 1000 or multiple thereof for accounts opened on or after 18.7.2000.

(iv) No withdrawal will be permitted in the account before the expiry of a period of 6 years from the date of opening of an account.

(v) Premature closure of the account is permitted any time after expiry of one year from the date of opening of account. A deduction of an amount equal to 2 per cent of the deposit will be made in cases where accounts are prematurely closed before expiry of 3 years. If the account is closed after the expiry of three years from the date of opening of such account, a deduction of one per cent of the deposit will be made. The new rates of deduction will apply from 10.2.2006 and will be applicable to all accounts whether opened prior to 10.2.2006 or on or after 10.2.2006 and closed prematurely on or after 10.2.2006.

(vi) The deposit will bear interest at the rate fixed from time to time. The interest will be payable monthly to the depositor on completion of a month from the date of deposit. If the interest payable every month is not drawn by the depositor, such interest will not earn any additional interest.

(vii) The deposit made at the time of opening an account will be paid by the post office at which the account stands to the depositor on or after expiry of 6 years from the date of opening along with bonus equal to 10% of the amount of deposit. No bonus will be paid on deposits made in the accounts opened on or after 13.2.2006.

(viii) In case of death of depositor before maturity, account may be closed and deposit refunded along with interest upto the month preceding the month in which refund is made. The nominee/heir cannot continue the account in his name.



(ix) If so authorised, the interest payable monthly or maturity value will be credited by the post office in the savings account of the depositor held at the post office where the deposit under the scheme is held subject to the condition that the maximum limit of balance in the savings account is not exceeded.

(x) The depositor may opt for payment of interest through postdated cheques.

(xi) The interest shall be rounded off to nearest multiple of rupee one and for this purpose any amount of 50 paise or more shall be treated as rupee one and any amount of less than 50 paise shall be ignored.

(xii) The deposit can be made either in cash or cheque or demand draft drawn in favour of the depositor or the Postmaster.

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(xiii) Nomination facility in single as well as joint account is available.

(xiv) The scheme will be operated through all the Head Post Offices and departmental sub post offices.

(xv) The accounts under the scheme can also be opened through authorised agents covered by the Standardised Agency System (xvi) Non Resident Indians (NRIs) are not eligible to open an account under the Monthly Income Account Scheme.

(xvii) The Karta of the Hindu Undivided Family (HUF) cannot open the MIS account.

(xviii) Post maturity simple interest at the rate applicable to savings accounts will be allowed for a maximum period of two years from the date of maturity on the amount inclusive of bonus due on the date of maturity.

### **FORMS**

**159.** All the existing forms will be used for the new scheme after impressing rubber stamp of 'Monthly Income Scheme' on each form.

(1) **Application Form for opening an account :-** In the application form for opening of an account (SB-3), when the account is opened through an authorised agent, the remark "Through authorised agent ..... (name and authority number) should be made on the top of the application.

(2) **Pass Book:-** The pass book in the form SB-5(0) will be used. The pages I to 3 contain the entries regarding name of the post office where the account stands, amount of deposit, particulars of depositor, date stamp of the post office, details of final/premature closure of account and signature of the sub/head postmaster on each page. The amount of deposit will be written both in words and figures. The pages from 4 onwards will be used for payment of monthly interest without casting any balance. The amount of monthly interest and the date on which payable will be noted in red ink at the top of page 4 onwards for ready reference.

(3) **MIS Ledger:-** This will be maintained in form {SB-7 5( c) } in head offices and departmental sub offices. The ledger contains 250 leafs serially numbered from I to 250, one leaf for each account. Besides the particulars of the depositor and the account number, the ledger contains the particulars of the deposit and its final/premature closure at the top. The amount of interest and the date on which payable will be noted on the top for ready reference. The date of payment of monthly interest will be noted against each month under the signature of the ledger Assistant/counter Assistant and Postmaster/Sub Postmaster.

**Note :-** A new format of ledger (SB-I) common for all P.O.S.B. schemes has been introduced which will be brought into use when printed and supplied to post offices.

(4) **Index to MIS Ledgers:-** This will be maintained in the form SB-78 as for SB accounts. The index to MIS ledgers for sub offices will be transferred by the HO to the sub offices for further continuation.

(5) **Pay-in-slip:-** The form SB-103 will be used for deposit in these accounts. When deposit is made through an authorised agent a remark "Through authorised agent..... (Name and authority No.)" will be made on the slip.

(6) **Long Book (SB-58):-** A separate long book for MIS transactions will be maintained in the Head Offices and Departmental Sub Offices by the Postmaster/Sub Postmaster. Entries will be made by the PM/SPM in the Long Book as and when transaction takes place and is checked by him. The total of all the columns will be struck after the close of the counter hours. The totals will be agreed with the corresponding totals of the list of transactions by the PM/SPM. The PM/SPM will sign below the totals of each day in the Long Book in token of having carried out the check.

(7) **List of Transactions:-** It will be prepared in form (SB-60) meant for SB Accounts. The words "MIS" will be written in place of 'SB' on top of the list. Against entry of a new account opened, the interest as noted in the pass book and the ledger will be noted. It will be prepared in duplicate by the HO and sub offices. The sub offices will send first copy of the list of transactions to the HO alongwith bundle of vouchers.

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## **TYPES OF ACCOUNTS**

**160.** Under the scheme individual accounts as defined in Rule 4 of Post Office Savings Accounts Rules, 1981 and applicable to M.I.S. accounts may be opened by

- (i) A single adult.
- (ii) Two/three adults in joint names
- (iii) A minor who has attained the age of ten years and (iv) A guardian on behalf of a minor or a person of unsound mind.

## **NOMINATION**

**160A.** (i) Nomination and eligibility conditions for registration of nomination will be the same as laid down for nominations relating to savings accounts.

(ii) The depositor will apply for nomination at the time of opening of account in the application for opening of account or subsequently at the office where the account stands.

(iii) Nomination will be registered and application retained at office (sub or head) where the account stands.

(iv) Particulars of nomination will be entered at the top of ledger folio of the account and in the pass book. Register of nomination will be maintained in sub and head offices.

## **OPENING OF ACCOUNT AT HEAD/SUB OFFICES**

**161.** (i) The MIS accounts can be opened at a HO or Departmental Sub Office. The Head Office will allot separate block series of block numbers to sub offices for these accounts. New accounts will be opened as per these block numbers.

(ii) Both Sub and Head Post Offices will follow the procedure prescribed for opening of Savings Accounts-in Head Office.

(iii) In the application form (SB-3) a declaration will be obtained from the depositor to the effect that the deposit in all accounts taken together opened by him do not exceed the maximum limits.

(iv) The interest payable will be worked out at the rate prescribed at the time of opening of account and noted in the ledger and the pass book. The interest shall be rounded off to the nearest multiple of rupee one and for this purpose any amount of 50 paise or more shall be treated as rupee one and any amount of less than 50 paise shall be ignored.

**Note :-** As per Rule 4 of MIS Rules the depositor(s) may operate more than one account subject to the condition that deposits in all accounts taken together shall not exceed Rs. 3 lakhs in single account and Rs. 6 lakhs in joint account. For the purpose of maximum balance, the depositor's share in the balance of joint account shall be taken as one half or one third of such balance according as the account is held by two adults or three adults. For example a single account can be opened for Rs. 3 lakhs and a joint account by two or three adults can be opened for Rs. 6 lakhs only. Three persons can open three single accounts for Rs. 3 lakhs each totalling to Rs. 9 lakhs. These three persons can invest Rs. 9 lakhs jointly in three joint accounts of 3 lakhs each or by opening two accounts, one for Rs. 6 lakhs and other for Rs. 3 lakhs in order to complete the share Rs. 3 lakhs of each adult. Similarly, a guardian can open a separate account on behalf of each minor for Rs. 3 lakhs.

### PAYMENT OF MONTHLY INTEREST

**162.** The interest shall be payable monthly to the depositor on completion of a month from the date of deposit. The depositor can opt for payment of interest by:

(a) Automatic credit in his savings account

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(b) Filling up application for withdrawal

(c) Postdated cheques

(a) **Automatic credit in savings accounts:-** A depositor can have his monthly interest credited into his savings account by giving standing instructions to the post office provided both the accounts stand in the same post office. The ceiling of balance in the savings account as prescribed in P.O. Savings Account Rules will be observed for credit of interest. The procedure for automatic credit will be as below:

(i) The depositor will present an application to the post office where the account stands requesting for the credit of the monthly interest due on his MIS account to his savings account. The number of MIS and the number of savings account will be furnished in the application.

(ii) One receipt of the application, the counter Assistant will compare the signature on the application with the specimen signature on record and, if it agrees, give an acknowledgement to the depositor for the application. If there is any discrepancy in the specimen signature, it should be got attested in the manner prescribed in rule 36. The depositor will be informed that he will be required to present the pass book at least once in six months for making entries of payment of interest. An entry will be made in the ledger of MIS accounts "Monthly interest to be credited in the savings account No. ....vide application kept at serial number..... of Guard Book." The PM/SPM will examine the ledger and the application and place his initial on the application form and against the entry in ledger. All such applications will be kept

in a separate guard book serially numbered.

(iii) The particulars of all such applications will be entered in a register to be maintained in the following form:-

**Register of credit of MIS account monthly interest into Savings account**

SL No.	MIS Account Number	Savings Account Number	Amount of interest	Date of credit in savings account		Remarks
				due	actual	
(1)	(2)	(3)	(4)	(5)		(6)

Sufficient space will be left between the entries in the register so that all monthly interest payments can be entered i.e. 72 lines will be left before next entry.

(iv) To enable a watch being kept over the prompt transfer of interest to the savings account, separate pages of the register will be allotted date wise for each month. The entries in the register will be scrutinised regularly and action initiated to have the interest credited to the savings account positively on the due date.

(v) The Counter Assistant will prepare a withdrawal form (SB-7) for the amount of interest on due date. Only the warrant of payment side of the application for withdrawal in the prescribed form need be filled. An entry will be made at the top of the form 'For credit of interest in savings account number.....' The warrant of payment will be signed by the Postmaster/Sub Postmaster. The amount will be simultaneously credited in the SB ledger card/ledger concerned. The Pay-in-Slip for the credit will be prepared by the PA and signed by the Postmaster/Sub Postmaster. Both the transactions, namely, the payment of interest and credit in savings account should appear in the respective list of transactions on the same date. A remark will be made against the entry in the list of transactions of MIS account, 'By transfer to savings account number.....' and in the list of transactions for saving accounts" by transfer of interest of MIS account number....."

(vi) When the S.B. pass book is presented for transaction after the credit of interest in the savings account, necessary entries the payment of interest and credit in savings account be made therein. The entries will also be made in the MIS pass book when it is presented once in six months.

(vii) If the depositor cancels his request for credit of interest in savings account or if either the MIS account or the savings account or both are transferred from the office, or if savings account is closed, an entry will be made on the original application 'Cancelled' under the signature of the Postmaster/ Sub Postmaster. The depositor, if he desires to have the facility after transfer of the account, will have to make a fresh application to the new office.

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(viii) In case the number of MIS and Saving accounts involved in a single day exceed 5 accounts, the following procedure will be followed to save time and paper work:-

The counter Assistant will prepare list of MIS accounts and SB accounts in triplicate on the due date in the prescribed formats given at Annexure-A and B below and put up to the APM/SPM along with ledger of the concerned accounts for checking. The APM/SPM will compare all the entries in the list with concerned ledger and put his initials against each entry. The APM/SPM will prepare one withdrawal form for the total amount entered in the MIS list. Only the warrant of payment side of withdrawal form need be filled. An entry will be made at the top of the form “ **For credit of interest into saving accounts**”. He will sign the warrant of payment . One copy of the MIS list will be attached with MIS LOT and second copy will be attached with the withdrawal form which will form part of MIS vouchers. Third copy will be retained in the office in a separate guard file. Simultaneously APM/SPM will prepare one pay-in-slip (SB-

103) for the total amount entered in the SB list under his signatures and put remark on the top of pay-in-slip as ‘ **By transfer of interest from MIS accounts**’. One copy of the SB List will be attached with the SB LOT and second copy will be attached with the pay--in-slip which will form part of SB vouchers. The third copy will be retained in the office in a separate guard file. In MIS and SB LOT, a single entry of the total amount withdrawn and credited will be made. In computerized offices, list of MIS and SB will be generated by software in the computer and in the non-computerized offices, these will be prepared manually.

#### ANNEXURE-A

##### List of MIS accounts from which interest is withdrawn for credit into saving accounts

Date: \_\_\_\_\_

Sl. No.	Name of depositor	MIS A/C No.	Interest withdrawn of the month/Year (due month/due year)	Amount	Initials of PM/APM/SPM	Remarks, if any
Total						

Date Stamp

Signature of APM/SPM

#### ANNEXURE-B

##### List of Saving accounts in which interest is automatically withdrawn from MIS accounts is credited.

Date: \_\_\_\_\_

Sl. No.	Name of depositor	SB A/C No.	Interest credited for the month/Year (due month/due year)	Amount	Initials of PM/APM/SPM	Remarks, if any
Total						

Date Stamp

Signature of APM/SPM

(b) **By filling up application for withdrawal:-** The depositor will present an application for withdrawal (S8-7) for the amount of interest. The amount will be paid either in cash or by cheque at the option of the depositor. The Sub Postmaster 'will obtain cheque for the required amount in the name of the depositor from the head office. The entry of payment by cash or cheque will be made in the pass book, MIS Ledger, Long book and LOT.

(c) **By Post Dated Cheques :-** As per procedure given in the **Annexure**.

#### CLOSURE OF ACCOUNT

**163.** The closure of account on maturity/pre-mature closure of account will be done by the office at which the account stands. Prior approval of Head Post Office by the sub office will not be required.

(a) **Payment on Maturity:-** Maturity period of the scheme is six years. On or after expiry of 6

years from the date of opening the depositor will be paid the deposit made at the time of opening of account along with bonus equal to 10% of the amount of deposit. In the withdrawal voucher the principal and the bonus will be shown separately. In respect of accounts opened on or after 13.2.2006 no bonus will be paid.

(b) **Premature closure of account:-** The premature closure of the account is allowed after one year of opening of the account and a discount at the rate of two per cent of the deposit will be deducted if the account is closed before the expiry of three years. If the account is closed after the expiry of three years from the date of opening of the account, a discount of one per cent of the deposit will be deducted. The new rates of discounts will be applicable from 10.2.2006 to all accounts whether opened prior to 10.2.2006 or on or after 10.2.2006 and closed prematurely on or after 10.2.2006. In the accounts full amount of deposit invested will be shown as paid and the amount of discount recovered will be shown on the receipt side. On the warrant of payment, the details of principal and discount recovered will be shown separately and acquittance of the net amount payable will be taken from the depositor. In the list of transactions and consolidated journal of deposits and withdrawals, total amount of deposit will be shown as withdrawn in the withdrawal column and discount recovered shown under a separate column, "Discount deducted" to be opened for the purpose on the receipt side. In the list of transactions, consolidated journal of deposits and withdrawals, cash book, HO summary, etc. the deposit will be shown as withdrawal and discount deducted on the receipt side. The entry regarding recovery of the discount will also be made in the pass book and the ledger. The Postmaster will check the amount recovered as shown in the consolidated journal with the head office cash book.

**Note:-** The MIS Rules clearly provide for payment of bonus where admissible on completion of maturity period of the account irrespective of the fact as to whether the account holder is/was alive or not on the date of maturity.

**164. Heads of Accounts:-** The transactions of receipts and payments will be recorded by the sub and head offices in the account records under separate heads as under:-

RECEIPTS	PAYMENTS
Monthly Income Scheme	Monthly Income Scheme
(i) Deposits	(i) Principal
(ii) Discount deducted	(ii) Interest/Bonus

**165. Procedure in Head Office in respect of accounts opened in Sub Offices :-** The LOT, Pay-in-slips and applications for withdrawal received from sub offices will be processed in the same manner as is done for saving accounts. The Ledgers for accounts opened at sub offices will not be maintained at Head Offices.

#### TRANSFER OF ACCOUNTS

**166.** The MIS accounts can be transferred from one post office to another. The procedure prescribed for transfer of Post Office Savings Accounts will be followed except that for accounts standing at sub offices, entry will be made in the pass book and ledger. The pass book will be returned to the depositor. The application for transfer with a certificate duly signed by the SPM showing the balance, particulars of interest paid as per record of the sub office will be sent to the head office for preparing the AT and getting it cleared by the SBCO. The original application for opening of account will also be sent to the Head Office.

#### MAINTENANCE OF STATISTICS

**167.** The statistics of amount invested, interest paid and amount withdrawn will be maintained in the existing statistical register(s) making separate columns for this scheme.

## GENERAL

**168.(1) Payment of monthly interest if the due date falls on Sunday or a Postal holiday :-** If the due date of payment of monthly interest in MIS Account falls on Sunday or postal holiday, the payment is deemed to be due on the business day immediately preceding.

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**(2) Payment of monthly interest on investment in MIS account if the due date does not come in the subsequent months :-** If the due date for payment interest on investment in MIS Account does not come in the subsequent months, the payment of monthly interest will be made on the last date of following month and if such last day is a holiday, monthly interest will be paid on the preceding day.

**(3) Treatment of bonus payable in MIS account:-** The bonus payable under monthly income scheme shall be treated as interest and consequently eligible for tax concession under Section 80L of Income Tax Act.

**(4) Opening of MIS account by Non-resident Indians :-** The MIS Account cannot be opened by Non-Resident Indians.

**(5) Opening of MIS account by the HUF :-** The Kartra of Hindu Undivided Family (HUF) is not allowed to open MIS Account on behalf of the HUF.

**(6) Payment of POSB interest on excess investment beyond the prescribed limit under Post Office Monthly Income Scheme :-** If a depositor has made an excess investment beyond the prescribed limit under the Post Office Monthly Income Account Scheme, the excess deposit beyond the prescribed limit will be refunded by the PM/SPM with the POSB rate of interest to the depositor. The interest already paid on the excess amount will be recovered/adjusted from the amount refunded. The commission paid to the agent on the excess investment will also be recovered from the agent.

**(7) Conversion of irregular MIS account from single to joint and vice-versa :-** Since the Savings Account Rules are applicable to MIS accounts, a single MIS account can be converted into joint account and vice versa. This facility will not be available for conversion of MIS account opened irregularly by exceeding the prescribed limits from single to joint or vice versa in order to compound the irregularity. In such cases the amount exceeding the prescribed limit will be refunded with interest at rate applicable to P.O. Savings Accounts. The commission already paid on the excess amount to the agent will be recovered from him.

**(8) Status of joint MIS account on the death of one of the depositors:-**

If one of the depositors of a MIS account dies, the account will be treated as a single account in the name of the surviving depositor from the date of death of the said depositor when a report to this effect is received in the post office. The PM/SPM will ask the surviving depositor to withdraw the excess amount in excess of the limit prescribed for single depositor as this amount will not carry interest from the date of death of the joint depositor. The interest already paid on this excess amount will be recovered or adjusted. The account will be converted into a single account.

**(9) Operation of Scheme through SAS Agents :-** The Standardised Agency System has been extended to this scheme w.e.f. 12.10.1987. The authorised agents will be paid commission at the rate of one per cent of the deposits in the said scheme made through them under the terms of agreement executed by them. The commission to the agents for investment in the scheme will be paid through the post offices at source at the time of depositing money.

(10) **Payment by cheque :-** The payment from MIS account on premature or final closure or of monthly interest if it comes to Rs.20,000 or more should be paid by cheque by the post offices only as required under Section 269- T of the Income Tax Act.

(11) **Credit of maturity value of MIS account in the savings account of the depositor :-** If requested by the depositor, the maturity value of the MIS account may be credited by the post office in the savings account of the depositor held at the post office where the MIS account stands subject to the condition that the maximum limit of balance prescribed for the savings accounts is not exceeded.

**169. Post-maturity interest :-** Where repayment of the deposit, inclusive of bonus, under rule 9 has become due but has not been made, interest shall be allowed on the amount due for a maximum period of two years from the date of **maturity to the date of repayment of the deposit** subject to the following conditions, namely :-

(a) The interest shall be simple and shall be calculated at the rate applicable from time to time to savings accounts of the type of single or joint account. :

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(b) For the purpose of payment of interest, any part of the period which is less than one month shall be ignored.

(c) The interest shall be paid to the depositor in lump sum at the time of repayment of **amount due**.

**Note :-** The post maturity interest may be allowed on accounts that have matured on or after 16.10.2003 and also on accounts that matured prior to 16.10.2003 but were closed after 16.10.2003. In both cases interest may be allowed for a maximum period of 2 years from the date of maturity to the date of repayment.

**170. Deleted.**

**171. Deleted.**

## **ANNEXURE**

### **PROCEDURE FOR MAKING PAYMENTS THROUGH POST DATED CHEQUES OF MONTHLY INTEREST IN MIS ACCOUNTS**

#### **OBJECTIVE**

To facilitate easy monthly/regular payments of interest to an account holder of the Post Office Monthly Income Scheme Account.

#### **DEFINITIONS**

(1) **Customer :-** Account holder of Post Office Monthly Income Scheme.

(2) **Post Dated Cheque (PDC):-** A cheque that becomes payable and negotiable on a future date that is specified on the cheque itself. The validity period of a PDC is three months after the month of issue.

#### **SALIENT FEATURES OF THE SCHEME**



(1) The PDCs will be issued for each remaining month of the financial year and will have to be collected in person by the payee at the beginning of the payment period. The minimum interest payment required for eligibility to this facility will be Rs. 100 per month. Each cheque will have a validity period of three months after the month of issue.

(2) The cheques will be payable at par at a specific location and to a specific account number only.

(3) The payee will also present his pass book at the time of collection of the PDCs and this will be updated once every year at the time of collection of the PDCs.

(4) The PDC will be presented by the payee to his or her bank account and the bank will present the same to the concerned post office through clearing as per present procedure.

(5) In the event of loss of cheques by the payee, duplicate cheques will be issued only after the payee has signed an indemnity bond and the reconciliation period (validity period of the cheque plus one month reconciliation time) has elapsed.

(6) In case a depositor desires to prematurely close the account midway during the financial year, he will have to return the unused cheques and pay an amount of Rs. 4/- per cheque returned.

(7) In case of the death of the depositor, the nominee will return the unused cheques and close the account. No penalty of Rs. 4/- per cheque will be charged in such cases.

(8) At the end of the maturity period the payee will receive the principal and the bonus as at present.

(9) The accounting procedure will remain the same as at present for cheque issued and interest payment under the MIS scheme.

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### **PROCEDURE TO BE FOLLOWED BY HEAD OFFICES**

(1) A customer will make a written request to the Postmaster from where he operates his MIS account, asking for the facility of receiving regular assured payments through Post Dated Cheques (PDCs).

(2) On receipt of the request, an entry will be made in the customer's pass book and he will be asked to return at a specified date (within two weeks of making of the request) for taking the PDCs. The identity of the depositor will be verified with his specimen signature on record and other particulars given in the ledger.

(3) In case of a sub office, the request for the PDCs will be sent to the concerned head office as per existing procedure after making a note in the remarks column of the ledger page of the account.

(4) In the head office, the required information (name of customer, account number, amount, date etc.) will be fed into the software designed for this purpose. Thereafter the cheques will be issued, one for each remaining month of the financial year, as per existing procedure. The only difference will be that instead of being prepared manually, the fields on the cheque will be printed as per the information fed into the PDC software where such software is available.

(5) The PDCs will be issued for each remaining month of the financial year and will have to be collected in person by the depositor at the beginning of each payment period. The minimum interest payment for eligibility to this facility will be Rs. 100 per month.

(6) Each cheque will be crossed "not negotiable" and made payable as follows :-

"Shri ..... (depositor's name) of MIS account number ..... in order to avoid mispayment or fraud".

(7) The cheque will be signed as at present (until a facsimile facility is introduced) after verification from records as at (4) above.

(8) Each cheque will have a currency period of three months after the month of issue. Thus a cheque bearing any date in January is payable at any date upto 30th April.

[Rule 179 of P&T F.H.B. Volume I]

(9) The cheques will be payable at par at a specified location and to a specified account number only.

(10) The cheques issued will be dated for the due date of each month in which payment is due.

(11) The depositor will collect the PDCs on the specified date and get corresponding entries made in his pass book.

(12) The head office will maintain a record of PDCs issued on each specified date customer-wise in a separate register in the proforma given at **Annexure-I** and make corresponding entry in the remarks column of the concerned account in the MIS ledger.

(13) A copy of the entries made in the register will be maintained by the Accounts Branch in a separate register dealing only with PDCs. It will maintain the information date wise and customer wise.

(14) The cheques will be accounted for in the accounts on which they become payable in accordance with Note 2 below Rule 181 of P&T F.H.B. Volume I. The entries of these cheques will be made in the register at Annexure-I. For example, if the cheque is due for payment on 12/9/2006, it will be accounted for on this date as under :-

(a) Drawing from Bank ..... (Receipt side)

(b) Payment of interest in MIS through DOC ..... (Payment side)

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(15) As and when each cheque is presented for clearance, it will be cleared as per existing procedure.

(16) An entry of withdrawal of monthly interest will be made in the concerned account in the MIS ledger. In respect of account standing at sub offices the entry of withdrawal will be accounted for under Part-II of the LOT and intimation of withdrawal will be sent to the concerned sub office as at present.

(17) In April, the Accounts Branch will total the interest paid out during the financial year customer wise by totaling the entries in the separate register maintained for the PDCs. In the absence if any complaint by any customer, the amount paid will be assumed to be same as the total amount given in all the PDCs issued. The entries made in the register can be cross checked when the customers for next year's PDCs and getting corresponding entries updated in the pass book.

(18) At the beginning of the next financial year, the customer will attend the post office for the collection of next 12 PDCs and for getting entries updated in the pass book.

(19) In the event of loss of cheque by the depositor a duplicate cheque will be issued by the Postmaster only after the depositor has furnished an indemnity bond in the form given at **Annexure-2** and the reconciliation period (validity period of the cheque plus one month reconciliation time) has expired.

[Rule 180A of the P&T F.H.B. Volume I]

(20) In case a depositor desires to prematurely close the account midway during the financial year, he will have to return the unused cheques and pay an amount of Rs. 4/- per cheque returned. The entry of these returned cheques will be made in the pass book, ledger and register of PDCs issued. These cheques will be cancelled and destroyed as per existing procedure. The amount of penalty charged will be credited under the head "Unclassified Receipts" with suitable remarks.

(21) In case of death of the depositor, the nominee/legal heir will return the unused cheques and close the account. The nominee/legal heir will not be required to pay Rs. 4/- per cheque returned in such cases. The procedure for disposal of such cheques as given in item (20) will be followed.

(22) At the end of the maturity period the depositor will receive the principal, bonus and unpaid interest, if any, as at present.

(23) Accounting procedures will remain the same as at present for cheque issue and interest payment under the MIS scheme.

**PROCEDURE TO BE FOLLOWED BY SUB OFFICES**

(1) The sub office will send the request letter for post dated cheques of the depositor after verification from the ledger and identity of the depositor to the head office entered in the list of documents through the account bag as per present procedure.

(2) The head office will make out the cheques as per procedure prescribed I above and return them to the sub office duly entered in the S.B. Slip through the account bag. The entries of the cheques in the register PDCs issued and other relevant records will be made.

(3) Upon handing over the cheques to the depositor, the sub office will make entries in the pass book of the depositor and in the remarks column of the ledger. A return intimation for the receipt of the cheques will be sent to the head office duly entered in the list of documents through the account bag. The HO will then make the corresponding entries in its separate register as well as all other relevant records.

(4) When the cheques are accounted for on the due date of payment in the HO, the sub office will receive intimation of payment from the HO through Part II of the LOT. The amount of interest paid will be entered in the ledger in the concerned account as per present procedure.

**ANNEXURE-I****Register of PDCs issued for payment of monthly interest in M.I.S accounts**

[A separate page should be allotted to each depositor]

Date of issue	Sl. No.	Name of depositor	Name of office where account stands	Account Number	Period for which PDCs issued (month-wise)
1	2	3	4	5	6
Number of cheques issued	Cheque No. and amount of each cheque	Date on which cheque payable	Bank and Account number	Signature of Postmaster	Remarks
7	8	9	10	11	12

**ANNEXURE-2****Form of indemnity bond**

THIS DEED OF INDEMNITY made on the ..... day of..... BETWEEN ..... son of ..... resident of ..... or (1)..... son of..... resident of .....(2) ..... son of..... resident of ..... etc., carrying on business in co-partnership under the name and style of ..... at ..... or ..... a company registered under the Indian Companies Act, 1913/Companies Act, 1956, having its registered office at ..... ) hereinafter called the 'Indemnifier' which expression shall unless excluded by or repugnant to the context be deemed to include his heirs executors, administrators, legal representatives, successors and permitted assigns) of the one part and the PRESIDENT OF INDIA (hereinafter called 'the Government' which expression shall unless excluded by or repugnant to the context be deemed to include his successors or assigns) of the OTHER PART.

WHEREAS on the ..... day of ..... Cheque No..... dated ..... on .....(name of the Bank) for Rs..... was drawn by..... in favour of the Indemnifier.

AND WHEREAS the Indemnifier has represented to the Government that the said cheque has been lost by him/during transmission by post to him.

AND WHEREAS at the request of the Indemnifier the Government has agreed to issue a second cheque for Rs. .... being the amount of the said previous cheque No.....dated....., upon the Indemnifier giving the indemnity as hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:-

(1) In consideration of the said premises and of the agreement on the part of the Government in issuing in favour of the Indemnifier a second Cheque No....., dated ....., the Indemnifier both hereby agree and undertake to refund to the Government on demand and without demur the said sum of Rs. .... in the event of the said previous Cheque No....., dated ....., being presented to and paid by the bankers and to indemnify the Government and keep the Government harmless and indemnified from and against all expenses which may be incurred by the Government in relation thereto or in connection therewith.

(2) The Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the parties hereto have set and subscribed their respective hands hereunto

on the day and year first above written.

Signed by the said Indemnifier in the presence of:

(1) ..... (2) .....

Signed for and on behalf of the President of India by Shri .....  
(name and designation) in the presence of:

(1) ..... (2) .....

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## **CHAPTER – 6**

### **SENIOR CITIZENS SAVINGS SCHEME**

Note :- The scheme has been introduced w.e.f. 2.8.2004. The scheme will be operated through all post offices doing MIS work.

#### **SALIENT FEATURES OF THE SCHEME**

**172.** The salient feature of the scheme are as under:-

(1) (i) The account may be opened by individual who has attained the age of 60 years on the date of opening of an account under these rules, and by whom or on whose behalf money is deposited in an account under this rules; or

(ii) The account under the scheme may be opened by an individual who has attained the age of 55 years or more but less than 60 years, and who has retired on superannuation or otherwise on the date of opening of an account under these rules, subject to the condition that the account is opened by such individual within one month of the date of receipt of the retirement benefits and proof of date of disbursal of such retirement benefit(s) alongwith a certificate from the employer indicating the fact of retirement on superannuation or otherwise, retirement benefit, employment held and period of such employment with the employer is attached with the application form (**Form A**).

Provided that the persons who have retired at any time before the commencement of these rules and attained the age of 55 years or more on the date of opening of an account under these rules, shall also be eligible to subscribe under the scheme within a period of one month of the date of this Notification (27.10.2004) subject to the fulfillment of other specified conditions.

Provided further that the retired personnel of Defence Services (excluding Civilian Defence Employees) shall be eligible to subscribe under the scheme irrespective of the above age limits subject to the fulfillment of other specified conditions.

**Note 1 :-** For the purposes of this rule, "retirement benefits" means any payment due to the depositor on account of retirement or superannuation or otherwise and includes Provident Fund dues, retirement/superannuation gratuity, commuted value of pension, cash equivalent of leave, savings element of Group Savings linked Insurance Scheme payable by the employer on retirement, retirement-cum-withdrawal benefit under Employees' Family Pension Scheme and Ex-gratia payments under a voluntary or a special voluntary retirement scheme.

**Note 2:-** The officers retired from the State Bank of India under the Exit Option Scheme and who attained the age of 55 years but less than 60 years, and who are getting pension from the Bank can be permitted to invest their terminal benefits in the Senior Citizen Savings Scheme 2004.

(2) The account may be opened in individual capacity or jointly with spouse. It is not necessary for the

spouse to be of 60 years or 55 years, as the case may be. There is no age bar limit for the 2<sup>nd</sup> applicant/Joint holder (spouse). In case of joint account, the account may be either Joint A type or Joint B type. This may be indicated on the top of the application form.

(3) The scheme shall be operated through all post office in India doing MIS work.

(4) The account under the scheme can also be operated through small savings agents working under the 'Standardised Agency System (SAS)'.

(5) Non-Resident Indians (NRIs) and Hindu Undivided Family (HUF) are not eligible to open an account.

(6) If a depositor subsequently becomes NRI during the currency of the account, the account may be continued till its maturity on a non-repatriation basis and the account shall be marked as a Non-Resident Indian Account. Such account shall not be extended beyond the maturity period.

(7) The individual may open one or more accounts in the multiple of Rs. 1000/-, subject to a maximum of Rs. 15 lakh. Further, more than one account cannot be opened in the same post office during a calendar month. The deposits made by the depositors shall be restricted to the retirement benefits received by them or rupees fifteen lakh, whichever is lower.

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(8) No withdrawal shall be permitted before the expiry of a period of five years from the date of opening of the account. The depositor may extend the account for a further period of 3 years by making an application to the post office within a period of one year after the maturity period of 5 years. The extended account shall be deemed to have been made from the date of maturity, irrespective of the date of application.

(9) Premature closure of account is permitted any time after the expiry of one year from the date of opening of the account. A deduction of an amount equal to 1½% of the deposit shall be deducted, if the account is closed after expiry of one year but before the expiry of two years from the date of opening of the account. If the account is closed after the expiry of two years from the date of opening of the account, an amount equal to 1% of the deposit shall be deducted. However, no deduction shall be made in case of premature closure of the account in case of the death of the depositor. Further, deduction shall not be made when the account is closed after the expiry of one year from the date of extension of the account.

(10) In case of death of the depositor before maturity, the account shall be closed and deposit refunded alongwith interest till the end of the month preceding the month in which refund is made. The nominee/heir cannot continue the account, except in case of a joint account, or where the spouse is the sole nominee, the spouse may continue the account on the same terms and conditions as specified under these rules. In case the spouse does not continue the joint account, the account shall be closed and the deposit refunded alongwith the interest till the end of the month preceding the month in which refund is made.

Provided also that where both the spouses have opened separate account(s) under the scheme and either of the spouses dies during the currency of the account(s) under the scheme. the account(s) standing in the name of the deceased depositor/spouse shall not be continued and such accounts shall be closed.

(11) The deposit made under these rules shall bear interest @ 9% per annum from the date of deposit. Interest is payable on quarterly basis i.e. from the date of deposit to 31<sup>st</sup> March/30<sup>th</sup> June/30<sup>th</sup> September/31<sup>st</sup> December, as the case may be, in the first instance and thereafter on the last working day of March, June, September and December. However, in the quarter in which the account matures, the interest shall be payable till the date of maturity of the account. The printed pass book should have the above quarterly dates indicated.

(12) If so authorised, interest payable on the due dates shall be credited to the depositor's savings account in the same post office in which the account exists subject to the condition that by so credit of the interest amount, the maximum limit of balance, if any, in the savings account, is not exceeded. The joint account may be single or joint (Type A or B) account subject to the condition that the maximum limit of balance in the savings account is not crossed by credit of the interest.

(12a) The depositor can receive his quarterly interest through a money order after deducting the money order commission if he express his willingness for it.

(13) If the interest is not claimed by the depositor, such interest shall not earn additional interest.

(14) The interest shall be rounded off to the nearest multiple of rupee one and for this purpose any amount of 50 paise or more shall be treated as rupee one and any amount less than 50 paise shall be ignored.

(15) Whenever it comes to the notice of the post office that an account has been opened in contravention of these rules, the account shall be closed immediately and the deposit in the account, after deduction of the interest, if any, paid on such deposit, shall be refunded to the depositor. In no case should a post office open an account exceeding the ceiling limit.

(16) If at the time of opening of the account, the concerned official/supervisor of the post office notices that a deposit exceeds the ceiling prescribed, he/she shall request the depositor in writing to withdraw the excess deposit immediately. On this excess amount the interest shall be paid at the rate applicable from time to time to the Post Office Savings Account and the interest shall be paid from the date of deposit of excess amount to the end of the month preceding the month in which the post office requests the depositor to withdraw the excess amount. The amount of excess interest, if any, already paid to the depositor, shall be deducted.

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(17) In case of an account, continued after maturity, the deposit in such account shall earn interest at the rate applicable to the new accounts opened or to be opened under the provisions of these rules on the date of maturity.

(18) In case the depositor does not close the account on maturity and also does not extend the account for a period of three years by making an application within a period of one year after the maturity period of 5 years, the account shall be treated as matured and post maturity interest at the rate applicable to the deposits under Post Office Savings Accounts from time to time shall only be admissible for the period beyond maturity till the end of the month preceding the month of closure. No time limit has been prescribed. The amount of excess interest paid @ 9% p.a. in the quarter after the maturity of the account shall be deducted.

(19) Nomination facility is available. Where there is no nomination the amount standing to be credit of the deceased depositor shall be paid by the post office to the legal heirs of the deceased depositor on receipt of an application alongwith a certificate of the death of the depositor and a Succession Certificate or Letter of Administration with attested copy of probated will of the deceased depositor issued under the provisions of the Indian Succession Act, 1925. However, if the total amount including the interest payable is upto rupees one lakh, it may be paid to the legal heirs on production of (i) a letter of indemnity, (ii) an affidavit (iii) a letter of disclaimer on affidavit, and (iv) a certificate of death of the depositor on stamped paper.

(20) Fees for transfer of accounts, issue of duplicate pass book and realisation amount of outstation cheques/drafts will be recovered in cash through pay-in-slip and credited under the Head "Unclassified Receipts" with a suitable remarks of the same on the pay-in-slip. The pay-in-slip will be attached to the

schedule in support of the receipt.

(21) In case of joint account the whole amount of investment in the account under the scheme is attributed to the 1<sup>st</sup> applicant/depositor only. The question of any share of the 2<sup>nd</sup> applicant/joint account holder, therefore, does not arise.

(22) Both the spouses can open individual and/or joint accounts with each other with the maximum deposits upto Rs. 15 lakh, provided both are individually eligible to invest under the relevant provisions of the rules governing the scheme.

(23) No fee is to be charged for registration of nomination and/or change/ cancellation of nomination.

(24) The following information may be furnished on page 3 of the pass book as prescribed in Rule 10 of the scheme.

(a) Account of quarterly interest payable.

(b) Due date of final payment of deposit.

**173. Forms :-** (i) All the forms circulated vide letter No. 79-8/2004-FS dated 3.8.2004 are to be used for this scheme. (Forms of the Scheme).

(ii) **Application Form :-** If the account is opened through an authorised agent, the remark "Through authorised agent....." (name and agency No.) shall be made on the top of the application form (**Form-A**).

(iii) **Pass Book:-** The pass book is to be given to the depositor immediately on opening the account. However, in case of deposit made through cheque or demand draft, the pass book shall be given only on the date of deposit after the encashment of the cheque or demand draft. If the depositor is availing the facility of credit of interest in his savings account, the depositor shall present the pass book to the deposit office once in a year for completion of entries. Otherwise, the pass book shall be presented once in a quarter at the time of collection of interest. In case the original pass book is lost, or mutilated or damaged, a duplicate pass book may be issued on payment of a fee of Rs. 10 in case of first duplicate pass book and Rs. 20 in case of any subsequent issue, on a simple application on plain paper. The issue of duplicate pass book(s) shall be noted in the office records including ledger folio. In case the lost pass book is found after the issue of a duplicate pass book, it shall not be treated valid for any purpose and shall be surrendered to the deposit office and destroyed by the deposit office in the presence of the depositor.

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**3. SCSS Ledger :-** This shall be maintained in Form (SB- I) revised in Head Post Offices and Departmental Sub-Offices. The ledger contains 250 leaves serially numbered from I to 250, one leaf for each account. Besides the particulars of the depositor and the account number, the ledger contains the particulars of the deposit and its final/premature closure at the top. The amount of interest and the date on which payable shall be noted on the top of the yearly cages for payment of interest for ready reference. The date of payment of quarterly interest shall be noted against each quarter under the signature of the ledger Assistant/counter Assistant and Postmaster/Sub-postmaster. The name of the agent, agency number, date of validity through whom the account is opened should be noted on the top of the ledger folio.

**4. Index to SCSS Ledgers :-** This shall be maintained in the form SB-78, as prescribed for SB accounts.

**5. Pay-in-slip :-** The Form D of the scheme shall be used for deposit in these accounts. When deposit is made through an authorised agent a remark "Through authorised agent" (Name and Agency Code Number) shall be made on the slip.



**6. Long Book (SB-58) :-** A separate long book for SCSS transactions shall be maintained in the Head Office and Departmental Sub Offices by the Postmaster/Sub Postmaster. Entries shall be made by the Postmaster/SPM in the long book as and when transaction takes place and is checked by him. The total of all the columns shall be struck after the close of the counter hours. The total shall be agreed with corresponding total of the list of transactions by the Postmaster/SPM. The Postmaster/SPM shall sign below the total of each day in the long book in token of having carried out the check.

**7. List of Transactions (LOT) :-** The LOT shall be prepared in form (SB-60) meant for SB Accounts. The word "SCSS" shall be written in place of "SB" on top of the list. Against entry of a new account opened, the interest as noted in the pass book and the ledger, shall be noted.

**174. Type of Accounts :-** The depositor may open the account in individual capacity or jointly with spouse (joint A or B).

**175. Nomination :-** (i) The depositor may nominate a person or persons who in the event of death of the depositor, shall be entitled to payment due on the account.

(ii) Nomination facility is available in case of joint account also. However, in this case, the joint holder will be the first person entitled to receive the amount payable in the event of death of the depositor and the nominee's claim shall arise only after the death of both the depositor and the joint holder.

(iii) In case of joint account or where spouse is the sole nominee, the spouse shall also be eligible to make, cancel or vary nomination made earlier, after the death of the depositor.

(iv) The depositor may apply for nomination at the time of opening of account or any time after the opening of the account but before its closure, by an application in **Form-C**, accompanied by the pass book to the office where the account stands.

(v) The nomination made by the depositor may be cancelled or varied by a fresh nomination in **Form-C** to the office in which account stands.

(vi) Nominations and every cancellation of variation thereof, shall be registered and applications retained at office where the accounts stands.

(vii) Particulars of nomination and every cancellation or variation thereof shall be entered at the top of ledger folio of the account and in the pass book.

The register of nominations shall be maintained.

**176. Opening of account :-** (i) The SCSS accounts can be opened at a post office in India doing MIS work.

(ii) The depositor may make an application in **Form-A**, alongwith the amount of deposit as per the pay-in-slip in **Form-D**, duly filled in, alongwith age proof and joint photograph with spouse. PAN No. and name of the agent shall be indicated in Application Form. In case the applicant has no PAN No., the same shall be indicated in the application form and the applicant(s) should furnish a self declaration that his/their income from all sources (including income from the account to be opened vide this application) does not cross the exemption limit and the applicant(s) is/are not required to obtain PAN under the Income Tax Act, 1961 as amended from time to time.

(iii) The depositor may operate more than one account subject to the conditions that the deposits in all the accounts taken together shall not exceed the maximum limit of Rs. 15 lakh. More than one account cannot be opened in the same post office during a calendar month.

(iv) The Head Office will allot separate block series of account numbers to post offices under its control for these accounts. New accounts will be opened as per these block numbers.

(v) In the application form (**Form-A**) a declaration shall be obtained from the depositor to the effect that the deposits in all accounts taken together do not exceed the maximum limit.

(vi) The interest payable for the first quarter, subsequent quarters and the last quarter shall be worked out at the rate of 9% per annum at the time of opening of account and noted in the ledger and the pass book. Interest shall be rounded off to the nearest multiple of rupee one and for this purpose any amount of 50 paise or more shall be treated as rupee one and any amount less than 50 paise shall be ignored.

(vii) Duplicate ledgers in respect of accounts opened at sub-post offices shall not be maintained at the head office.

**177. Payment of quarterly interest:-** (i) The interest shall be payable on quarterly basis at the rate of 9% per annum. In the first instance, the interest shall be payable from the date of opening of the account to 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December, as the case may be, for the number of days left in the quarter. Thereafter, interest shall be payable on the last working day of March/June/September/December, as the case may be, except in the quarter in which account is maturing. In the quarter in which the deposit is maturing, the interest shall be payable till the date of maturity of the account.

(ii) Depositor can opt for payment of interest by :-

- (a) Automatic credit in his savings account.
- (b) Filling up application for withdrawal.
- (c) By money order less money order commission.
- (d) By post dated cheques.

**(a) Automatic credit in savings account :-** (i) A depositor can have his/her quarterly interest credited into his/her savings account by giving standing instructions to the post office provided that both the accounts stand in the same office, subject to the condition that by so credit of the interest amount, the maximum limit of balance, if any, in the savings account is not exceeded.

(ii) The depositor shall present an application to the post office where the account stands requesting for the credit of the quarterly interest due on the account to his/her savings account. The number of SCSS and the number of savings account shall be furnished in the application.

(iii) On receipt of the application, the counter Assistant shall compare the signature on the application with specimen signature on record, and, if it tallies, give an acknowledgement to the depositor for the application. If there is any discrepancy in the specimen signature, the identity of the depositor is to be established with the help of the photograph on record. The PM/SPM shall personally scrutinize the photograph. After satisfying the identity of the depositor, the withdrawal shall be allowed making a suitable remark on the application for withdrawal to the effect "The depositor has been identified with reference to his/her photograph on record". The remark shall be signed by the PM/SPM. The depositor shall be informed that he/she shall be required to present the pass book at least once in a year for making entries of payment of interest.

(iv) An entry shall be made in the ledger of SCSS accounts "Quarterly interest to be credited in the savings account No.....vide application kept at serial number... .....of guard book." The Postmaster shall examine the ledger and the application and place his/her initial on the application and against the entry in the ledger.

(v) All such applications shall be kept in a separate guard book serially numbered.

(vi) The particulars of all such applications shall be entered in a register to be maintained in the following form :-

Sl. No.	SCSS account number	Savings account number	Amount of interest	Date of Credit in Savings account Due Actual		Remarks
1	2	3	4	5(a)	5(b)	6

Sufficient space shall be left between the entries in the register so that all quarterly interest payments can be entered.

(vii) To enable a watch being kept over the prompt transfer of interest to the savings account, separate pages of the register shall be allotted date wise for each quarter. Entries in the register shall be scrutinized regularly by SPM/Savings Bank Supervisor and action initiated to have the interest transferred to the savings account positively on the due date.

(viii) The counter Assistant shall prepare a withdrawal form (SB-7) for the amount of interest on due date. Only the warrant of payment side of the application for withdrawal in the prescribed form needs be filled. An entry shall be made at the top of the form "For credit of interest in savings account number.....". The warrant of payment shall be signed by the Postmaster/ Sub-Postmaster. The amount shall be simultaneously credited in the SB ledger card/ledger concerned. The pay-in-slip for the credit shall be prepared by the postal Assistant and signed by the Postmaster/Sub-Postmaster. Both the transactions, namely, the payment of interest and the credit in savings account should appear in the respective list of transactions on the same date. A remark shall be made against the entry in the list of transactions of the SCSS accounts. "By transfer to SB account number....." and in the list of transactions for Savings accounts "By transfer of interest of SCSS account number.....".

(ix) When the SB pass book is presented for transaction after the credit of interest in the savings account, necessary entries should be made therein. The entries shall also be made in the SCSS pass book when it is presented once in a year.

(x) If the depositor cancels his request for credit of interest in savings account or if either the SCSS account or the Savings account or both are transferred from the office, or if savings account is closed, an entry shall be made on the original application "Cancelled" under the signature of the Postmaster/Sub Postmaster. If the depositor desires to have the facility after transfer of the account shall have to make a fresh application to the new office.

**(b) By filling up application for withdrawal :-** (i) The depositor shall present an application for withdrawal (SB-7) for the amount of interest alongwith pass book. The amount shall be paid either in cash or by cheque at the option of the depositor. However, if the amount of interest is Rs. 20.000 or more it shall be paid by cheque. The sub-postmaster shall obtain cheque for the required amount in the name of the depositor from the Head Office.

(ii) The entry of payment by cash or cheque shall be made in the pass book, SCSS Ledger, Long Book and LOT.

(c) **By money order less money order commission :-** (i) The depositor will submit an application in plain paper at the post office authorising the Postmaster to send the quarterly interest on the deposit made in SCSS-2004 to his given address through money order after deducting the money order commission from the quarterly interest.

(ii) The Postmaster will put rubber-stamp in red ink for an entry on top of the SB-3, Ledger Card and Pass book of the investor- "Payment of quarterly interest through M.O. service".

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(iii) A separate register for all the SCSS account holders who opt for this payment option should also be maintained for ready reference in the prescribed format at **Annexure-I**.

(iv) On due date of accrual of interest, the Postal Assistant concerned will prepare a withdrawal form (SB-7) for withdrawing the accrued quarterly interest and submit the same for signing/authorization by the supervisor so that the amount to be remitted can be withdrawn.

(v) Re. 1/- shall be deducted annually from the interest amount when the facility is started for purchase of four M.O. forms @ 25 paise each which shall be utilized for the four quarters. The MO forms should be kept in a separate file.

(vi) The Postal Assistant concerned will then work out the amount of MO commission to be deducted from the interest and after deducting the same arrive at the net amount to be remitted to the depositor.

(vii) The Postal Assistant will then fill up the MO form for the net amount to be remitted to the depositor and get the MO form checked by the supervisor. After the supervisor checks and finds that the MO form has been correctly filled in with the name, address, net amount, amount of commission etc., he will return the same to the concerned Postal Assistant.

(viii) The Postal Assistant will then get the MO booked and paste the MO receipt on the withdrawal form SB-7.

(ix) The MO acknowledgement when received after payment shall be kept with the withdrawal form (SB-7) kept in the SBCO.

(x) This option is purely voluntary for SCSS depositors and those who wish to avail the facility of getting their quarterly interest at their doorstep through MO service and are willing to pay requisite MO commission for this service can opt for it.

(xi) The option of payment of quarterly interest of Senior Citizens Savings Scheme to depositors through money order service of the department once received, can be reverted, in which case the cost of money order forms i.e. Re. 1/- will not be refunded by the post office. An undertaking to this effect should be obtained from the investor in his application form as given at (i) above when he initially opts for this facility.

(d) **By Post dated cheques :-** See Annexure - 2

**178. Closure of account :-** The closure of account on maturity/pre-mature closure of account shall be done by the office at which the account stands. Prior approval of Head Post Office by the sub offices shall not be required.

**179. Payment on maturity :-** Maturity period of the account under this scheme is five years. However, the account can be extended for a period of 3 years from the date of maturity. On or after expiry

of 5 years/8 years, as the case may be, from the date of opening, the depositor shall be paid the deposit made at the time of opening of the account on production of the pass book and written application in **Form-E**.

**180. Premature closure of account :-** (i) The premature closure of the account is permitted after one year from the date of opening of the account. On an application in **Form-E**, the depositor may be permitted to withdraw the deposit and close the account at any time after the expiry of one year from the date of opening of the account subject to the following conditions, namely :-

(a) In case the account is closed after the expiry of one year but before the expiry of two years from the date of opening of the account, an amount equal to **one and a half per cent** of the deposit shall be deducted and the balance paid to the depositor.

(b) In case the account is closed on or after the expiry of two years from the date of opening of the account an amount equal to one per cent of the deposit shall be deducted and the balance paid to the depositor.

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(ii) The depositor availing the facility of extension of account may be permitted to withdraw the deposit and close the account at any time after the expiry of one year from the date of extension of the account without any deduction.

(iii) In the accounts records full amount of deposit invested shall be shown as paid and the amount of discount recovered shall be shown on the receipt side. On the warrant of payment, the details of principal and discount recovered shall be shown separately and acquittance of the net amount payable shall be taken from the depositor. In the list of transactions and consolidated journal of deposits and withdrawals, total amount of deposit shall be shown as withdrawn in the withdrawal column and discount recovered shown under a separate column "Discount recovered" to be opened for this purpose on the receipt side. The entry regarding recovery of the discount shall also be made in the pass book and the ledger. The Postmaster shall check the amount of discount recovered as shown in the consolidated journal with the head office cash book.

**181. Heads of Accounts:-** The transactions of receipts and payments shall be recorded by the post offices in the account records under separate heads as under :-

Receipts	Payments
<b>Senior Citizens Savings Accounts</b> (i) Deposits (ii) Discount deducted (for premature closure)	<b>Senior Citizens Savings Accounts</b> (i) Principal (ii) Interest

**182. Procedure in head offices in respect of accounts opened in sub offices:-** The LOT, pay-in-slips and applications for withdrawal received from sub post offices shall be processed in the same manner as is done for savings accounts. The Ledgers for accounts opened at sub offices shall not be maintained at Head Offices.

**183. Transfer of accounts :-** (i) The SCSS accounts can be transferred from one post office to another. The procedure prescribed for transfer of Post Offices Savings Bank will be followed except that.

(ii) The depositor shall apply on **Form-G**, enclosing the pass book. Where the deposit is rupees one lakh or above, a transfer fee of rupees five per lakh of deposit for the first transfer and rupees ten per lakh of deposit for the second and subsequent transfers shall be payable. The fee will be paid in cash through pay-in-slip. The amount is to be credited under the Head "Unclassified Receipts" with suitable remarks on pay-in-slip. The pay-in-slip will be attached to the schedule of "Unclassified Receipts"

(iii) For accounts standing at sub offices, entry of transfer shall be made in the pass book and ledger. The pass book shall be returned to the depositor. The application for transfer with a certificate duly signed by SPM showing the balance, particulars of interest paid, as per record of the sub office shall be sent to the Head Office for preparing the AT and getting it cleared by the SBCO. The original application for opening of account will also be sent to the HO.

(iv) In respect of transfer of account from post office to bank or vice versa, the procedure prescribed for such transfers for PPF accounts will be followed.

**184. Maintenance of statistics:** - The statistics including amount invested and interest paid shall be maintained in the existing statistical register( s) by making separate columns for this scheme.

**185. Commission payable to agents :-** The deposit in the scheme can be invested through SAS agents. The agents will be paid a commission of 0.5% (half per cent) of the amount of deposit. The commission will be paid to the agents at source at the time of deposit of money and the procedure for MIS accounts will be followed for these accounts also. In case of deposit by cheque the commission will be paid after the cheque is encashed. In no case, commission will be paid by inviting monthly bills for the commission from the agents. The commission paid to the agents will be charged under the Head "Payment of Commission to SAS agents". The schedules of commission paid alongwith the vouchers will be sent to the SBCO as per procedure followed for MIS accounts.

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### IMPORTANT CLARIFICATIONS

**186.** The following clarifications in connection with the Senior Citizens Savings Scheme have been issued for necessary action of the post offices.

(1) In the event of the death of the first holder in SCSS Account, the second holder (spouse) or when the spouse the sole nominee shall be allowed to continue the account even when he/she does not meet the age criteria of 60 years as required under the rules.

(2) A person holding a power of attorney of the nominee of the Senior Citizens Savings Account cannot sign for the nominee in the Nomination Form.

(3) The interest for any period less than a quarter (as prescribed under the rules) shall be calculated as per the following formula :-

$$\frac{\text{Number of days in the period} \times \text{Interest for the quarter}}{\text{Total number of days in the quarter}}$$

(4) The limits of various Postal Authorities upto which SB deceased claim cases can be sanctioned as given in the Table below Rule 13 of P.O.S.B. General Rules, 1981, are not applicable in sanctioning deceased claim cases relating to Senior Citizens Savings Scheme Accounts.

(5) In case of premature closure of SCSS Account the interest is payable upto the end of the month preceding the month in which the account is prematurely closed.

(6) In case of death of a depositor before maturity, the account shall be closed and deposit refunded alongwith interest till the end of the month preceding the month in which the refund is made to the nominee or legal heirs as the case may be.

(7) The depositor of the SCSS Account is not allowed to pledge the deposit as the depositor will not be able to withdraw the interest amount periodically thus defeating the very purpose of the scheme.

(8) It is not possible to allow premature/partial withdrawals for any specific purpose before the completion of one year of the SCSS Account.

(9) A question has been raised as to how to calculate the 30 days period after the receipt of retirement benefits when benefits are received in piece meal on different dates. It is clarified that the facility of opening multiple accounts is already available under the scheme. The retired person can open more than one account on receipt of the retirement benefits in piece meal provided the relevant account is opened within one month of the receipt of the prescribed retirement benefit.

#### ANNEXURE-I

##### Register for payment of Senior Citizens Savings Scheme-2004 Interest Through Money Order Service

S. No.	Name of the depositor	Sr. Citizen Account No.	Amount deposited	Amount of quarterly interest	Quarter for which interest relates
1	2	3	4	5	6
MO Commission to be charged	Net amount to be remitted	No. of MO issued	Date of issue of MO	Initial of incharge	Remarks
7	8	9	10	11	12

#### ANNEXURE – 2

##### INTEREST PAYMENTS THROUGH POST DATED CHEQUES UNDER SENIOR CITIZEN SAVINGS SCHEME

1. **Objective** :- To facilitate annual issue of Post Dated Cheques (PDCs) for quarterly payment of interest to an account holder of the Post Office Senior Citizen Savings Scheme (SCSS).

2. **Definitions** :- (A) Customer :- Account holder of Post Office Senior Citizen Savings Scheme entitled to get quarterly interest payment of Rs. 600 or more.

(B) **Post Dated Cheque (PDC)** :- A cheque that becomes payable from a specified date to a particular SCSS account holder in his declared savings bank account maintained in a particular bank, details of which

are indicated on the cheque itself.

### **SALIENT FEATURES OF THE SCHEME**

3. (1) The PDCs will be issued for each remaining quarter of the financial year of account opening and will have to be collected in person by the payee thirty days after opening the account or at the beginning of the payment period.

(2) Option for receiving quarterly interest payment through PDCs should be specifically mentioned at the time of opening the account. In case of subsequent options, i.e. from cash payment/credit to SB account to PDCs also the account holder needs to submit a written application to the Postmaster concerned maintaining the account. In case liability of the payment of interest for a particular quarter falls short 30 days (accounts opened in the month of March, June, September, December) the payment would be made in cash for that particular quarter.

(3) The minimum interest payment required for eligibility to this facility will be Rs. 600 per quarter. Each cheque will have a validity period of three months from the due date of payment specified in the cheque.

(4) The cheques will be payable to SCSS account holder in his declared bank account maintained in a specific bank at a specific location only (desirably within the local clearing zone of the post office issuing such cheques) e.g. Sh. xxxxxxxxx. Canara Bank, Deshbandhu Road, Delhi; Account No. xxxxxxxxxx. For this, the account holder is to attach a copy of cheque issued by the declared bank duly cancelled. This would enable the department to cross verify the details furnished in the application besides avoiding wrong credit and eliminating chances of complaints. This will also help to trace the payment made through Post Dated Cheques.

(5) The payee will also present his pass book at the time of collection of the PDCs and this will be updated once every year at the time of collection of the PDCs indicating number of PDCs issued, post date and amount of each PDC.

(6) The PDC will be presented by the payee to his/her bank account and the bank will clear the same through clearing as per extent procedure.

(7) In the event of loss of cheques by the payee, duplicate cheques will be issued only after the payee has signed an indemnity bond, the specimen of which is given in the MIS chapter, and the reconciliation period (validity period of the cheque plus one month reconciliation time) has elapsed. For issue of duplicate cheques a fee of Rs. 5 per duplicate cheque will be charged.

(8) In case a depositor desires to close prematurely the account midway through the financial year, he will have to return the unused cheques and pay an amount of Rs. 5 per cheque returned.

(9) In case of death of the depositor, the nominee would return the unused cheques and close the account. No fee will be charged for such unused cheque( s) returned.

(10) In case the nominee fails to return the unused cheques and deposits it in the declared bank account of the depositor in a specific bank, the Post Office while sanctioning the death claim in favour of the nominee shall check whether the unused PDCs of the deceased depositor have been returned by the nominee or not and in case the same has not been done, the Postmaster shall adjust the excess interest paid to the depositor from the Principal amount + interest payable to the nominee as per the SCSS, 2004 Rules.



(11) At the end of the maturity period, the payee will receive the principal and any unpaid interest due thereon.

(12) Accounting procedures will remain the same as at present' for cheque issued and interest payment under the SCSS scheme.

### **OPERATING AND ACCOUNTING PROCEDURE FOR POST DATED CHEQUES**

4. (1) A customer desires to avail post dated cheque facility under SCSS will make a request on a plain paper addressed to the Postmaster of the concerned post office form where he operates his SCSS account. indicating the savings account number, name and address of bank where he wishes to deposit the PDC. A copy of the cheque issued by his declared bank duly cancelled may also be attached alongwith the application form for cross verification of the information furnished by him and to avoid wrong payment due to incorrect details about the bank particulars.

(2) Upon receipt of the request, the account holder will be asked to come at a specified date not later than 30 days of making of the request for collecting the PDCs alongwith his pass book. The instruction that interest payment of SCSS is availed by post dated cheques should be printed in the instruction side of the pass book.

(3) In case of a sub office, the request for the PDCs will be sent to the concerned Head Office as per existing procedure.

(4) In the Head Office, the required information (name of customer, SCSS account number, amount, date, name of bank, branch name, city, account number where interest payment is desired etc.) will be fed into the software designed for this purpose. Thereafter the cheques will be issued, for each remaining quarter of the financial year, as per existing procedures.

(5) Once a bank is earmarked for encashment of post dated cheque of quarterly interest of SCSS account, the change of bank will not generally be permitted. In case change is inevitable, e.g. due to change of residence resulting in selection of a bank near the new residence, a fee of Rs. 5 for every change of address will be charged. In addition to this, a fee of Rs. 5 for cancellation of each unused cheque bearing the old bank details would also be charged. The returned unused cheques would be cancelled as per the procedure outlined in Para 17 below. Fact of the changed bank details, cancellation of the unused cheque(s) details and issue of fresh cheque(s) should be noted in the concerned ledger card and the Register of PDCs.

(6) Each cheque will be superscribed with the details like name of SCSS account holder (Shri ABC), Bank Branch name, City, Savings Account Number (Saving account No. xyz) in order to avoid wrong payment/ fraudulent encashment, etc.

(7) The cheques will be signed as per the rules after verification from records as at (4) above.

(8) The customer will collect the PDCs on the specified date and get a corresponding entry made in his pass book. Details of PDCs issued must be entered in pass book.

(9) The Head Office and Sub Post Office will maintain a record of PDCs issued on each quarter in a separate register at **Annexure-2** and will make corresponding entries in the concerned ledgers. A record of

cheque number and amount will be noted in the 'Remarks' column of the ledger card of the account holder and in Column No.8 of Register of PDCs issued.

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(10) In Head Office in the Register of PDCs issued, a separate page in the register will be allotted to each depositor. Separate Registers will be maintained for HO accounts and SO accounts. In each register certain pages equivalent to entry for 5 + 3 years of PDC be retained for each account holder. Both HO and SO Post Dated Cheque Register is required to be maintained in an alphabetical order, name wise. An entry of the cheques issued will be made in this register and in the remarks column of the SCSS ledger card of the depositor.

(11) A list in triplicate will be prepared for the PDCs issued and payable from the Register of PDCs for the quarter ending 30th June, 30th September, 31<sup>st</sup> December and 31<sup>st</sup> March of each financial year so that the total amount of cheques payable on those quarters may be accounted for as "Drawing from Bank" per contra charges as "payment of interest on SCSS account through PDCs". One copy of the list is to be handed over to Treasury Branch alongwith day's account in support of the charge, second copy to the Accounts Branch to enable them to prepare the schedule of Drawing from Bank and the third copy to be retained in the SB Branch as office copy.

(12) The due date of payment noted in the cheque i.e. 30th June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March is to be considered as the date of payment of interest on SCSS in terms of Note 2 below Rule 181 of P&T FHB Vol. I. Thus the PDCs due for payment on 30th June is to be accounted for on that date as :-

(a) Drawing from Bank

(Receipt side)

(b) Payment of interest on SCSS through PDCs

(Payment side)

(13) As and when each cheque is presented for clearance, it will be cleared as per the existing practice.

(14) In respect of accounts standing at sub offices such amount will be accounted for under the same line on the due date of payment of PDCs under Part II of LOT. The intimation of charges will also be sent to the concerned sub offices as at present to enable the sub offices to make necessary entries in the SCSS ledger in the appropriate column.

**Note :-** At the end of each financial year, total of the lists for four quarters will be cross verified with reference to the total of the Register of PDCs both for HO and SOs in terms of Para 10 above.

(15) At the beginning of the next financial year, the customer will turn for the next 4 PDCs and for getting an update in his pass book. In case a customer desires to withdraw from PDC facility, a letter to this effect will be taken from him and the quarter from which the PDC is discontinued be recorded in the remarks column of the ledger card. Similarly in case of PDC(s) being time barred due to any reason (to be indicated in writing by the account holder) the same may be got revalidated/issuing fresh cheque after observing the codified procedure. A note to this effect may also be suitably made in the Register of PDCs and the ledger card of the account holder. However, such cheque(s) when issued and encashed would not have any effect in the accounts as the same was already accounted for in the respective quarter under the procedure detailed above.

(16) In the event of loss of cheques by the payee, duplicate cheques will be issued only after the payee has signed an indemnity bond, the specimen of which is given in MIS chapter, and the reconciliation period (validity period of the cheque plus one month reconciliation time) has elapsed.

(17) In case a depositor desires to prematurely close the account midway through the financial year, he will have to return the unused cheques and pay an amount of Rs. 5 per cheque returned. The entry of the returned cheques and the amount recovered will be made in the pass book, 'Remarks' column of the ledger card and 'remarks' column (column No. 12 at Annexure-2) of the register of PDCs issued. The amount so recovered will be credited under the head "Unclassified Receipts" with proper details in the schedule of unclassified receipts. Such post dated cheques returned should be scored in red ink with two diagonal lines across the cheque and the word 'cancelled' written in red ink between the two diagonal red lines to prevent its misuse.

(18) In case of the death of the depositor, the nominee/legal heir can return the unused cheques and close the account. The nominee/legal heir will not be required to pay any fee for returning the cheques in this case. The procedure for disposal of the returned cheques will remain the same as above.

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(19) In case the nominee fails to return the unused cheques and deposits it in the declared bank account of the depositor in a specific bank, the post office while sanctioning the death claim in favour of the nominee shall check whether the unused PDCs of the deceased depositor have been returned by the nominee or not and in case the same has not been done, the Postmaster shall adjust the excess interest paid to the depositor from the Principal amount + interest payable to the nominee as per the SCSS-2004, Rules.

(20) At the end of the maturity period, the payee will receive the principal and the unpaid interest for the broken period, which did not enjoy PDC facility, being less than a complete quarter, either in cash or by cheque depending upon the amount of final settlement.

(21) As it is an additional facility, being extended to the customer over and above specified in the scheme itself there will be no change in the operating and accounting procedures as at present for the interest payment under the SCSS scheme.

(22) The inventory at DA (P) and HO will be maintained as per existing procedure.

(23) The scrolls will also be received from the dealing bank branch by the HO for reconciliation.

### **PROCEDURE FOR PDCS ISSUED IN RESPECT OF ACCOUNTS MAINTAINED BY SUB OFFICES**

5.(1) The sub office will send the request of the customer and a requisition for cheques through the account bag as per present procedure.

(2) The Head office will make out the cheques as per procedure prescribed above and return them to the SO. PDCs sent vide account bag of SO through entry in SO slip should indicate the date of issue noted in the cheques, cheque number, amount and payable date of each cheque. The entry of these cheques will also be made in the register of PDCs issued (**Annexure-3**) also in the ledger maintained at SO.

(3) Upon handing over to the customer, the SO will send a return intimation to the HO which will then make the corresponding entries in register for PDCs for SOs maintained as well as all other relevant records as at present.

(4) On receipt of intimation of charges from HO at Part II of LOT, on 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March vide Para (14) above the SO will make necessary entry of payment in the appropriate column of SCSS ledger.

### **ANNEXURE – 3**

**Register of post date cheques issued for payment of quarterly interest in SCSS accounts**

Dat e of issue	Sl. No.	Name of post office where account stands	SCSS Account number	Name of depositor	Period for which cheques issued
1	2	3	4	5	6

Number of cheques issued	Cheque No. and amount of each cheque	Date on which cheque becomes payable	Bank and account No.	Signature of Postmaster	Remarks
7	8	9	10	11	12

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**186A. Senior Citizens Savings Scheme, 2004 – (Deduction of TDS)** (1) The Central Board of Direct Taxes has clarified that interest payments under Senior Citizens Savings Scheme, 2004 is not exempted from deduction of tax at source. It is required to deduct income tax at source.

(2) TDS is to be made if the interest paid or payable exceeds Rs. 5000 during the financial year. No TDS is to be made if the amount of interest for year is upto Rs. 5000. If the interest payable exceeds Rs. 5000, TDS will be made for the entire amount. For example, if the interest paid/ payable in a financial year is Rs. 4000/-, no TDS shall be made. However, if the amount of interest is Rs. 25,000/-, TDS shall be made for the entire amount of Rs. 25,000/- and not for Rs. 20,000/-. The rate of TDS and surcharge on the interest paid/payable will be the rate fixed by the Government from time to time. TDS shall be made even from the interest paid/payable to the nominee/legal heir of the account holder. The TDS will be applicable from the first day of SCSS was made operational. .

No TDS will be made in the following cases :-

(a) If a declaration in **Form 15-G** is furnished by a depositor of less than 65 years of age that the tax on his estimated total income for the financial year is nil and the aggregate amount of interest credited or paid during the financial year is not more than the maximum amount which is not chargeable to tax (Rs. 1,00,000/- for male tax payers and Rs. 1,35,000/- for female tax payers).

(b) If the depositor of 65 years of age or above furnishes a declaration in **Form No. 15-H** that the tax on his estimated total income for the financial year is nil.

(3) Form 15 G and 15-H as applicable and as amended from time to time is required to be furnished by the depositors once in a financial year in respect of interest drawn during the financial year. This form is to be furnished in duplicate. The second copy of the form will be sent by the incharge of the post office concerned to the Income Tax authorities within a week after close of the month. The depositor should give his complete postal address in Form 15-G or H. TDS certificate is issued as and when demanded in form 16 A as amended from time to time. Specimen of Form 15-G, 15-H are given below:-

**FORM NO. 15G**

(See Rule 29C)

**Declaration under Sub Sections (1) and (IA) of Section 197 A of the Income Tax Act, 1961 to be made by an individual or a person (not being a company or a firm) claiming certain receipts without deduction of tax**

I/We\* .....  
\*son/daughter/wife of..... resident of  
.....@ do hereby declare:

1. that the securities or sums, particulars of which are given in Schedule III below, stand in \*my/our name and beneficially belong to \*me/us, and the \*interest in respect of such securities is not includible in the total income of any other person under section 60 to 64 of the Income Tax Act, 1961.

2. that \*my/our present occupation is .....

3. that the tax on the estimated total income computed in accordance with the provisions of the Income Tax Act, 1961, for the financial year ending on..... will be nil;

4. the aggregate amount of interest credited or paid or likely to be credited or paid during the financial year is not more than the maximum amount which is not chargeable to tax (Rs. 1,00,000 for male tax payers and Rs. 1,35,000 for female tax payers).

5. that \*I/we have not been assessed to income-tax at any time in the past but I fall within the jurisdiction of the Chief Commissioner or Commissioner of Income Tax.....;

OR

that \*I was/we were last assessed to income-tax for the assessment year.....by the Assessing Officer..... Circle/Ward/District and the permanent account number allotted to me is.....;

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6. that I \*am/am not resident in India within the meaning of Section 6 of the Income Tax Act, 1961;

7. Particulars of securities in respect of which the declaration is being made, are as under:-

**SCHEDULE – III**  
**Name of Scheme**

Name and address of the person to whom the sums are given on interest	Amount of such sums	Date on which sums were given on interest	Period for which such sums were given on interest	Rate of interest

.....  
\*\*Signature of the declarant

**Verification**

\*I/we..... do hereby declare that to the best of  
\*my/our knowledge and belief what is stated above is correct, complete and truly stated.

Verified today, the.....day of.....

Place: ..... ..

\*\*Signature of the declarant

#### Notes :-

1. @ Give complete postal address.
2. The declaration should be furnished in duplicate
3. \* Delete whichever is not applicable.
4. #Declaration in respect of these payments can be furnished by a person (Not being a company or a firm).
5. \*\*Before signing the verification," the declarant should satisfy himself that the information furnished in the declaration is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income Tax Act, 1961, and on conviction be punishable :-

(i) In a case where tax sought to be evaded exceeds one lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;

(ii) In any other case, with rigorous imprisonment which shall not be less than three months but which may extend to three years and with fine.

#### PART-II

[For use by the person to whom the declaration is furnished]

1. Name and address of the person responsible for paying the income, mentioned in paragraph 1 of the declaration.

2. Date on which the declaration was furnished by the declarant.

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3. Date of payment of interest from account number.....under Senior Citizen Savings Scheme.

4. Period in respect of which interest is being credited or paid.

5. Amount of interest received from Senior Citizen Savings Scheme.

6. Rate at which interest is credited/paid.

Forwarded to the Chief Commissioner or Commissioner of Income Tax.....

Place.. ..

Date.....

Signature of the person responsible for paying  
the income referred to in Paragraph 1

**FORM NO. 15H**

**[See Rule 29C(1A)]**

**Declaration under Sub Section (1C) of Section 197A of the Income Tax Act, 1961 to be made by an individual who is of the age of sixty-five years or more claiming certain receipts without deduction of tax**

I ..... \*son/daughter/wife of ..... resident of ..... @ do hereby declare:

1. that the particulars of my account under the Senior Citizens Savings Scheme and the amount of quarterly interest are as per the Schedule below:-

**SCHEDULE**

Description and details of investment	Amount invested	Date of *investment/opening of account	Estimated income to be received

2. that \*my/our present occupation is .....

3. that I am of the age of ..... years.

4. that the tax on my estimated total income, including \*income/incomes computed in accordance with the provisions of the Income Tax Act, 1961, for the previous year ending on ..... relevant to the assessment year..... will be nil;

5. that I have not been assessed to income-tax at any time in the past but I fall within the jurisdiction of the chief Commissioner or Commissioner of Income Tax.....;

OR

that I was last assessed to income-tax for the assessment year..... by the Assessing Officer..... Circle/Ward/District and the permanent account number allotted to me is.....;

6. That I \*am/am not resident in India within the meaning of Section 6 of the Income Tax Act, 1961;

.....  
Signature of the declarant

**Verification**

I.... do hereby declare that to the best of my

knowledge and belief what is stated above is correct, complete and truly stated.

Verified today, the:..... day of..... ..

.....  
Signature of the declarant

Place: .....

\* Delete whichever is not applicable.

**Notes :-**

1. (a) Give complete postal address.

2. The declaration should be furnished in duplicate

3. \* Delete whichever is not applicable.

4. Before signing the verification, the declarant should satisfy himself that the information furnished in the declaration is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income Tax Act, 1961, and on conviction be punishable :-

(i) In a case where tax sought to be evaded exceeds one lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;

(ii) In any other case, with rigorous imprisonment which shall not be less than three months but which may extend to three years and with fine.

**PART-II**

[For use by the person to whom the declaration is furnished]

1.	Name and address of the person responsible for paying the income, mentioned in paragraph 1 of the declaration.	
2.	Date on which Ute declaration was furnished by the declarant.	
3.	Date of declaration and withdrawal of interest from account number.....under the Senior Citizens Savings Scheme.	
4.	Amount of interest from Senior Citizens Savings Scheme Account.	
5.	Rates at which interest is credited/paid	

Forwarded to the Chief Commissioner or Commissioner of Income Tax.....

Place.....

Date.....



**Notes :-**

1. (a) Give complete postal address.
2. The declaration should be furnished in duplicate
3. \* Delete whichever is not applicable.

4. Before signing the verification, the declarant should satisfy himself that the information furnished in the declaration is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income Tax Act, 1961, and on conviction be punishable :-

- (i) In a case where tax sought to be evaded exceeds one lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;
- (ii) In any other case, with rigorous imprisonment which shall not be less than three months but which may extend to three years and with fine.

**PART-II**

[For use by the person to whom the declaration is furnished]

.	Name and address of the person responsible for paying the income, mentioned in paragraph 1 of the declaration.	
.	Date on which Ute declaration was furnished by the declarant.	
.	Date of declaration and withdrawal of interest from account number.....under the Senior Citizens Savings Scheme.	
.	Amount of interest from Senior Citizens Savings Scheme Account.	
.	Rates at which interest is credited/paid	

Forwarded to the Chief Commissioner or Commissioner of Income Tax.....

Place.....

Date.....

Signature of the person responsible for paying  
the income referred to in Paragraph 1

**FORM NO. 16A**  
**(See rule 31 (1) (b))**

**Certificate of deduction of tax at source under section 203 of the Income-tax Act, 1961.**

(For interest on securities; dividends; interest on Time Deposits referred to in clause (Vii) and (Viia) of sub section (3) of section 194A; payments in respect of deposits under National Savings Scheme; payments on account of repurchase of units by Mutual Funds or Unit Trust of India; commission, remuneration of prize on sale of lottery tickets; commission or brokerage; income from units referred to in section 196B).

Name and address of the person deducting tax	TDS Circle where annual return under section 206 is to be delivered	Name and address of the person to whom payment is made or in whose account it is credited.

Tax Deduction A/c No. of the Deductor	Nature of payment	PAN/GIR NO. of the payee

PAN / GIR NO. OF THE DEDUCTOR FOR THE PERIOD ..... 19  
 ..... TO..... 19.....

**Details of Payment, Tax Deduction and Deposit of Tax in to Central Government Account**

Date of payment / credit	Amount paid / credited (Rs)	Amount of income-tax deducted (Rs)	Rate of which deducted	Date & Challan No. of deposit of tax into central Government Account	Name of bank and branch where tax deposited

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

Certified that a sum of Rs. (in words) ..... has been deducted at source and paid to the credit of the Central Government as per details given above.

Place.....

Signature of person responsible for deduction of tax

Full Name .....

Designation .....

## CHAPTER – 7

### PROCEDURE FOR PAYMENT OF COMMISSION TO SAS/MPKBY AGENTS AND PRSG LEADERS

**187. General:-** The payment of commission to agents will be made at source at the time of depositing money at the post offices w.e.f. 1.5.2000 and 2.8.2004 for S.C.S.S.

**188. Deposits through SAS Agents:-** (1) An agent who canvasses for a TD/MIS/Senior Citizens Saving Scheme account will grant a receipt to the depositor for the money collected. He will get his name and authority number noted by the depositor under the latter's separate signature on the top of the application form for opening of account as under:-

“Through authorized agent.....”(Name and authority number.

The agent shall note his authority number and number of his copy of the receipt at the top of the pay-in-slip. The application form duly signed by the depositor, pay-in-slip, agent's receipt book containing duplicate copy or counter foil of the receipt and money will be presented by the agent at the post office for opening an account in the name of the depositor.

(2)The ED Sub Offices/ Branch Offices which are authorized to accept deposits in the schemes will give the agent a preliminary receipt (SB-26) for the amount received. On receipt of the pass book from the Head Office/ Account Office, it will be delivered to the agent on his surrendering the preliminary received duly signed by him. The Head Post Offices and sub offices other than ED sub offices/ branch offices will issue the pass book to the agent on the spot after taking his Acquittance in the application for opening the account. The agent's authority number and number of the agent's copy of the receipt noted on the pay-in-slip will be checked by the SB Counter Assistant who will also sign in full with date stamp on the agent's copy of the receipt on the reverse in token of having done so and return the receipt book to the agent.

(3)The deposit tendered by the agent beyond the prescribed period (viz 10 days) will not be accepted by the post office. If the amount of investment is presented at the post office on a date later than the date borne on the application for opening the account, the agent should make the following endorsement.

“Presented at the post office on .....” under his dated signature on the application for opening the account.

(4)The head office will open the account and give a remark in red ink in the ledger and the pass book that the account has been opened through authorized agent. The Postmaster will sign in full below the remark in the ledger and the pass book over his designation stamp. A similar remark will also be made in the ledger if the account is opened at the sub office. In sub offices the remark regarding opening of account through authorized agent will be made in the remark column of the ledger/ journal against the relevant entry and in the pass book under the dated signature of the Sub Postmaster.

### PART-I – GENERAL PAYMENT OF COMMISSION TO AGENTS AT SOURCE

**189. (1) (i) SAS agents:-** The commission for investments in the following schemes will be paid to these agents:-

Sl. No.	Name of scheme	Rate of commission
---------	----------------	--------------------

(a)	1/2/3/5-year Time Deposits	1%
(b)	Monthly Income Account Scheme	1%
(c)	Kisan Vikas Patra	1%
(d)	NSCs (VIII-Issue)	1%
(e)	Senior Citizens Savings Scheme	0.5%

**(ii) MPKBY Agents:-** These agents will be paid commission at the rate of 4% of deposits in recurring Deposit Accounts only.

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**(iii) Pay Roll Savings Group Leaders:-** The Group leaders will be paid commission investments in the following schemes:-

Sl.	Name of scheme	Rate of commission
(a)	5-Years Recurring Deposits	2.5%
(b)	2/3/5 Year Time Deposits	1%
(c)	6-Years NSCs (VIII-Issue)	1%
(d)	15-Year PPF Accounts	1%

**Note:-** The commission payable to **PPF Agents** will be paid by the post offices at source w.e.f 1.6.2004.

(2).No commission is payable to MPKBY Agents and PRS Group Leaders on the deposits in RD accounts representing refund of withdrawal and interest payable thereon the amount of default fee recovered on defaulted installments. Such amount should be excluded form the gross amount of deposits in the schedule for calculation of commission payable to these agents. A remark to this effect should be given by the agent against such deposits in the schedule.

(3).No commission is payable to PRSG Leaders for deposits in PPF accounts representing refund of loan and interest payable thereon and revival fee payable on revival of discontinued accounts. A suitable remark will be made by the Group Leader against such amounts in the schedule so that these amounts may be excluded from the gross amount of depots in the schedule for calculation of commission payable to the Group Leaders.

**Note 1:-**The commission on subsequent deposits in RD and PPF accounts will be paid to those agents through whom the accounts were opened. The other agents cannot make subsequent deposits in these accounts which were not opened through them.

**Note 2:-**The SAS agents will produce the receipt book containing the agent's copy of the counterfoil at the post office at the time of depositing money for investment under any scheme for further action by the post office as at present. There is no change in this procedure. The Counter Assistant will check the continuity of the receipts issued in the receipt book to ensure that there is no break in the receipts issued.

**Note 3:-**The particulars of post offices with which the agents is authorized to transact business are recorded in the Certificate of Authority of the agent. The agent can deposit money at these post offices and claim commission at source under the new scheme. For the purpose of drawl of receipt books the agent will be attached to only one particular post office as at present. There is no change in this procedure.

**Note 4:-**Consequent to introduction of new procedure for payment of commission to agents at sources, there is no change in the existing procedure regarding supply of Receipt Books to these agents. The counterfoil of the receipt duly signed by the depositor in lieu of having received the pass book or certificate will be retained by the agent with his own copy in the receipt book. The liability of delivering pass books or certificates to the depositors is of the agent. If any complaint from the depositor about non-receipt of the pass book or certificate is received, this should be brought to the notice of the concerned

Regional Director, National Savings for taking appropriate action against the authorized agent.

**Note 5:-** A specimen of form of receipt ACG-17 and ACG-6(n) are enclosed at the end of relevant Part and the specimen of form ACG-17; may be supplied to the agents for their use.

**Note 6:-** No commission is payable to agents if the deposit in Time Deposits made under Rule 6(3) of P.O.T.D. Rules in which the deposit is accepted from retrospective date. The commission will, however, be payable if the deposits are made under rule 6(1) of P.O.T.D. Rules where deposits are accepted from the date of deposit of money.

**Note 7:-** No commission will be payable to agent if the investment in any scheme is not permissible under the relevant rules. If paid, it will be recovered from the agent.

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## PART –II

### PAYMENT OF COMMISSION TO SAS AGENTS FOR INVESTMENT IN TD/MIS/SENIOR CITIZENS SAVINGS SCHEME ACCOUNTS

#### PRODEDURE IN HEAD OFFICES

**190** (1) procedure for payment of commission for Time Deposits accounts is laid down in Rule 143. This procedure will also apply mutatis mutandis to other scheme i.e. MIS and Senior Citizens Savings Scheme. The deposit in each scheme is accompanied by the pay-in-slip with cash or cheque. The following entries will be made at the top of the pay-in-slip under the signature of the agent.

	Deposit by Cash	Rs.		Deposit by Cheque	Rs.
(i)	Amount of gross Deposits	.....	(i)	Amount of gross deposits	....
(ii)	Amount of commission received	....	(ii)	Amount of commission due	.....
(iii)	Net amount to be tendered (i) – (ii)				
	Signature of Agent			Signature of Agent	

(2).The agent will tender the net amount of deposit in cash and gross amount by cheque and give a receipt for the amount of commission received in Form ACG – 17 ( **Proforma at Annexure** ) in both cases to be attached to the pay-in-slip. The agent will write his name and Authority Number below his signature on the receipt ACG – 17. If the amount of deposit is paid in cash, the amount of gross deposit will be credited in the concerned account and under deposit head of the concerned scheme and other account records and the amount of commission paid under the head “ **Commission paid to SAS Agents:-**

(3)If the amount of deposit is paid by cheque, the receipt for the commission in Form ACG-17 will be kept in deposit and the cheque will be sent for collection. The particulars of receipt and cheque will be noted in the register prescribed in para (5) below. The agent will be informed about the probable date on which he can collect the commission. When the cheque is realized and accounted for and the amount of deposit is credited in the account, the date of realization of the cheque may be noted in column 9 of the

said register. The payment will be made by cash or cheque on receipt ACG-17 kept in deposit when the agent attends the post office. The date of payment to the agent will be noted in the register. The certificate of proper payment made to the agent to be given by the Postmaster at the bottom of the receipt ACG-17 will be amended as under in case of commission paid on deposits by cheques

“Certified that the amount mentioned above has been paid to the proper person. The cheque for the amount of Rs \_\_\_\_\_ was realized and accounted for in the H.O. on \_\_\_\_\_”.

Date.....

Signature of Head/Sub/Branch  
Postmaster with designation stamp.

(4)The sub offices dealing with the bank directly will not send the local cheques to the head office but will get these cheques realized from the bank. These sub offices will send other cheques to the HO for their realization along with receipt ACG-17 and pay-in-slip. The sub offices not dealing with the bank directly or branch offices in direct account will send the cheques and receipts ACG-17 along with the pay-in-slip to the head offices for their realization. After the cheques received from sub offices are realized and accounted for under Part II of the LOT, the intimation of the date of realization of the cheques and their accounting in the HO and the receipts ACG-17 bearing “**pay order**” of the Postmaster will be sent to the concerned Sub/Branch Postmaster for payment of commission to the agent in cash or cheque, as the case may be, on the receipt ACG-17.

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(5)A register in the following form will be maintained in respect of transactions made by cheques at the Head/Sub/Branch Offices in direct account in order to keep the record of receipts ACG-17 and payment of commission to agents against these receipts. The serial number in the register will run on annual basis from April to March each year.

### REGISTER OF COMMISSION PAID TO AGENTS FOR INVESTMENTS BY CHEQUES

S.No.	Name of agent/Group Leader	No. of certificate of authority	Name of scheme in which deposit made	Name of office where deposit made for which receipt ACG-17 kept in deposit	Amount of deposit	Cheque No. and date
1	2	3	4	5	6	7
Amount of commission	Date on which cheque realized and accounted for in HO	Date on which commission paid to agent on receipt ACG-17 for deposit in HO	Date on which receipt ACG-17 sent to SO/BO duly passed for payment for deposit in SO/BO.	Signature of the Postmaster	Remarks	
8	9	10	11	12	13	



**Note :-** A single register will be maintained by each branch of Savings Bank for its own schemes for convenience, proper disposal of receipts ACG-17 and their payment to agents.

(6) At the close of the day, the Head Office will prepare a schedule of commission paid to agents separately for each scheme in duplicate in respect of transactions made at Head or Sub Offices in the form given below. The first copy of the schedule with receipts (ACG-17) will be sent to the SBCO along with the day's returns for further action. The second copy will be kept as office record.

**Schedule of commission paid to SAS Agents for deposits made**  
**In \_\_\_\_\_ accounts on \_\_\_\_\_ by the \_\_\_\_\_ H.O.**

Sl.	Name	No. of	Account	Amount of	Amount of	Remarks
No.	of agent	certificate of authority	Number	deposit paid	commission	
1.	2.	3.	4.	5.	6.	7.
					Total:	

- In case payments made at the sub offices, the name of the sub office to be noted here.

Date Stamp

Postmaster

**Note:-** The daily and progressive totals of columns 5 and 6 of the schedule will be cast upto the end of the month.

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(7) Under the new procedure a separate schedule of commission paid to agents is prepared for each scheme. There are three agency systems at present with which the post offices are dealing viz. (i) SAS Agents (ii) MPKBY Agents and (iii) PRSG Leaders. For the purpose of posting the figures of payment of commission to agents in the cash book of the HO and other account records, the figures from various schedules will be consolidated agency wise and posted in the cash book, etc. Thus only three entries will be made in cash book and other account records.

(8) **Register of commission paid to agents:-** At present the Postmaster is required to give to agents a certificate of commission paid to them during the financial year after the close of the year for their income tax purposes. For this purpose a register in the following form will be maintained in the Head Office in which one or more pages will be allotted to each agent depending upon his number of transactions made during the year. A single register will be maintained in respect of all the savings schemes including savings certificates. A separate register will be maintained for each financial year. The register will be posted on daily basis from the respective schedules prepared for commission paid to agents scheme-wise.

**Register of commission paid to agents**

Year \_\_\_\_\_  
 Name of Agent \_\_\_\_\_  
 Certificate of Authority No. \_\_\_\_\_

Date and month	Name of scheme of the in which deposit made	Sl. No.	Amount of commission schedule	Initials of P.A. paid	Initials of Postmaster
1.	2.	3.	4.	5.	6.
Total:					

**Note:-** The names of agents should be entered in the alphabetical order in the register. An index with the following column may be prepared on the first page of the register.

Sl. No.	Name of agent	C.A. No.	Page No.
1.	2.	3.	4.

This will facilitate quick posting in the register.

### PROCEDURE IN SUB AND BRANCH OFFICES

**191 (1)** If the amount of deposit is tendered in cash by the agents, the procedure contained in para 4 (1) and (2) above will be followed and the receipts ACG-17 sent to Head/ Account Office in support of the charge attached to the list of commission paid to the agents which will be prepared in the form given below in duplicate scheme-wise. The duplicate copy will be kept as office record.

#### List of commission paid to agents for deposits in \_\_\_\_\_ accounts.

Sl.	Name of agent No. agent commission marks	No. of of Authority	Account certificate	Amount of Number	Amount of deposit	Re- paid
1.	2.	3.	4.	5.	6.	7.
Total:						

**Date Stamp**

**Signature of Sub/Branch Postmaster**

(2) In case the deposit is made by cheque, the sub offices not dealing with the bank directly and branch offices in direct account will send the receipts ACG-17, cheques and pay-in-slip to the head/ account office for collection of the cheque. The entry of the receipt ACG-17 and cheque will be made in the register prescribed in para (4) below. The sub offices dealing with the bank directly will send cheques other than local ones and receipts ACG-17 along with pay-in-slips to the head office. On receipt of intimation of realisation of the cheque and its accounting in the HO and the receipt ACG-17 bearing “pay order” of the Postmaster, the SPM/ BPM will note the date of realisation and accounting of the cheque in column 9 of the register prescribed in para (4) below. The receipt ACG-17 will be kept in deposit. The payment will be made to the agent by cash or cheque on the receipt ACG-17 kept in deposit when the agent attends the post office. The amount of commission paid will be accounted for in the accounts on the date of payment and receipt ACG-17 sent to HO/ Account Office attached to the list of commission paid. The date of payment will be noted in the register mentioned above. The SPM/ BPM will give the

following certificate at the bottom of the receipt ACG-17 in such cases:-

“Certified that the amount mentioned above has been paid to the proper person. The cheque for the amount of Rs.\_\_\_\_\_ was realised and accounted for in the H.O. on \_\_\_\_.

Date.....

Signature of Sub/Branch Postmaster  
With designation stamp.

(3)The Sub Offices dealing with the bank directly will not send the local cheques to the HO but will get the cheques realized from the bank and keep the receipts ACG-17 in deposit. On realization of the cheque, the amount of deposit will be accounted for and commission paid to agent in cash or cheque on receipt ACG-17 as per procedure described in para (2) above.

(4) A register in the following form will be maintained in respect of transactions made by cheques at the sub/ branch offices in order to keep the records of receipts ACG-17 and payment of commission to agent against these receipts. The serial number of the register will run on annual basis from April to March each year. A single register for all the SB/SC schemes for various agents will be maintained in the Sub/ Branch Offices.

#### **REGISTER OF COMMISSION PAID TO AGENTS FOR INVESTMENT BY CHEQUES**

Sl.No.	Name of agent	No. of certificate of authority	Name of scheme in which deposit made	Amount of deposit	Amount of commission	Cheque No. and date
1	2	3	4	5	6	7
Date on which the cheque and receipt ACG-17 sent to HO/AO	Date on which cheque accounted for in the HO	Date on which ACG-17 received from HO/AO	Date on which commission paid to the agent on receipt ACG-17	Signature of Sub/Branch Postmaster	Remarks	
8	9	10	11	12	13	

(5)The ED Sub Offices and Branch Offices are not authorized to issue pass books for new accounts opened. They will send the application forms (SB-3), pay-in-slips, cheques for deposit, if any, and receipt of the agent in Form ACG-17 to the Head/ Account Office. The net amount for deposit by cash and gross amount by deposit by cheque will be taken from the agent and accounted for as such in their accounts. On receipt of pass books and the receipt ACG-17 duly passed for the amount of commission in cash of deposit by cheque from the Head/ Account Office further action will be taken as described above.

**192.Procedure to be followed by the SBCO:-** (1) The SBCO will receive daily from the SB Branch the schedules of commission paid to the agents along with receipts (ACG-17) separately for each scheme. The SBCO will carry out the following checks:-

(i) The official of the SBCO will compare the amount of commission paid as shown in the receipts (ACG-17) with the entries in the schedule.

(ii)The correctness of the total of the schedule and commission paid at the prescribed rate for each scheme will be checked.

(iii)The official concerned will put his dated signature at the bottom of the schedule in token of having carried out the above checks.

(iv)The official in-charge of the SBCO will compare the amount of the schedule with the entries in the cash book in order to verify its correctness and place his initials in the cash book in token of this check.

(2)The SBCO will enter the details regarding amount of deposits and commission paid under each scheme through SAS Agents separately in the statistical register of each scheme after the close of the month.

(3)After necessary checks the schedules of commission paid along with vouchers (receipts ACG-17) will be sent to the Postal Accounts Office on monthly basis after the close of the month in the first week of each following month.

**ACG-17**

**ANNEXURE – I**

**DEPARTMENT OF POSTS**

**Receipt for commission paid**

Date.....

Voucher No.....

Received from.....  
the sum of rupees (in words).....  
.....on account of .....  
.....

.....(Detail of transaction).

Rs.....

Signature of Agent  
Name and Authority  
No.....

Certified that the amount mentioned above has been paid to the proper person. The cheque for the amount of Rs.....was realized and accounted for in the HO on.....

Date.....

Signature of Head/Sub/Branch Postmaster  
With designation stamp

**Note:-** If the amount to be paid is more than Rs. 5000 a revenue stamp of one rupee must be affixed by the agent.

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### **PART – III**

#### **PAYMENT OF COMMISSION TO MPKBY AGENTS FOR DEPOSITS IN RD ACCOUNTS PROCEDURE IN HEAD OFFICES**

**193** (1) The agents at present submit the pass books, the amount of deposit (both cash and cheque) and a single pay-in-slip along with the schedule in Form (ASLAAS-6) in quadruplicate in accordance with this office letter No. 37-1/72-SB dated 10.3.1972. Now the agents will submit the schedule of deposits separately for deposits in cash and cheque. The following entries will be made at the top of the schedule in all the copies by the agent under her signature.

	<b>Deposit by Cash</b>	<b>Rs.</b>		<b>Deposit by Cheque</b>	<b>Rs.</b>
(i)	Amount of gross deposits .....		(i)	Amount of gross deposits .....	
(ii)	Amount of commission received .....		(ii)	Amount of commission due .....	
(iii)	Net amount to be tendered (i) – (ii)				

**Signature of Agent**

**Signature of Agent**

(2) The agent will tender net amount of deposit in cash and gross amount of deposit by cheque and give a receipt for the amount of commission paid in both the cases in Form ACG-17 to be attached to the schedule. The agent will write her name and Authority Number below her signature in form ACG-17. The amount of gross deposits both for cash and cheques will be entered as a lump entry in the RD Journal. The amount of commission paid will be charged under the head “Commission paid to MPKBY Agents” in account records. The commission for deposit by cheque will be paid after the cheque has been encashed. The first copy of the schedule is meant for the SBCO, the second copy to be attached to the list of transactions, the third copy to be kept as office record and the fourth copy to be returned to the agent after taking necessary action on all the copies.

**Note:-** No commission is payable to MPKBY agent on the deposits in R.D. accounts representing refund of withdrawal and interest payable thereon and the amount of default fee recovered on defaulted installments paid. A suitable remark should be given by the agent against such deposits in the remark column of the schedule. Such amounts will be deducted from the gross amount of deposits in the schedule for calculation of commission payable to the agents.

(3) For deposits by cheque, the cheque will be sent to the treasury as remittances and not collected through the collection list. The receipt ACG-17 and cheque will be made in the register prescribed in para

4(5) above. The agent will be informed about the probable date on which she can collect the amount of commission. When the intimation for the clearance of cheque is received from the treasury, the date of clearance of the cheque is received from the treasury, the date of clearance of the cheque will be noted in column 9 of the said register. The payment will be made by cash or cheque on receipt ACG-17 kept in deposit when the agent attends the post office. The certificate of proper payment to the agent on the receipt ACG-17 will be amended in such cases as mentioned in para 4(3) above. The amount of deposit will be credited to the concerned RD accounts. The date of payment of commission to the agent will be noted in the said register.

(4) In respect of sub offices dealing with the bank directly the head office will receive cheques other than local ones along with receipt ACG-17, pay-in-slips and copy of the schedule. For deposits by cheques in sub office not dealing with the bank and branch offices in direct account the head office will receive cheques for deposits along with pay-in-slips and schedules. On realisation of the cheques the transactions will be accounted for under Part II of the LOT and the head office will send the intimation of the credit of the cheques along with receipt ACG-17 duly passed and copy of the schedule to the concerned sub office / branch office for payment of the commission to the agent.

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(5) At the close of the day, the Head Office will prepare a schedule of commission paid to MPKBY agents in duplicate in respect of transactions made at Head or Sub/ Branch Offices in the form given below. The first copy of the schedule with receipts (ACG-17) will be sent to the SBCO along with the day's returns for further action. The second copy will be kept as office record.

**Schedule of commission paid to MPKBY Agent for deposits Made in RD accounts**

on \_\_\_\_\_ by the \_\_\_\_\_ H.O.

Sl. No.	Name of agent	No. of certificates Authority	Amount of the schedule	Amount of commission paid	Remarks
1.	2.	3.	4.	5.	6
Total					

\* In case payments made at the sub offices, the name of the sub office to be noted here.

Date stamp

Postmaster

Note:- The daily and progressive totals of columns 4 and 5 of the schedule will be cast up to the end of the month.

**PROCEDURE IN SUB/BRANCH OFFICES**

**194** (1) In sub and branch offices, the amount of deposit tendered in cash will be accounted for and the payment of commission made as per procedure laid down in para 8(1) to (2) above and the receipts of agents in form ACG-17 sent to Head Office/ Account Office in support of the charge duly attached to the list of schedules of commission paid to the agents which will be prepared in the form given below in

duplicate. The duplicate copy will be kept as office record.

**Schedule of commission paid to MPKBY Agent for deposits Made in RD accounts**  
**on \_\_\_\_\_ by the \_\_\_\_\_ H.O.**

Sl. No.	Name of agent	No. of certificates Authority	Amount of the schedule	Amount of commission paid	Remarks
1.	2.	3.	4.	5.	6
Total					

\* In case payments made at the sub offices, the name of the sub office to be noted here.

Date stamp

Postmaster

200

(2) If the amount of deposits is made by cheque the amount of cheque will be accounted for like cash deposits. The sub offices dealing with the bank directly will send the local cheques for collection to the bank and keep the receipt ACG-17 and schedule in deposit. The entry of the receipt ACG-17 and cheque will be made in the register of commission paid to agents for investments by cheque mentioned in para 5(4) above. When the cheque is realized, the date of encashment will be noted in column 9 of the said register. The payment will be made to the agent when she attends the post office on receipt ACG-17. The certificate of proper payment to the agent will be amended in such cases as mentioned in para 5(2) above. The amount of commission paid will be accounted for on the date of payment in all the account records and date of payment will be noted in the said register.

(3) For deposits by cheques in sub offices not dealing with the bank directly and branch offices, the amount of cheque will be accounted for like cash deposits. The cheques, receipts ACG-17 and pay-in-slips along with the schedules will be sent to Head/Account Office for collection of the cheques. The entry of the receipts ACG-17 and cheques will be made in the register mentioned in sub para (2) above. When the intimation of the credit of the cheque and receipt ACG-17 duly passed along with a copy of the schedule is received from the Head/Account Office, the entry of the date of encashment will be made in column 9 of the said register. The payment will be made to the agent when she attends the post office on receipt ACG-17. The certificate of proper payment will be amended in such cases as mentioned in Para 5(2) above. The amount of commission paid will be accounted for on the date of payment in all the account records and date of payment noted in the said register.

(4) The ED Sub Offices and Branch Offices are not authorized to issue pass books for new accounts opened. They will send the application forms (SB-3), pay-in-slips, cheque for deposits, if any, and receipt of the agent in Form ACG-17 to the Head/Account Office. The net amount for deposit by cash and gross amount by deposit by cheque will be taken from the agent and accounted for as such in their accounts. On receipt of pass books and the receipt duly passed for the amount of commission along with copy of the schedule in case of deposit by cheque from the Head/Account Office further action will be taken as described in para (3) above.

**195.Procedure in SBCO:-** The SBCO will receive daily from the RD Branch the schedule of commission paid to the agents supported by the Deposit Schedules and receipts ACG-17. The SBCO will follow the procedure and carry out necessary checks prescribed for the TD/MIS/NSS-92 accounts as laid down in Para 7 above. After necessary checks the schedules will be sent to the Postal Accounts Offices on monthly basis after the close of the month in the first week of each following month. The entries of the deposits and commission paid to agents for the month will be made in the statistical register of RD accounts.



**PART – IV****PAYMENT OF COMMISSION TO PAY ROLL SAVINGS GROUP****LEADERS FOR DEPOSITS IN VARIOUS SAVINGS SCHEMES****PROCEDURE IN HEAD OFFICES**

**196** (1) The PRSG Leader is required to accept deposits from the employees in offices etc. through deduction in the pay bills for investment in RD/TD/PPF accounts and the National Savings Certificates (VIIIth Issue). He has to submit a schedule in triplicate for deposits in RD/TD/PPF accounts and in duplicate for investments in the savings certificates along with necessary documents. A single-pay-slip for the total amount separately for RD/TD/PPF Schemes is required to be handed over to the post offices. For deposits in PPF account a pay-in-slip for the total amount separately for RD/TD/PPF account a pay-in-slip with a single counterfoil will now serve the purpose. The schedule for deposits by cash and by cheque will be submitted separately. With the introduction of the new procedure the following entries will be made at the top of all copies of each schedule of each scheme under the signatures of the Group Leader.

	<b>Deposit by Cash</b>	<b>Rs.</b>		<b>Deposit by Cheque</b>	<b>Rs.</b>
(i)	Amount of gross deposits	.....	(i)	Amount of gross deposits	.....
(ii)	Amount of commission received	.....	(ii)	Amount of commission due	.....
(iii)	Net amount to be tendered (i) – (ii).....				

**Signature of Group Leader****Signature of Group Leader**

(2) The Group Leader will tender the net amount of deposits by cash and gross amount of deposits by cheque and give a receipt for the amount of commission received in Form ACG-17 in both the cases attached to the schedule. If the amount of investment is paid in cash, the amount of gross deposit will be credited in the concerned accounts and in the deposit head of the concerned scheme and other connected records. The amount of commission paid will be entered under the head **“Commission paid to the Ray Roll Savings Group Leaders”** a new head to be opened in all the account records of the Post Office i.e. cash book, HO/SO/BO summary, SO/BO daily account etc. One copy of the schedule duly receipted and date stamped will be returned to the Group Leader.

(3) If the amount of deposit is paid by cheque, the receipt ACG-17 will be kept in deposit and the cheque for the deposit in TD/PPF/NSCs will be sent for collection. The entry of the receipt ACG-17 and cheque will be made in the register prescribed in para 4(5) above. The amount of deposit by cheque in RD Accounts and other connected records on the date of receipt of the cheque. The cheque will be sent to the treasury as cash remittance and not sent for collection through the collection list. The Group Leader in such cases will be informed about the probable date on which he can collect the commission. When the cheque is realized for deposits in TD/PPF/NSCs and intimation of clearance of the cheque for deposit in RD account is received from the treasury the date of clearance of the cheque will be noted in column 9 of the register mentioned above. The payment will be made by cash or cheque on the receipt ACG-17 kept in

deposit when the Group Leader attends the post office. The certificate of proper payment to the Group Leader on the receipt ACG-17 will be amended in such cases as mentioned in para 4 (3) above. The deposit will be credited to the accounts of the concerned schemes. The date of payment of commission will noted in the said register.

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(4) In respect of sub offices dealing with the bank directly the head office will receive cheque other than local one along with receipt ACG-17, pay-in-slip and copy of the schedule. For deposits by cheques in sub office not dealing with the bank directly and branch offices in direct account the head office will receive cheques for deposits along with pay-in-slips and schedules. On realization of the cheques the head offices will send the intimation of the credit of the cheques along with receipt ACG-17 duly passed and copy of the schedule to the concerned sub office/ branch office for payment of the commission to the Group Leader.

(5) At the close of the day, the Head Office will prepare a schedule of commission paid to Group Leaders separately for each scheme in duplicate in respect of transactions made at the head and sub offices in the form given below for RD/TD/PPF Schemes and in form ACG-6(n) for savings certificates. The daily and progressive total in the schedules of column (3) and (4) given below and column 4(a) and 4(b) of schedule in form ACG-6(n) will be cast upto the end of the month. The upper copy of the schedules along-with receipts ACG-17 for RD/TD/PPF accounts will be sent to the SBCO along with day's returns for further action. The upper copy of the schedules for savings certificates ACG-6(n) along with the receipts ACG-17 will be sent to the Postal Accounts Offices along with the monthly cash account after the close of the month. The second copy of the schedule will be kept as office record.

**Schedule of commission paid to PRSG Leaders for deposits Made in \_\_\_\_\_ on \_\_\_\_\_ by  
the \_\_\_\_\_ H.O.**

Sl.No.	Name of Remarks.	Amount of agent the schedule	Amount of commission Paid
1.	2.	3.	4.
Total:			

\* In case payments made at the sub offices, the name of the sub office to be noted here.

Date Stamp

Postmaster

**PROCEDURE IN SUB/BRANCH OFFICES**

**197** (1) The Departmental Sub Offices are competent to accept deposits in cash as well as cheque from Pay Roll Savings Group Leaders for all the schemes. The ED Sub Offices/ Branch Offices are authorized to accept deposits in RD accounts by cheques only and not by cash. These offices are not authorized to accept deposits for other schemes from the Group Leaders.

(2) If the amount of deposit is tendered in cash in Departmental Sub Offices by the Group Leader, the procedure contained in para 14(1) to (2) above will be followed and the receipts ACG-17 sent to the Head Office in support of the charge duly attached to the list of the schedules of commission paid to the Group Leaders which will be prepared in the form given below scheme wise in duplicate. The duplicate copy will be kept as office copy.

**List of schedules of commission paid to Pay Roll Savings Group Leaders for deposits in**

**.....Accounts/NSCs (VIII-Issue)**

Sl.No	Name of Group Leader and office  to which attached	Amount of the schedule	Amount of commission  paid	Remarks
1.	2.	3.	4.	5
Total:				

Date Stamp

Postmaster

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(3) If the amount of deposit is paid by cheque, the sub offices not dealing with the bank directly and branch offices in direct account will send the cheque, pay-in-slip and schedules to the head office for collection of the cheque. The entry of the receipts ACG-17 and cheque will be made in the register prescribed in para 5(4) above. The amount of deposits by cheque in RD accounts will be accounted for like cash deposits. The sub offices dealing with the bank directly will send the cheques other than local ones along with pay-in-slip, receipt ACG-17 and schedules to the head office. On receipt of intimation of realization of the cheque and its accounting in the HO and the receipt ACG-17 bearing “pay order” of the Postmaster and a copy of the schedule, the SPM/BPM will note the date of realization and accounting of the cheque in column 9 of the register mentioned above. The receipt ACG-17 will be kept in deposit. The payment will be made to the agent by cash or cheque on the receipt ACG-17 kept in deposit when the Group Leader attends the post office. The amount of commission paid will be accounted for on the date of payment and receipt ACG-17 along with the schedule sent to HO/AO attached to the list of commission paid. The date of payment will also be noted in the register mentioned above. The SPM/BPM will give the following certificate at the bottom of the receipt ACG-17 in such cases:-

“Certified that the amount mentioned above has been paid to the proper person. The cheque for the amount of Rs.\_\_\_\_ was realized and accounted for in the H.O. on\_\_\_\_\_.

Date.....

Signature of Sub/Branch Postmaster

With designation stamp

(4) The Sub Offices dealing with the bank directly will not send the local cheques to the HO but will get these cheques realized from the bank and keep the receipts ACG-17, pay-in-slip and schedule in deposit. The entry of the receipt ACG-17 and cheque will be made in the register mentioned in para (3) above. On realization of the cheque, the amount of deposit will be accounted for and commission paid to the Group Leader in cash or cheque on receipt ACG-17 as per procedure described in para (3) above.

(5) In ED sub office/branch offices when deposit by cheque in RD accounts is received from the PRSG Leaders along-with schedules and receipt ACG-17 for the amount of commission, the amount will be credited in the concerned accounts like cash deposits. The cheque for amount of deposit, receipt ACG-17 and schedules will be sent to HO/AO for collection of the cheque. The entry of the receipt ACG-17 and cheque will be made in the register mentioned in para (3) above to be maintained in ED sub offices and branch offices. When the receipt ACG-17 duly passed along with a copy of the schedule and date of realization of the cheque is received from the HO/AO, the date of realization and accounting for of the cheque in the HO will be entered in column 9 of the said register. The receipt ACG-17 and schedule will be kept in deposit. The payment will be noted in the said register. The amount paid will be accounted for in the accounts on the date of payment. The certificate of proper payment made to the Group Leader to be given at the bottom of the receipt ACG-17 by the SPM/BPM will be amended as per para (3) in such cases.

**198. Procedure in SBCO:-**The SBCO will receive daily from the SB Branch the schedules of commission paid to the PRSG Leaders under RD/TD/PPF scheme along with receipt ACG-17. The SBCO will follow the procedure and carry out necessary checks as laid down in para 7 above under Part-II. After necessary checks the schedules with vouchers (ACG-17 receipts) will be sent to the Postal Accounts Office on monthly basis after the close of the month in the first week of the following month. The entries of the amount of deposits and commission paid to PRSG Leaders will be made in the Statistical register of the respective scheme.

**ANNEXURE-2****DEPARTMENT OF POSTS****Schedule of commission paid to authorized agents for sale of**\_\_\_\_\_ **Certificates at** \_\_\_\_\_ **Head Office****during the month of .....**

Sl. No.	Name of the agent and Authority number	Date of payment	Amount of investment paid	Amount of commission	Remarks (in case of payments made at sub Office, the name of sub office to be noted here)
1	2	3	4(a)	4(b)	5

\_\_\_\_\_ **Total**

Date Stamp

Postmaster

## CHAPTER – 8

### FUNCTIONS OF MUKHYA DAK GHAR

**199 (1) Concepts of Mukhya Dak Ghar (MDG):-** (i) Presently, Head Post Offices are the only offices in the postal system, which can function in a self-contained manner in respect of all transactions. Specially this because, it is responsible for financial control supervision and accounting of all transactions conducted in the all offices in account with it, and some of these responsibilities are required to be discharged before a counter transaction is completed especially in so far as Saving Bank functions are concerned. The objective of setting up Mukhya Dak Ghars (MDG) is to decentralize such powers of the HO, to identified sub offices, so that such officers are able to complete all customer transactions, especially SB functions, without the intervention of the HO, thus leading to greater customer satisfaction.

(ii) Thus the MDGs will be a new category of post offices other than HOs, which will function in a self-contained manner in respect of all its own counter services. Any post office, where the need for self contained services is felt, either at district headquarters or outside it, can in future, be designated as “Mukhya Dak Ghar” subject to fulfillment of the criteria given below.

**(2) Criteria for selection of MDG:-** (1) Any suitable sub office not below the status of LSG can be considered for being designated as MDG, provision of MDG being primarily intended to meet felt customer aspirations for more speedy and efficient service, Such as office should also be easily accessible to the public and have adequate accommodation for coping with the increased demands in terms of storage, manpower and public interface, The Postmaster of the MDG shall be in the grade of HSG-II. In districts where no HO exists, an MDG should immediately be set up at district headquarters, pending up gradation of that office to a HO. An MDG should also be set up in stations from which an HO is proposed to be relocated to district headquarters so that customers at that location do not feel the lack of self contained service that they were enjoying previously.

**(3) Scope of MDG:-** MDG shall be competent to complete all transactions relating to its customer transactions including SB transactions. The extent of transactions that can be immediately carried out by MDG and the proposed phase plan for decentralization of powers scheme-wise is given at Annexure-I.

(4) The other characteristics of MDG will be as follows:-

(a) In so far as work relating to consolidation of accounts, financial arrangements etc, the MDG will continue to function like any other sub office in account with its HO.

(b) The MDG will differ from other sub offices in terms of the focus given to customer services. Every MDG will also have a customer care/facilitation counter and information desk on the lines of the facilities available in HO.

(c) In districts where HO exists, it will also be the MIS centre for all Small Savings Schemes, to facilitate district authorities in accessing this information readily. For this purpose, the necessary statistical information regarding Small Savings Schemes in post offices within that district, will be furnished to the MDG on a monthly basis.

(5) **Date of implementation:-**The new scheme will be implemented with effect from 1.4.2002.

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## **ANNEXURE**

### **SCOPE OF SAVINGS BANKING WORK TO BE**

#### **INDEPENDENTLY UNDERTAKEN BY MDGs**

**1.SAVINGS ACCOUNTS :-** (i) Post Offices upto the level of LSG are already authorized to post interest in accounts standing in their offices. MDGs are also be authorized to post the interest for accounts standing in their offices.

(ii) Closing of accounts can also be done by MDGs without the intervention of HOs, in addition to its existing powers to open an account and allow withdrawals and deposits.

**2. RECURING DEPOSIT:-** (I) MDGs like other Sub Offices have the powers to open accounts and allow withdrawals closure without intervention of HO.

(2) MDGs are also authorized for calculation of maturity value , based on a ready reckoned to be supplied them.

**3. TIME DEPOSIT:-**MDGs like all sub offices are authorized to perform all transactions, including interest calculations and position.

**4. NSS, 1992:-** MDGs are also authorized for withdrawal, closure and interest posting.

**5. MOTNLY INCOEM SCHEME (MIS):-** MDGs are also authorized for all transactions independent from HO.

**6. PPF:-** All aspects; of operating this scheme already stand delegated to sub offices. Hence MDGs are competent to undertake all transaction relating to the scheme independently.

#### **7. Settlement of deceased claim case in respect of POSB Schemes by Mukhya Dak Gharas:-**

(1) As per existing orders, Postmaster of the Head Post Office is competent to sanction all claims irrespective of amount in respect of cases where the nomination is registered or legal evidence is produced by the claimant. The Postmaster of the Mukhya Dak Ghar will also be competent to sanction deceased claim cases of POSB Schemes where there is nomination or legal evidence is produced without any limit of amount w.e.f. 1.6.2002. The particulars of nomination will be however be got verified from the Head Post Office in respect of accounts opened before 1.6.2002.

(2) In respect of claims without production of legal evidence, present procedure may continue. Powers to sanction claims in respect of various authorities prescribed as at present will be followed.

**8. Registration of nominations in respect of POSB Schemes at Mukhya Dak Ghars (MDGs):-** As per existing orders, nominations in respect of Post Office Savings Bank Schemes are registered at the Head Post Offices. After creation of Mukhya Dak Ghar (MDG) in a District Headquarter, registration of nomination in respect of POSB Schemes will now be done at Mukhya Dak Ghars. For this purpose, a separate register of nomination for each scheme will be maintained. The registration of nomination at the Head Post Office will also continue as at present. The revised procedure will take effect from 1.6.2002.

**9. Issue of duplicate pass books by the MDGs:-** (1) As per Rule 68 and 69 of POSB Manual Volume I, a duplicate pass book in the case of lost, stolen, destroyed, mutilated can be issued by the HO in respect of accounts standing at HO and ;sub offices under it.

(2) With the creation of MDGs at District Headquarter, MDG is also authorized to issue duplicate pass books without reference to the HO in order to curtail delay in such cases. The MDG will follow the procedure prescribed in the rules cited above in such cases.

**10. Issue of duplicate savings certificates in lieu of lost, stolen, destroyed, mutilated certificates:-** The MDGs will refer such cases to the head office.

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## **CHAPTER 9**

### **PROCEDURE TO BE FOLLOWED WHEN STATUS OF POST OFFICE IS CHANGED OR WHEN A POST OFFICE IS CLOSED**

**200.General:-** The rules relating to the above procedure are given in Appendix-5 to P&T F.H.B. Volume II. Paras relating to Savings Bank Accounts have been amended vide D.G.P&T letter No. 1-32/78-SB dated 23.3.1979 in the light of new procedure being followed in Post Offices after the abolition of duplicate ledger cards in the erstwhile Audit Offices and setting up of S.B. Control Organization in Head Post Offices. Paras relating to Savings Certificates work are also contained in this Appendix.1.

**Changes in the status of Post Office:-** Whenever it is considered necessary to change the status of a Post Office, it should always be arranged to give effect to the change from the beginning of a quarter. The 1st April is the most convenient date for the introduction of a change in the status of a Head Office and the Head of the Circle will give to the Postal Accounts Office a month's notice of his intention.

**2. Changes in the status of post offices involving the transfer of balances:-** The following changes in the status of post offices necessitate the transfer of balances and adjustment in the accounts of money order and Savings Bank transactions:-

- (i) Conversion of a Head Office into a Sub Office.
- (ii) Conversion of a Sub Office into a Head Office.
- (iii) Transfer of a sub office from the jurisdiction of one Head Office to that of another.
- (4) Abolition of, or withdrawal of Savings Bank powers from a sub or branch office.

**3. Procedure regulating changes in the status of post offices:-** The procedure regulating Savings Bank and Savings Certificates transactions and balances is described in the following paras:-

#### **A. WHEN A HEAD OFFICE IS CONVERTED INTO A SUB OFFICE**

**4. Points to be considered when a Head Office is converted into a Sub Office:-** If a Head Office 'A' is to be converted into a sub office and placed under a Head Office 'B' with effect from the given date



(say the 1st July), the points to be considered are:-

(a) What 'A' should do before the conversion.

(b) What 'A' should do after the conversion.

(c) What 'B' should do.

(d) What the sub offices transferred from 'A' and placed under 'B' (or any other Head Office) should do.

**(a) WHAT 'A' SHOULD DO BEFORE THE CONVERSION**

**5. Transfer of binders of Savings Bank and other types of accounts and preparation of list of accounts which are to be transferred:**

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(i) On the day on which all the transactions at the sub offices during the month of June have been incorporated in the Head Office Cash Book for that month, the old head office will prepare a list in quadruplicate of all types of accounts binder-wise and office-wise (category-wise) in case of CTD/TD accounts) showing; the serial number, account number, balance and the new account number. The column for the new account number will be left blank in the list for the new number to be given by the new Head Office. The name of the office will be indicated at the top and the name of the Head office to which it is to be transferred will also be shown in bracket at the top of the list. A summary of balance binder-wise of each office will also be got prepared with the help of the machinist of the SBCO in order to complete the work expeditiously. After the lists are prepared, these will be signed by the Postmaster and transferred to the Incharge, SBCO for verification of balances with the balances available in SB-62/SB-85 registers of the respective binders.

(ii) The lists will be received back from the SBCO within 2 days duly signed by the Incharge SBCO. After; receipt of the list, 2 copies of the lists will be transferred on the same day to the new Head Office along with connected records of old Head Office and sub offices under it in original viz binders of all types of accounts, Index to ledger cards, application cards/form (SB-3), specimen signature cards (SB-106), nomination registers, blank pass books with the register showing the balance, etc. One copy of the lists will be transferred to the SBCO along with Home Debit Transfer Journal of each type of account in which the total number of accounts and their balance of each office binder-wise will be shown as transfer with the remark "Transfer to Head Office B due to conversion of Head Office A into sub office w.e.f.....". The fourth copy of the lists will be retained in the offices as record. Advices of transfer need not be prepared. The whole work as detailed above should be completed within 3 days after the close of the month.

**Note:-** When the old Head Office (converted sub office) and its sub offices are placed under different Head Offices, the binders of various types of accounts along with other connected records and lists of accounts/ balances will be transferred to particular Head Office to which these sub offices are transferred.

**6. Action to be taken by the SBCO:-** (i) On receipt of accounts/ balances from the Postmaster, the balances shown in the lists will be verified/ agreed with the respective balances shown in the SB-62/SB-85 registers expeditiously with the help of binder wherever necessary before they are transferred to the new Head Office. If any corrections are required to be made in the balances, these will be made in all the four copies of the list. If the balance in any list does not agree with the balance shown in the SB-62/ SB-85 register, the difference in the balance either plus or minus will be added to or deducted from the balance shown in the list with the remark "Difference with the balance on SB-62/ SB-85 register" in order to mark the total of the list agree with the balance of the SB-62/ SB-85 register. This difference will be

reconciled by the SBCO of new Head Office where all the relevant records will be transferred. All the lists will be signed by the Incharge SBCO and returned to the postmaster within 2 days.

(ii) On receipt of a copy of lists of balances with the Home Debit Transfer Journal from the postmaster, the balance of each binder will be posted on the debit side of SB-62(a)/ SB-85(a) register as transfer of the new Head Office and further posted in the SB-62/SB-85 register. The SB-62/SB-85 register will be closed with nil balances. After this action is over, all the current records of the SBCO along with a copy of lists of balance will be sent to the Circle Pairing Unit in support of the debit transfer journal. The obsolete and time-barred records should be destroyed under the normal rules and need not be sent to the SBCO of new Head Office.

**Note:-** When the old Head Office and its sub offices are placed under different Head Offices, the relevant records of the SBCO concerning with the balances viz., list of accounts/ balances, agreement sheets and SB-62/SB-85 registers of previous six months should be transferred to the SBCO of the particular Head Office to which these sub officers are transferred. All other records including lists of silent accounts will be transferred to the SBCO of the Head Office to which the bulk of offices have been transferred.

7. **Preparation of list of unsold Post Office Savings Certificates which are to be transferred:-** A list showing in full detail the number of unsold Post Office Savings Certificates in stock in Head Office 'A' and the offices subordinate to it on the evening preceding the date of conversion should be forwarded to the Head Office 'B' for inclusion in its stock and a copy of the list should also be forwarded to the Postal Accounts Office concerned with a certificate endorsed on it that a copy of the list has been forwarded to the Head Office 'B'. The list will be prepared in triplicate and third copy kept as office record. In the Memorandum of unsold certificates submitted to the Postal Accounts Office the certificates in stock should be shown as transferred to the Head Office 'B'.

**Note:-** If the Sub Offices under 'A' are placed under two or more Head Offices, a separate list for each of the later offices showing the number of unsold Savings Certificates in stock in several sub offices to be transferred to it should be prepared and forwarded to the Head Office concerned, and a copy of each such list should be sent to the Postal Accounts Offices within the jurisdiction of which that Head Office is situated.

#### **(b) WHAT 'A' SHOULD DO AFTER THE CONVERSION**

8. **Sub Savings Bank ledgers and journals to be opened:-** The converted sub office will receive from the new Head Office SB/TD ledgers newly opened in respect of accounts standing at this office showing the balance of each account as on 30<sup>th</sup> June and one copy of the list of accounts with balances in respect of all types of accounts showing the new account numbers allotted in the lists by the new head Office. The specimen signature books will be opened for each type of account in which the new account numbers below the old account number will be entered from the list of balances. When the pass book is first presented after the conversion, the sub postmaster will enter the new account number of the account as shown in the specimen signature book and the name of the new Head Office on it in red ink under the original entries which should be scored through. A specimen signature will be obtained from each depositor, counter-signed by the SPM and pasted in the specimen signature book against the relevant account. In case of doubt, the identification of the depositor may be obtained from the person known to the post office. In respect of CTD/ RD accounts journals will be opened and when the pass book is presented for transaction, its balances before transaction will be verified from the list of balances and this balance will be shown in column "DLT" in the journal. The entry in the list of balances will be rounded off with the remark "Pass book presented". These lists of balances will be kept securely in a file in the custody of the Sub Postmaster and referred to as and when found necessary.

#### **9. How SB and other transactions are to be recorded before the receipt of list of accounts**

**with new account numbers:-** If before the receipt of lists of accounts/ balances with new account numbers from the new Head Office the SPM has received or re-paid deposits in existing accounts, the transactions will be shown in the journal and list of transactions in the usual manner, the original numbers being used. The necessary corrections will be made by the Head Office B in the lists of transactions in due course (vide Rule 11) and the entries in the journal being corrected on receipt of the list of account/balances with new account numbers along with SB/TD ledgers from that office. The SB/TD transactions made before the receipt of SB/TD ledgers will be posted in the respective accounts on receipt of SB/TD ledgers from the new Head Office.

### **(c) WHAT 'b' SHOULD DO**

**10. Allotment of new account numbers in the binders:-** The lists of accounts received from transferring Head Office A will be accepted as an advice of transfer. In the binders of sub offices transferred by the Head Office A (vide Rule 5) new consecutive numbers allotted to each such sub office from a separate block should be assigned in red ink above the old numbers. The lists of accounts/ balances received from Head Office A induplicate will be checked in order to verify the balance and new account numbers entered in red ink in the column provided for the purpose in the lists. The lists will be signed by the Postmaster in token of this check. The total number of accounts and their balance as entered in each list will be shown as credit in the Home Credit Transfer Journal of each type of account with the remark "Office transferred to Head Office B due to conversions of Head Office A into sub office w.e.f.\_\_\_\_\_". The journals will be transferred to the SBCO along with a copy of the lists. A copy of the list of each type of account along with SB/TD ledgers prepared in respect of accounts standing at the old Head Office (now converted sub office) should be sent to the converted sub office for further action. A copy of the lists of accounts/ balances will also be sent to other sub offices which are placed under it to enable them to enter the new accounts numbers in the pass books, SB/TD ledger, specimen signature books, etc. No copy of the lists need be kept in the new Head Office. If any necessity arises to refer the lists, these may be seen from the lists kept by the SBCO. All other records relating to sub offices received from the Old Head Office in original will be continued further. The undelivered pass books received with the register will be checked to verify their balance. This register will be maintained separately till the undelivered pass books entered in this register are transferred to the SBCO for further safe custody after the expiry of prescribed period of retention in the Head Office.

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**Note:-** If the sub offices under Head Office A are placed under different Head Offices vide Note below Rule 7, these Head Offices to which the binders with connected records will be transferred by the Head Office A should accept the lists of accounts/ balances sent by the old Head Office as an advice of transfer. These Head Offices will also take similar action as stipulated in Rule 10 above.

**11. Issue of pass books and entry of new numbers:-** New pass books will not be issued by the new Head Office but new numbers will be given to the accounts opened at sub offices and communicated to those offices in a list of accounts/ balances vide Rule 10 received from the old Head Office. The original account numbers shown in the list of transactions of new sub offices referred to in Rule 9 will be corrected by the Head Office B. In case of doubt regarding identify of depositors, the binder or the list as the case may be received from the newly converted sub office should be referred to.

**12. Action to be taken by the SBCO:-** On receipt of Home Credit Transfer Journals showing the total number of accounts and balances binder-wise and sub office-wise along with a copy of the list of accounts/ balances the entries in the journals will be compared with the respective list of accounts/ balances in order to see that both the sets of figures agree. The total number of accounts and their balances will be posted on the credit side of the SB-62(a)/SB-85(a) registers and further posted in the SB-62/SB-85 register is to be opened for these new sub offices. These credit journals will be sent to the Circle Pairing

Unit in the usual course but no list of balances need be sent to the Pairing Unit in support of these journals. If any list of balances received from the SBCO of the old Head Office has not been agree with the balance of SB-62/ SB-85 register as per remark recorded therein, it will be verified again by the SBCO of new Head Office and difference got reconciled with the help of binder and previous agreement sheets received from the SBCO of old Head Office. The original records transferred from the SBCO of old Head Office will be kept in the custody of the Incharge to be referred to as and when necessary.

**13. Action to be taken by Circle Pairing Unit:-** The Circle Pairing Unit will receive debit transfer journals from the old Head Office A and credit transfer journals from the new Head Office B or any other Head Office to which some sub offices are transferred and received on transfer. Both the sets of figures will be checked in order to see that the balances of each binder entered in the debit and credit transfer journal agree with each other. In case of difference, the matter may be taken up with the transfer HO in order to settle the discrepancy.

**14. Entry of Post Office Certificates in Stock Book:-** The stock of Post Office certificates held by Head Office 'A' should on receipt of the list prescribed in Rule (9), be added to the stock of sub offices which were subordinate to that office before its conversion and should be shown in the Memorandum of Unsold Certificates submitted to the Postal Accounts Office at the end of the year as received from the Head Office 'A'.

**Note:-** If the sub office under 'A' are placed under two or more Head Offices, each of these Head Offices should follow the procedure laid down in this rule on receipt of the list prescribed in Rule 7. See the Note below that rule.

**(c) WHAT THE SUB OFFICES TRANSFERRED FROM 'A' AND PLACED UNDER 'B' OR ANY OTHER HEAD OFFICE SHOULD DO**

**15. Entries of SB and other account numbers in the SB/TD ledgers, journals, pass books and other documents :-** On receipt from the new Head Office, one copy of the lists of accounts and balances showing the new account number of the accounts existing at the sub office, these new numbers will be used for recording transactions in the journals and list of transactions. The new numbers will be entered in red ink below the old number in the SB/TD ledgers and specimen signature books. When a pass book is first presented after the transfer, the sub-postmaster will enter the new account number and the name of new Head Office on it in red ink under the original entries which should be scored through. The balance in the pass book will also be compared with the shown in the list. The entry in the list will be rounded off with remark "Pass book presented." These lists will be kept securely in a file in the custody of the SPM and may be referred to as and when necessary.

**16. Old numbers to be used until receipt of intimation of the new numbers :-** If before the receipt of intimation of the change of numbers the sub postmaster has received or re-paid deposits in existing accounts, he should show them in the list of transactions and journals in the usual course, using the original numbers. The necessary corrections will be made by the Head Office B and sub offices in due course.

**B-WHEN A SUB OFFICE IS CONVERTED INTO A HEAD OFFICE**

**17. Points to be considered when a sub office is converted into a Head Office:-** If a sub office 'X' under Head Office 'A' is to be converted into a Head Office 'B' from any date, say the 1st July, and certain Sub Offices under 'A' are placed under 'B' the following points are to be considered.

(a) What 'A' should do.

(b) What 'B' should do.

(c) What the sub offices placed under 'B' should do.

**(a) WHAT 'A' SHOULD DO**

**18. Transfer of binders of Savings Bank and other types of accounts and preparation of lists of accounts which are to be transferred:-** On the day on which all the transactions during the month of June at sub office X and the sub offices to be placed under the Head Office B have been incorporated in the cash book of Head Office A for that month, Head Office A will prepare a list in quadruplicate of all types of accounts binder-wise and office-wise (category-wise in the case of CTD/TD accounts) showing the serial number, account number and balance. The name of the office will be indicated at the top and the name of Head Office B will also be shown in bracket at the top of the list. A summary of balances binder-wise of each office will also be prepared and attached with the respective lists. The lists should be got prepared with the help of the machinist of the SBCO in order to complete the work expeditiously. After the lists are prepared, these will be signed by the Postmaster and transferred to the Incharge SBCO for verification of balances with the balances available in SB-62/SB-85 registers of the respective binders. The lists will be received back from the SBCO within 2 days duly signed by the Incharge SBCO. After receipt of the Head Office B along with connected records of sub office X and other sub-offices viz. binders, Index to ledger cards, application cards/ forms (SB-3), specimen signature cards (SB-106), a copy of entries of nomination register along with applications of nomination relating to these offices, undelivered pass books relating to these offices duly entered in the list, etc. One copy of the lists will be transferred to the SBCO of Head Office A along with the Home Debit Transfer Journal of each type of account in which total number of accounts and balance of each office binder-wise will be shown as transfer to Head Office B with the remark" Conversion of sub office X into Head Office B w.e.f.....: The forth copy will be retained in the office as record. Advices of transfer need not be presented. The whole work as detailed above should be completed within 3 days after the close of the month.

**Note:-** If the sub offices to be placed under Head Office B are to be transferred from Head Office A as well as some other Head Offices, say C&D, new numbers will be allotted to the accounts by the Head Office B in order to avoid the clash of similar account numbers allotted by different Head Offices. For this purpose, additional column with new account number will be provided in the lists which will be kept blank to be filled in by the Head Office B.

**19. Preparation of invoices of unsold Post Office Certificates:-** The Head Office 'A' should prepare from the invoices and the issue Journals relating to the sub offices to be placed under Head Office 'B' separate invoices in the prescribed form of unsold Post Office Certificates remaining at the sub office and send these invoices to the Head Office 'B'.

**20. Action to be taken by the SBCO:-** The procedure prescribed in Rule 6 will be followed. The relevant records of SBCO relating to sub office X and other sub offices viz., SB-62/SB-85 registers and agreement sheets to previous 6 months will be transferred to the SBCO of Head Office B to enable that SBCO to complete the ledger agreement work left uncompleted on the date of transfer. The copy of the lists of accounts will be kept as office record. The undelivered pass books relating to other sub offices will also be transferred to the SBCO of Head Office B duly entered in the list. A suitable remark of transfer will be made in the register of un-delivered pass books maintained in the SBCO of Head Office A and copy of the list kept as record in the office along with the register for future reference.

**(b) WHAT 'B' SHOULD DO**

**21. Entries of transactions of SB and other accounts in the binder:-** (i) The lists of accounts of various types received from the transferred Head Office A will be accepted as an advice of transfer. All other records received in original will be maintained and continued further. The entries of the nomination register will be posted in the nomination register and applications of nomination kept in the guard file of nominations. The undelivered pass books received will be checked with the list and entered in the register of undelivered pass books to be maintained in the new Head Office. The new Head Office (converted sub office) will close the SB/TD ledgers and start further transactions in the binders containing ledger cards received from the Head Office A. The old SB/TD ledgers will be preserved till their preservation period as prescribed.

(ii). The lists of accounts received in duplicate will be checked with the binders in order to verify balances as entered in the lists. The lists will be signed by the Postmaster in token of carrying out this check. The total number of accounts and their balance as entered in each list will be shown as credit in the Home Credit Transfer Journal of each type of Account with the remark "Office transferred from Head Office A due to conversion of sub office X into Head Office B" which will be transferred to the SBCO along with one copy of the lists of accounts.

**Note 1:-** If the sub offices to be placed under Head Office B are transferred from Head Office A as well as some other Head Offices, C&D, new numbers will be allotted to the accounts in the lists in order to avoid the clash of similar accounts numbers allotted by different Head Offices. For this purpose procedure contained in Rule 10 will be followed.

**Note 2:-** If any sub office from Head Office A is transferred to Head Office B (converted sub office X) the same account numbers will be continued in the new Head Office. There will be gaps in the block numbers allotted to different sub offices, the account numbers of these gaps may be used by allotted them to new sub offices to be opened or transferred subsequently to the Head Office B.

**22. Action be taken by the SBCO & Circle Pairing Unit:-** The procedure outlined in Rule 12 will be followed by the SBCO. The lists of accounts/ balances will be received by the SBCO from Head Office B along with credit transfer journals. The Circle Pairing Unit will follow the procedure as prescribed in Rule 13.

**23. Disposal of invoices of un-issued Post Office Certificates:-** The duplicates of the invoices of un-issued Post Office certificates at the sub offices to be placed under the Head Office 'B' furnished by the Head Office 'A' should be forwarded to the Postal Accounts Office in the usual manner. The triplicate copies should be placed on record and should be referred to for the purpose of checking that the continuity of the serial numbers of Post Office Certificates in a particular block is not broken in the Journals of Post Office Certificates issued by the sub offices. The certificates shown in the invoices from the Head Office 'A' should be entered in the stock register of the Head Office 'B' and immediately be shown as re-issued with an explanatory remark. No invoice need be issued to the sub offices but the Head Office 'B' should receive an assurances that the certificates are carried on stock by the sub offices.

**(c) WHAT THE SUB OFFICES TRANSFERED FROM 'A' AND  
PLACED UNDER 'B' SHOULD DO**

**24. Procedure to be followed by sub offices when transferred and placed under a newly converted Head Office:-** The sub offices should observe the procedure described in Rules 15 and 16.

## **C-TRANSFER OF A SUB OFFICE FROM THE JURISDICTION OF ONE HEAD OFFICE TO THAT OF ANOTHER**

**25. Procedure to be followed by sub offices when their Head Office is change:-** If a sub office 'X' under Head Office 'A' is transferred to another Head Office 'B' with effect from 1st July, the following points are to be considered:-

- (a) What 'A' should do.
- (b) What 'B' should do.
- (c) What the sub office 'X' should do.

### **(a) WHAT 'A' SHOULD DO**

**26. Transfer of binders of Saving Bank and other types of accounts and preparation of lists of accounts which are to be transferred:-** On the day on which all the transactions at the sub office X during the month of June have been incorporated in the Head Office Cash Book for that month, the Head Office A will prepare a lists in quadruplicate of all types of accounts binder-wise and office-wise (category-wise in the case of CTD/TD accounts) showing the serial number, account number, balance and the new account number which will be left blank in the list for the new numbers to be given the Head Office B. The name of the sub office X as well as that of Head Office B to which the accounts are transferred will be indicated at the top of the lists. A summary of balance binder-wise will be prepared and attached with the respective lists. The lists should be got prepared with the help of the machinist of the SBCO. After the lists are prepared, these will be signed by the Postmaster and transferred to the Incharge SBCO for verification of balances available in SB-62/SB-85 registers of respective binders. These lists will be received back from the SBCO within 2 days at the latest duly signed by the Incharge, SBCO. After receipt of the lists 2 copies of the lists will be transferred on the same day to the Head Office B along with connected records of sub office X in original viz, binders of all types of accounts, Index to ledger cards, application cards/ forms (SB-3), specimen signature cards (SB-106), copies of entries in the nomination register along with applications of nomination, undelivered pass books duly entered in the lists, etc. One copy of the lists will be transferred to the SBCO of Head Office along with Home Debit Transfer Journal of each type of account in which total number of accounts and balance of each binder will be shown as transfer to Head Office A to Head Office B with effect from .....". The fourth copy will be retained in the office as record. Advices of transfer need not be prepared. The whole work as detailed above should be completed within 3 days after the close of the month.

**27. Action to be taken by the SBCO:-** The procedure outlined in Rule 20 read with Rule 6 will be followed by the SBCO.

**28. Preparation of an invoice of un-issued Post Office Certificates: -** The Head Office 'A' should prepare from the invoices and the issue journals relating to the sub Office 'X' an invoice in the prescribed form of un-issued Post Office certificates remaining in stock at the sub office and send the invoice to the Head Office 'B'.

### **(b) WHAT 'B' SHOULD DO**

**29. Allotment of new account numbers in the binders:-** (i) In the binders of sub office X transferred by the Head Office A new consecutive account numbers allotted to the sub office from a separate block should be assigned in red ink above the old numbers. The lists of accounts/ balances received from the Head Office A in duplicate should be checked with the binders in order to verify the

balances and new account numbers entered in red ink in the column provided for the purpose in the lists. The lists should be signed by the Postmaster in token of this check. The total number of accounts and their balance as entered in each list will be shown as credit in the Home Credit Transfer Journal of each type of account with the remark "Sub Office X transferred from Head Office A w.e.f.....". The journals along with one copy of the lists will be transferred to the SBCO. One copy of the list of each type of account with new account numbers will be sent to the sub office X to enable it to enter the new account numbers in the pass books, SB/TD ledgers, specimen signature book, etc. No copy of lists need be kept in the Head Office.

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(ii) All other records relating to sub office X received from Head Office A in original will be maintained and continued further. The entries of nomination register received from Head Office A will be posted in the nomination register and applications of nomination kept in the guard file of nominations. The undelivered pass books received will be checked with the list and entered in the register of undelivered pass books. Further transactions will be entered in the binders received from Head Office A.

**30. Issue of pass books and entry of new numbers:-** New pass books will not be issued by the Head Office B but new numbers will be given to the account opened at sub office X and communicated to it in the lists of accounts/ balances received from Head Office A. The original account numbers shown in the list of transactions of sub office X will be corrected in the Head Office B till the new numbers are used by the sub office X.

**31. Old numbers to be used until receipt of intimation of new numbers:-** If before receipt of intimation of change of numbers, the Sub Postmaster has received or repaid deposits in existing accounts. He should show them in the list of transactions in the usual course, the necessary corrections being made in the Head Office B. In cases of doubt regarding the identity of depositors, the lists received from the transferring Head Office should be referred to.

**32. Action to be taken by the SBCO and Circle Pairing Unit:-** The procedure outlined in Rule 12 will be followed by the SBCO. The lists of accounts/ balances will be received from Head Office B along with credit transfer journals. The Circle Pairing Unit will follow the procedure as prescribed in Rule 13.

**33. Disposal of an invoice of unissued Post Office Certificates:-** The duplicate invoice of unissued Post Office Certificates at the sub office 'X' furnished by the Head Office 'A' should be forwarded to the Postal Accounts Office in the usual manner. The triplicate copy should be placed on record and should be referred to for the purpose of checking that the continuity of the serial numbers of Post Office Certificates in the journal of the Post Office Certificate issued by the Sub Office 'X'. The certificates shown in the invoice from the Head Office 'A' should be entered in the stock registers of Head Office 'B' and immediately be shown as re-issued with the explanatory remark. No invoice need be issued to sub office 'X' but Head Office 'B' should receive an assurance that the Certificates are carried on stock by the sub office.

#### **(c ) WHAT THE SUB OFFICE 'X' SHOULD DO**

**34. Procedure to be followed by sub offices when transferred and placed under another Head Office:-** The sub office should observe procedure described in Rule 15 and 16.

#### **D-ABOILITION OF OR WITHDRAWAL OF SAVINGS BANK**

#### **POWERS FROM A SUB OR BRANCH OFFICE**

**35. Procedure to be followed:-** If a sub office or branch office is abolished, say, from 1st July, the following procedure will be followed.



## **(a) PROCEDURE IN THE SUB OFFICE**

**36. Depositors to be communicated with the post office certificate records to be transferred to the Head Office when a sub savings bank is to be abolished or its Savings Bank powers are withdrawn:-** The sub savings bank to be abolished or from which savings bank powers are to be withdrawn, will receive from the Head Office to which it is subordinate, information of the date on which the proposed change is to take effect. Immediately on receipt of this information, the sub postmaster of the sub savings bank will write to The depositors having accounts with it, intimating the intended alteration and requesting them to present their pass books, and either to withdraw the balances at their credit or to have their accounts transferred to any post office Savings Bank that may suit their convenience. Depositors desiring to close their accounts should be paid off under the ordinary rules. But those who want their accounts transferred should be asked to fill in an application of transfer and to name the office to which the transfer is desired. The applications of transfer after verification of the depositors' signatures will be sent to the Head Office duly entered in the list of documents. All records relating; to post Office Certificates should be transferred daily to the accounts office. Investors who have holdings at offices from which Savings Bank powers are withdrawn will still be entitled to

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payment of post office certificates at these offices, which should be supplied with the prescribed form of Memo of application for discharge to enable them to arrange this as and when occasion demands.

**Note:-** when the term of a season sub office is about to come to an end, the sub postmaster should write to the depositors informing them that if they do not wish to close their accounts or have them transferred to some other post office before the closure of the season office, the account can be operated upon in the Head Office. In such case, the accounts will not be formally transferred to the Head Office, but all transactions at the Head office should, in addition to passing through the books of the Head Office, be entered in the sub savings bank journal of the season sub office concerned by the Head Office at the time of transaction, and in the case of withdrawals, the Head Office should note on the warrants that the season sub office is closed.

**37. Entries in the pass books and transfer of SB records to the Head Office:-** The postmaster of the office which is abolished, or from which savings bank powers are withdrawn, should write below the last entries in the depositors' pass books the words "Account transferred from .....to.....sub savings bank" adding his signature and the date stamp and hand over the pass books back to the depositors with the direction to present them at the new post office after a week. A similar remark must be written in red ink below the last entries in the SB ledger and in the last column of the CTO/RD/TD journal, opposite to the entries of the last transactions made by the depositors. All records relating to Savings Bank and other types of accounts i.e. SB ledgers, undelivered pass books, etc, should be returned to the Head Office for safe custody and future reference as and when found necessary.

**38. Stock of unsold Post Office Certificates to be returned to the Head Office:-** When a sub office is closed, the stock of Post Office certificates remaining unsold on the last day of the month should be returned to the Head Office duly entered in the invoice.

## **(b) PROCEDURE IN THE HEAD OFFICE TO WHICH THE SUB OFFICES WERE SUBORDINATE**

**39. Transfer of Savings Bank accounts from one sub office to another sub office under the same Head Office:-** If the accounts of the savings bank are transferred to another sub office under the jurisdiction for the same Head Office, on receipt of applications of transfer from the sub savings bank in respect of accounts to be transferred, the usual procedure for the local transfer will be followed by the head Office. A combined local debit/credit transfer journal will be prepared for submission to the SBCO. The applications of transfer or intimations of transfer along with specimen signatures, as the case may be,

will be sent to the respective new sub offices to which the accounts are desired to be transferred.

**40. Transfer of Savings Bank Accounts from one sub office to a sub office under another Head Office:-** If some of the accounts of the sub savings bank are transferred to a sub office under the jurisdiction of another Head Office, on receipt of applications of transfer from the sub savings bank in respect of accounts to be transferred, the usual procedure for the transfer of accounts new from one Head Office to another Head Office will be followed by the Head Office. Advices of transfer and Home debit transfer journal will be prepared as per usual procedure.

**41. Safe custody of Savings Bank and Savings Certificates records received from the sub savings bank:-** The records relating savings bank and savings certificates received from the sub office which has been abolished or from which savings bank powers have been withdrawn will be kept securely in safe custody in the Head Office. The savings certificates records will be referred to as and when any certificate is discharged or transferred to another office by the investor. The savings bank records will be referred to as and when any discrepancy is found in the balance of any account.

#### **(c) PROCEDURE IN THE NEW HEAD OFFICE**

**42. Opening of accounts:** On receipt of advices of transfer along with applications of transfer from the transferring Head Office, usual procedure for the opening of accounts will be followed as per rules on the subject.

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#### **(d) PROCEDURE IN THE NEW SUB SAVINGS BANK**

**43. Opening of accounts:-** The sub postmaster of the sub office of which the accounts have been transferred must, on receipt of intimation with specimen signatures applications of transfer along with A.Ts. as the case may be, open the accounts in his office as per usual procedure. On presentation of the pass books by the depositors, the new account numbers will be given to the accounts and the name of the New Head Office entered in them, the old account number and the name being scored through in red ink. The remark "Account opened for Rs..... On transfer" should be written below the closing entries made by the office from which it has been transferred and the balance transferred should be entered as deposit. The pass books should then be stamped, initialed and returned.

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## APPENDIX I

(See Rule 31 (6))

### Cheque System in P.O. Savings Bank

1. The instructions relating to the cheque system in POSB are detailed below to help the staff in the discharge of their duties. These instructions should be supplemented to the extent necessary by the instructions contained in the Manual of Procedure for Savings Bank cheque transactions. Post Office Savings Bank General Rules, P&T Financial Handbook Volume I etc. The facility of deposit or withdrawal by cheque in Savings Bank account is available in all Head and Departmental Sub Post Office. The facility of deposit by cheque/ demand draft only is available in the Extra Departmental Sub Post Offices and Branch Post Offices.

2. **Introduction of depositor:-** (i) One of the main condition for available of the cheque facility is that the depositor has to introduce himself to the satisfaction of the Postmaster at the time of opening of account.

#### Types of instruments acceptable for deposit in P.O. Savings Bank.

3.(i) Cheques, Demand drafts, Dividend Warrants, Interest warrants, Income tax refund vouchers, Income tax refund orders, Pay orders and Refund orders issued by the companies/financial institutions are accepted for deposit in all post offices doing Savings Bank work.

(ii) An income tax refund order or income tax refund voucher is a pay order issued by the income tax department and when it is drawn on the Reserve Bank of India or the State Bank of India, it may be regarded as analogous to a cheque.

(iii) Interest warrants issued by the Reserve Bank of India in respect of promissory notes purchased through the Public Debt office.

(iv) Only cheques drawn in favour of the depositor or the Postmaster and crossed generally or specially in favour of Savings Bank account concerned shall be accepted for deposit.

(v) Instruments other than cheques are accepted only if they are issued in favour of the depositor himself and not in favour of third parties with an endorsement in favour of depositor.

4. **Conditions for deposits by Cheque:** It should be ensured that:

(i) the cheque is neither post dated nor is more than 6 months old. Cheque drawn by a government department should not be more than 3 months old.

(ii) the cheque is written and signed in ink or with ball point pen.

(iii) the amount as entered in the cheque in words tallies with the amount as entered in figures.

(iv) the cheque is drawn or endorsed in favour of the Postmaster of the office in which the account of the depositor stands.

(v) the cheque should be crossed generally or specially to the Post Office Savings bank.

(vi) the cheque should not be drawn for an amount less than Rs. 5/-

(vii) the cheque is not mutilated or torn and there are no over writings, erasures or corrections.

**Note:-** If the signature is in a script other than the one in which the cheque is written, it can be accepted provided the translated name corresponds to the script of the endorsement. In case of any doubt, identification by a person known to the post office may be accepted.

5. **Endorsement on cheques:** If the cheque presented for deposit is not drawn in favour of the Postmaster by the depositor the following conditions should be satisfied.

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(a) If the cheque is drawn in favour of the depositor, he will write the account number on the reverse of the cheque and the counter assistant will impress the date stamp on the back side of the cheque.

(b) There is also no objection to the acceptance of cheque drawn by a third party in favour of the Postmaster provided the cheque is accompanied by an application from the depositor requesting the Postmaster to credit the amount into his account.

**Note:** A cheque drawn on the POSB in favour of a person other than the depositor may also be accepted for credit in Post Office Savings Bank provided it has been duly endorsed in favour of the depositor.

6. (1) **Procedure for acceptance of cheque for deposit in Savings Bank:** (1) The cheque presented should be carefully scrutinized to see that all the conditions enumerated above are satisfied. If found in order, a receipt in the counterfoil of the pay-in-slip will be given to the depositor.

(2) No entry of deposit in the Pass Book or edger will be made at this stage.

7. (1) **Realization of Collection Cheques:** (1) Daily after the close of SB business, the SB Counter Assistant will prepare in quadruplicate a list of cheques in Form SB-51 from the entries in the receipt book giving the number and date of each cheque, name of the drawer, the name of the drawer bank, amount of cheque, name of the depositor and the number of SB account to which it is to be credited.

(2) The Postmaster should examine the cheque to see that they are in order, compare the entries in the cheques with the office copies of the receipt, and the list of collection cheques and then sign the list.

(3). The Postmaster will give the following certificate on the back of the cheques through a rubber stamp under his dated signature. "Payee's account will be credited on realisation". The cheques and the list in quadruplicate will be sent to the bank of realization. The bank will retain the cheques and the original duplicate copies of the list after giving a receipt on the triplicate copy in token of having received the cheques. The triplicate copy will be kept on record in the SB Branch of the Post Office in a Guard Book. The Guard Book will be kept in the custody of the Postmaster.

(4) After the cheques have been accepted by the Bank, the duplicate copy of the list of cheques with Part-II thereof daily filled in by the Bank shall be received by the post Office. On its receipt, the Postmaster shall examine it to see that credit for all the cheques (except those dishonored) detailed therein, has been correctly afforded by the Bank. The ledger assistant will then make entries of the credit less commission charged if any (only net amount need be shown as deposit in the ledger) in the ledger account of the depositor noting at the same time the ledger balance and the commission charges realized in Part-III of duplicate copy of the list of Collection cheques. The details of credit in respect of each cheque should also be entered in Part I of the HO list of transactions. The credit relating to cheques received from Sub Offices (which are located at places where there are no banks) should be noted in part-II of HO list of transactions and corresponding Part-III of SO lists. The list of collection cheques shall then be shown to the Accountant who will credit the total amount of commission charges realized as shown in column II and Part III of the list as unclassified receipts with suitable remarks and initial the list against the total amount shown. The duplicate list of collection cheques will be kept along with triplicate copy in the Guard Book.

**Note:** when a cheque is presented at Sub Office where there is no clearing facility, the cheque should be sent to the HO. If, however, it is an open cheque (i.e. not a crossed one) drawn on a local bank, it should be encashed and credited.

(5) The amount shown in the certificate of credit in the duplicate copy of the list of cheques will thereafter be shown as a “remittance to the Bank.”

(6) A cheque returned by the Bank as “dishonored” with an objection memo will be returned to the depositor by ordinary post. The date of return of the cheque will be noted at the foot of the duplicate copy of the receipt in the place provided for the purpose. Service cheques at the rate of Rs. 50/- for dishonored cheques will be levied. The cheques for voiding the cheques will be viewed. Both these charges will be debited to the account and created under “unclassified receipt with proper detail in the accounts of the post office.

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(7) The list of cheques shall be given a serial number annually (financial year) by each office. A separate number prefixed with alphabet ‘O’ will be given to the outstation list similarly every year.

(8) In the case of outstation cheques, the Postmaster will make the following endorsement in favour of the Postmaster of the concerned station on the reverse of each cheque and prepared a list of cheques in triplicate on the lines of the prescribed for local cheques “ Pay to the Postmaster\_\_\_\_\_ (Name of outstation)

Date\_\_\_\_\_

Signature of Postmaster

(9) The original and the duplicate along with the cheques should be sent under registered cover to the Postmaster of the Office concerned, particulars of dispatch being noted on the triplicate copy which will be retained as office record and kept securely pasted in a separate guard book.

(10) On receipt of the original and the duplicate copies of the list, the Postmaster of the outstation concerned shall have the cheques included in his own list of collection cheques (Local) after the entry relating to his own cheques and send them to the Bank making a note on the original and duplicate copies received by him the particulars of the list with which they have been sent. An indication of the fact that the cheque is an outstation one will be given in the remarks column against the relevant entry of the cheque as shown below.

Outstation received from.....(name of the Post Office)

(11) Immediately after the bank has afforded credit for the cheques, the Postmaster shall credit the amount in his account as “remittance received from the Post Office (name of the post office from which cheques had been received)” and endorse a certificate of credit on the duplicate, making a note thereon of the dates of encashment of the cheques as intimated to him by the bank.

(12) An analysis of the remittance shown as received from various Post Offices and commission charges thereon will be shown on the reverse of the duplicate copy of the list of collection cheques of the H.O. in the following form and signed by Postmaster.

(i) Savings Bank deposits\_\_\_\_\_

Rs. \_\_\_\_\_

(ii) Commission created to UCR Rs. \_\_\_\_\_

(iii) Remittance received from \_\_\_\_\_

(a) \_\_\_\_\_ Post Office

(name of post office)

(b) \_\_\_\_\_ Post Office Rs. \_\_\_\_\_

(c) \_\_\_\_\_ Post Office Rs. \_\_\_\_\_

(d) \_\_\_\_\_ Post Office Rs. \_\_\_\_\_

Agreed with the credit afforded by the Bank.

Postmaster \_\_\_\_\_  
Dated \_\_\_\_\_

(13) The duplicate copy of the list received from the outstation shall then be returned in a register cover to the Postmaster concerned, particulars for the dispatch being noted on the original copy. This copy (the original) will be securely pasted in a guard book headed “Cheques received from outstation for collection” so that every head and sub Post Office dealing with the Bank will have three guard books containing office copies of –

- (i) list of collection cheques for local banks.
- (ii) List of collection cheques on outstation banks,
- (iii) List of collection cheques received from outstation banks for collection.

(14) The list of receipt in the remitting office will be dealt with by the Postmaster of the remitting office in the same manner as the list of local collection cheques received from the bank with difference that the amount outstation cheques will be accounted as remittance to the outstation HO concerned instead of “Remittance to the bank.

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**Note:** The date of credit in POSB account should be the date on which the cheques issued by a Post Office is offered for credit in a SB account.

**Note 2.** If the cheque issued by an office of the Postal Department is presented by the depositor for credit in his savings account, the date of credit in the account will be given the date of presentation of the cheque and not the date of encashment. The entry of deposit in the pass book will, however, be made after the cheque is encashed.

**Note 3.** When deposited in the savings accounts by the depositors standing in the head Office from which the cheques were issued, may be credited straight away, after verifying their genuineness, in the pass book and ledger card of the depositor on the date of presentation and cheques shown as remittance to the Bank. If such cheques are deposited in savings accounts in any of the sub offices under the jurisdiction of the head office issuing the cheques, the sub offices will not credit the amount straight away but will follow the normal procedure applicable to other cheques. The credit of these cheques will be afforded straight away as soon as these are received in the head office after verifying their genuineness like such cheques presented at the head office itself.

For the cheques issued by other offices of the Postal Department or by the Postmaster of the head office other than that where the savings account, stands, existing procedure as per Note 3 above will continue to be followed.

(15). Collection Charges For Outstation Cheques:- As far as outstation cheques are concerned, commission at the rate of Rs. 30 for a cheques up to the value of Rs. 1000 and beyond Rs. 1000, Rs. per thousand or past the thereof should be charged to the depositor’s account as collection charges with a suitable remark in the ledger. The same rate of collection charges should be levied even if the cheque is returned un-cashed.

**Note: 1** – No commission will be charged in respect of outstation cheques drawn on the post office savings bank.

**Note: 2** – Outstation cheques issued by the Army Postal Service Authorities on the Reserve Bank of India, Nagpur on account of PLI payments when credited into the POSB account of the payee are exempted from collection charges.

**Note: 3** – Outstation cheques drawn by the Army Group Insurance Directorate on Syndicate Bank, R.K. Puram, New Delhi in settlement of the claims of Army personnel or their beneficiaries when credited in P.O. Savings account are exempted from collection charges.

(16). The following criteria will apply for treating; a cheque as “local” or “outstation” for the purpose of realizing commission charges.

(a) A cheque drawn on any bank at the same station as that of the office at which it is accepted will be regarded as local cheque.

(b) A cheque drawn on any bank located at the same station as that of the HPO and accepted at any of its Sub Offices will also be regarded as local cheque.

(c) All other cheques will be treated as outstation cheques.

Note: A cheque drawn on a local bank and presented at a sub office at a station where there is no branch of the State Bank/ Nationalized Bank or other clearing house facility may be got cleared through the HO. No commission need, however, be charged in such cases, Any commission charged by the Bank for realizing the value of such cheque may be shown as expenditure under “office expenses” and the amount included in the monthly contingent bill as per procedure given in rule 11(3)(V). The Postmaster will credit the full amount in the account of the depositor.

(17). The guard book of lists sent to the Postmaster at outstation will be examined by the Postmaster every evening with a view to see that the Postmaster to whom the cheques have been sent have not taken unduly long time in affording credit of the cheques sent to them. In case of any delay, reminders should be issued.

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**Note:** The procedure for collection of cheques received by POSB at places where clearance house facility exists, is laid down in Rule 29.

8. (1) **Deposits by cheques at Sub and Branch Offices ( Procedure in HO)** – In respect of deposits by cheque at SO in account with the bank, the HPO will receive the duplicate copy of the list of collection cheques. The entries in the duplicate copy of the list of collection cheques, will be compared with the entries in the list of transactions before the transaction is recorded in the ledger. The duplicate copy will be returned to the SO.

(2) In respect of SO where there are no banks and EDSO the HO will receive the cheques along with pay-in-slip by entry in the list of documents. The cheques after necessary examination by the Postmaster will be included in the list of collection cheques prepared by the HO for the day and dealt with accordingly. The date of encashment and the amount of credit in the ledger should be communicated by the HO to the depositor (in SB-52) and the SO concerned in the next SB slip noting down the serial number of the cheque, name of the depositor, the account number and the amount under the signature of the postmaster.

(3) In respect of branch offices in direct account with the head office, the head office will receive the cheques, pay-in-slips and introduction letter, if any, be entry in the B.O. daily account. The cheques after necessary examination by the Postmaster will be included in the list of collection cheques prepared by the head office for the day and dealt with accordingly. The date of encashment and the amount of credit in the ledger card will be intimated by the head office to the depositor in form (SB-51) and the branch office concerned in the next B.O. slip noting therein the serial number of cheque, name of the depositor, account number and the amount under the dated signature of the Postmaster.

9. (1) **Procedure to be followed in sub office:** In the case of SOs in account with a bank, the procedure land down for the HO will be followed without any change. After the receipt of the duplicate copy of the list of collection cheque from the bank entries in Part-III of the list and the SO ledger will be made by the sub postmaster under remark "Deposit by cheque". The details of credit in respect of each cheque should then be entered at the end of the list of transactions of the day. The Duplicate copy of the list of collection should be forwarded to the HO along with the list of transactions. On return of the duplicate copy of the list of collection cheques, it will be kept the triplicate copy on record.

(2) In case of sub office not in account with the bank, on receipt of an intimation of encashment from the head office through the SB slip, the Sub Postmaster will compare the particulars with the office copy or relevant list of documents on record, note the date of encashment and particulars of SB Slip on the list of documents and make an entry of deposit in red ink in SB ledger. The deposit should not be shown in the list of transactions of the date. A credit for the amount in the pass book shall be afforded by the sub offices as and when the pass book is presented for transaction.

(3) In case of branch office, on receipt of an intimation of encashment from the Account/ Head Office through the B.O. slip, the Branch Postmaster will make suitable entry against the relevant entry in the B.O. Journal. The entry of transaction will be made in red ink in the S.B. Journal for deposit in the account with suitable remark in the remarks column of the journal. The amount of deposit of this red entry will be ignored in the total of the day. The entry in the B.O. slip will be signed in token of having made the corresponding entry in the B.O. S.B. Journal. A credit for the amount in the pass book shall be afforded showing the date of realization of the amount over the date of accounting for the transaction in the S.B. Journal as and when the pass book is presented for transaction.

10. (1) **Maintenances of Register of Collection Cheques:** The SB Assistant or the Assistant entrusted with the duty will maintain a register of collection cheques in Forms SB/CQE-15(c) in which he will enter the cheques received at the counters (except local transfer cheques and cheques received from other offices for collection).

(2) The register of collection cheques will be thoroughly examined by the postmaster every week to ensure that no cheque received by the office for collection is outstanding for an unduly long time. The Postmaster will sign the register in the remarks column with date in token of having carried out the weekly check.

#### 11. **Procedure to be followed in respect of deposit of cheque drawn on Post Office Savings Bank:**

The cheque should be examined by the ledger Assistant or the sub Postmaster as the case may be to see whether the cheque is in order and withdrawal is admissible. If the withdrawal is in order the amount should be debited to the account of the drawer and credit afforded in the account of the payee. The cheque will be enfaced "paid by transfer" under the signature of the Postmaster and handed over to the counter Assistant for making entries of withdrawal and deposit in the list of transactions. In such cases the pay-in-slip for credit to account will be presented along with the cheque by the payee. The counterfoil of the pay-



in-slip will be returned to him duly stamped and signed.

(2) If the cheque is presented for deposit at a Post Office other than the one at which the account of the drawer stands, the cheque should be sent to the office concerned through the head office for collection in the same manner as other cheques with the only difference that the head office concerned will be functioning as the collecting bank. If the office at which the drawer's account stands, is a sub office, the amount of withdrawal allowed by the sub offices should be treated as advance remittance received from its head office and should shown as such in the Daily Account with suitable remark. The collection office on receipt of an intimation of the withdrawal will proceed to make entries of deposit in the payee's account with suitable remark in the remarks column of the list of transactions.

**12. Entries to be made in the ledger in case of deposit by cheques:** The date of deposit to be noted in the ledger card by the Head Office and in the ledger by the sub office should be the date of encashment of the cheques as given in column 8 of Part II of collection list by the bank or on the SB slip by the head office as the case may be, the actual entry being made on the date of receipt of the intimation from the bank or the head office. Thus if the actual date of encashment is the 4th of March and the date of intimation of the 6th March, the date should be entered as 4/6 March. The cheque No. and date will be noted in the remarks column of the ledger card/ ledger.

**13. Intimation to be sent to the depositor about encashment to cheques:** After the collection list is received back from the bank, the intimation of encashment in SB-52 should be prepared by the SB Assistant in respect of each cheque which is encashed and place before the Postmaster along with the collection list. This form should be signed by the Postmaster after he has checked the list. In the form of intimation, the date of credit will have to be shown. In the case of cheques presented at SOs, the intimation of the credit should be sent to the depositor as well as to the SO. In the case of cheques returned to depositors, the Postmaster should also affix his signature on the objection Memo. (SB/85). A returned cheque with the objection may be kept in a guard book and the depositor should be informed immediately by ordinary post that the cheque has not been honored specifying the reasons thereof and the depositor may be advised to collect it from the post office. The returned cheque with the objection memo may be delivered to the depositor after obtaining his acquaintance. The above procedure will be followed by the sub office in account with a Bank.

**14. (Opening of cheque account)** (1) If the depositor desires to avail of the facility of withdrawal by cheque from his savings account, he will have to convert the existing ordinary account into a cheque account or open a new cheque account in case he does not have a savings account. For this purpose he will have to fill in the prescribed form of application (SB-CQE-4) and present it at post office along with his pass book if he is an existing depositor or fill in application form (SB-3) if he is a new depositor. The introduction of the depositor will be taken in this form. The application form (SB-3) should bear the remark "For cheque account" on the top. The following conditions will have to be satisfied in order to be eligible to open a cheque account or convert the existing account into a cheque account. The first deposit in the cheque account will be made in cash.

The depositor should be literate.

He should be able to sign in the running hand.

The balance in the account is not less than Rs. 500/-

The depositor is introduced by a person known to the Post Office or a P.O. savings cheque account holder who has already been introduced to the Post Office.

(2) The Postmaster should satisfy himself that the applicant is eligible to have a cheque account and that he has been properly introduced.

(3)**Opening of account by cheque in case of RD/TD/MIS/SCSS accounts:-** The cheque should be drawn in favour of either the Postmaster to whom the application (SB-3) is presented or the depositor. If the cheque is drawn in favour of Postmaster by the depositor or by a person other than the depositor, it must be endorsed on its back as, “ For opening of \_\_\_\_\_account in the name of \_\_\_\_\_(signature of drawer).” In case the cheque is drawn in favour of depositor, it must be endorsed by the depositor on its back as “ Pay to Postmaster \_\_\_\_\_PO for opening of \_\_\_\_\_account in the name of \_\_\_\_\_” (Signature of depositor)

### **Issue of cheque book at Head Offices**

15. (1) (a) **New Account:-** The Postmaster should impress the stamp “Issue Cheque Book” on the top of the application form (SB-3) and Indicate therein the serial number of the cheques in the cheque book to be issued and pass on the application form to the counter Assistant if the applicant is a new deposition. The counter Assistant should accept the new deposit in the usual manner and pass on the documents to the ledger Assistant who will impress the stamp “Cheque Account” on the top of the ledger card and the first page of the pass book, fill in the account number and cheque numbers on the reverse of the application form and fill in the stamp “Issued cheque Nos. ....to.....” in the ledger card and pass on the documents to the Postmaster. The ledger assistant should also impress the cover of the cheque book and each page of the cheques with the rubber stamp indicating the full name of the post office where the savings account stands.

**Note 1:-** It should be ensured that the rubber stamp impression of the name of the Post Office on each cheque is quite clear. The stamp should use block letters. Where the name of the Office is that of a locality, it should carry the name of the town also.

**Note 2:-** At present a depositor is himself required to write his account number at the time of writing the cheque. To provide for an additional safeguard against fraudulent use of the cheques, it is felt that the account number on cheques may be given by a rubber stamp before a cheque book is issued to a depositor. The rubber stamp should have changeable (rotation type) digits so that one Post Office will require only one rubber stamp. This procedure may be adopted in post offices where considered feasible and necessary by Head of the Circle.

The Postmaster will carry out the checks prescribed for an ordinary transaction, verify the account number and cheque number noted on the reverse of the application and the ledger card by the ledger Assistant and affix his signature or initials at the places provided on the application, ledger card and the pass book. He should then hand over the pass book and the cheque book (with the account number noted on its cover) direct to the depositor after (a) obtaining his acknowledgement on the reverse of the application form and (b) making an entry of the cheque book in the stock Register (SB/CQE-3) (Annexure-5) noting the account No. in column (d) thereof. He will return the ledger card to the ledger Assistant and application form to counter Assistant.

(b) **Existing Account:-** In the case of an existing depositor the postmaster should after satisfying himself that the depositor’s signature on the application (SB-CQE-4) agrees with the specimen or record, impress the stamp “ISSUE CHEQUE BOOK” on the top of the application and indicate therein the serial number of the cheques in the cheque book to be issued and pass on the application and pass book to the ledger Assistant. The ledger Assistant should see that there are no remarks in the ledger card indicating that the depositor is not entitled to operate on the account, or that withdrawals from the account have been prohibited, and then impress the stamp “Cheque Account” on the top of the ledger card and the first page of the pass book. He should also impress and fill in the stamp “Issue cheques No.....to.....” In the ledger card as well as on the reverse of the application. The ledger Assistant should also impress on the cover of the cheque book and each page of the cheque with the rubber stamp

indicating the full name of the Post Office where the savings account stands. The Postmaster should then verify the correctness of the entries in the ledger card and the application and initial at places provided and hand over the pass book and the cheque book (with the account number noted on its cover) direct to the depositor, after obtaining his acknowledgement on the reverse of the application and making an entry of the cheque book in the stock register of Cheque Books (SB/CQE-3) noting the account number in column (d) thereof.

**Note:-** See Notes 1 and 2 below sub para 1 (a) above.

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(2) At the end of the day application form (SB-3) for new account should be placed in the guard file. The application form (SB/CQE-4) taken from the existing depositor will be filed in a separate guard file. The Postmaster should also see that the receipt for the cheque book sent by post is pasted on the application form (SB-3) or (SB/CQE-4) as the case may be and its number is correctly noted in the remarks column of the stock Register of Cheque Books.

(3) **Issued of fresh cheque book:-** On receipt of an application for a fresh cheque book in form (SB/CQE-4 (a) (Annexure-6) at the counter, the counter assistant should satisfy himself that the signature of the depositor on the application agrees with the specimen on record and if there is any doubt in the matter, get the depositor identified by a person known to post office. The application should then be passed on to ledger assistant who should verify the account number and satisfy himself that the depositor has already used or nearly used all cheques of existing cheque book. He should then impress the stamp “Issued cheques No.....to .....” in the ledger card and pass on the application and the ledger card to the Postmaster. The Postmaster will verify the correctness of the entries in the application and the ledger card, satisfy himself that the depositor’s signature on the application agrees with his specimen on record and issue a fresh cheque book after noting the account number on its cover and the cheque numbers in the application and the ledger card. The Stock Register of Cheque Books should be filled in by him. The cover of the cheque book and each page of the cheques will be impressed with the rubber stamp indicating the name of the Post Office where the account stands. The ledger card will then be returned to the ledger Assistant and the cheque book delivered direct by the Postmaster to the depositor after obtaining his acknowledgement on the reverse of the application, the signature on the acknowledgement being verified with that on the application. The application will be kept by the Postmaster in weekly or monthly bundles as convenient in his custody.

**Note:-** See Note 1 and 2 below sub para 1 (a) above.

(4) If an application for converting an ordinary account into a cheque account or for issue of a fresh cheque book is received by post, the words “Received by post” should be written on its top and it should be dealt with as laid down above except that the cheque book will be sent to the depositor by registered post, and the registration receipt pasted to the application, its number being noted in the remarks column of the Stock Register.

### **Issue of cheque book at departmental Sub Post Offices**

16.(1) All the departmental sub post offices are authorized to issue cheque books to the depositors independently. For this purpose they will maintain a stock register of SB cheque books in the form (SB/CQE-4) which is maintained by the head Office. The stock of cheque books will remain in the personal custody of SPM under lock and key in a safe and will be verified once a month by him personally. He will put dated initials in the stock register in token of having carried out the check. The blank cheque books will be obtained from the Head Office for the month’s requirement and the stock will be replenished as soon as it is nearing exhaustion.

(2) On receipt of demand from the sub office, the cheque books will be supplied by the Head Office duly entered in an invoice (form SK-3) to be prepared in triplicate. The total number of cheque books and their serial numbers will be noted in the invoice. Two copies of the invoice along with the cheque books will be sent to the sub office duly entered in the SO slip. The sub office will return duplicate copy receipted which will be pasted on the original copy in the Head Office. The head office will make necessary entries of issue of the cheque books giving serial number and date of invoice in the remarks column of the stock register. Similarly the sub office will show the cheque books as receipt in the stock register noting the serial number and the date of the invoice in the remarks column of the stock register. The third copy of the invoice will be filed in a separate guard file for each financial year in the sub office for record.

(3) The application for opening a new cheque account in form (SB-3) or for conversion of an ordinary account into a cheque account in form (SB/CQE-4) or for issue of a fresh cheque book in form SB/CQE-4 (a) will be sent to the Head Office by the sub office duly completed in all respects after issue of cheque book to the depositor. Before the application is sent to the Head Office, an entry of cheque book noting the account number in column (d) of the stock register (SB/CQE-3) will be made by the SPM. If the cheque book is sent by post, the receipt of the registered letter will be pasted on the application and its number correctly noted in the remarks column of the stock register of cheque books.

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(4) The rest of procedure for issue of cheque books or fresh cheque books to the cheque account holder and safe custody of blank cheque books and undelivered cheque books, dispatch of cheque book by post and delivery of cheque book through messengers as followed by the head office will be followed by the sub offices mutates mutandis.

#### **Procedure at the Head Office for issue of Cheque Books for accounts Standing at Departmental Sub Offices**

17. (1) The application in form (SB-3) for opening a new cheque account or converting an existing ordinary account into a cheque account in form (SB/CQE-4) or in form SB/CQE-4(a) for issue of a fresh cheque book received from a sub office should be scrutinized by the head office ledger Assistant and postmaster in the same manner as an application presented direct at the head office. If it is found to be in order in all respects, the new account should be opened or the existing account converted into a cheque account. In the rare event of the application being found not eligible to open a cheque account, the reason should be recorded by the head office briefly on the application which should be recorded by the party through the sub office, the initial deposit in respect of a new depositor being treated as an ordinary account.

(2) The cheque numbers as noted in the application will be noted in the ledger card by the ledger Assistant and checked by the Postmaster.

(3) The application in form (SB-3) will be kept in the Index Cabinet. The application in form (SB/CQE-4) will be kept in a separate guard file. The application in form (SB/CQE-4a) will be kept by the Postmaster in monthly bundles in his custody.

**18. Facility of dispatch of cheque book by post:-** Whenever a depositor desires that a cheque book be sent to him by post, it may be sent by registered post at his expense. The following procedure should be adopted:-

(1) On receipt of a request for the dispatch of a cheque book by post the signature on the letter of request should be tallied with the specimen signature on record.

- (2) The cheque book will be sent with a forwarding letter which will state the amount i.e. the cost of registered post which has been debited to his account.
- (3) The cost of registered post recovered should be shown as a withdrawal from the account.
- (4) The Warrant of payment for the amount should be prepared by Postmaster and the receipt for the registered letter should be pasted to the warrant.
- (5) The debit to the SB account will be adjusted by a per contra credit under the unclassified receipts as "Postage Stamps" for supply of cheque books.

19. **Disposal of undelivered cheque books:** (1) Whenever a cheque book sent by post is received back as undelivered or remains undelivered for any other reason, particulars thereof should be entered in the register of undelivered cheque books in deposit in the head/sub office which may be opened with the headings as given in the proforma appended below.

(2) When a cheque book is returned to the depositor, particulars regarding its final disposal should be entered in the register. If the Cheque Book is not claimed within a period of 3 months from the date of original receipt in the Head/Sub office, it should be brought on the stock register of the cheque books (SB/CQE-3) after canceling the account number written on its cover under the dated signature of the Postmaster/ Sub-Postmaster. Suitable entry of cancellation may also be made against the original entry in the stock register and this entry linked with the entry made taking the cheque book on stock. The application should be treated as cancelled and filed. The entry of cheque book issued to the depositor made in the ledger card/ledger may be cancelled under dated signature of the Postmaster/Sub-Postmaster. If the account stands at a sub office, an intimation to this effect will be sent to the head Office by the SPM for canceling the application (SB/CQE-4a) and the remarks made in the ledger card.

#### **Proforma for the register of undeliverable Cheque Books**

- (i) Serial Number
- (ii) Serial Number of cheque contained in the book.
- (iii) Account Number
- (iv) Name of depositor.
- (v) Date on which cheque book received back undelivered.
- (vi) Date showing final disposal of the cheque book.
- (vii) Initials of the Postmaster/ Sub Postmaster
- (viii) Remarks.

20. **Safe custody of Cheque Books :-** (i) Cheque Books received from the stack depots will be entered in the stock register of SB Cheque Books (Form SB/CQE/3) which will be maintained by every Head Post Office. This stock will remain in the personal custody of the Postmaster in a safe and will be verified once a month personally by head of the office under his dated initials. The issue of cheque books whether for the Head Office itself or for the Sub Office will be done strictly according to serial order and noted in the stock register with the account number and name of the sub office.

(ii) In the Sub Office, the cheque books received from the Head Office should be kept in the personal custody of Sub Postmaster under lock and key until they are delivered to the depositor.

21. **Withdrawal by Cheque:** (1) A depositor who has converted his ordinary account into a cheque account or opened a cheque account will have to make withdrawals through the cheque and not

through the ordinary form SB withdrawal (SB-7) except in special cases. The usual conditions governing withdrawal from the P.O.S.B. will also govern the system of the cheque. In addition before making payment of the cheque, it should be ensured that-

- (i) The cheque is in form supplied by the Post office.
- (ii) It is written and signed in ink or ball point pen.
- (iii) The cheque is neither cancelled by the drawer nor it is mutilated or torn.
- (iv) The cheque is not drawn for a sum less than Rs. 5.
- (v) Corrections, if any, in the cheque have been authenticated by the full signature of drawer.
- (vi) There are no stop payment instructions from the drawer.
- (vii) The signature of the drawer (depositor) on the cheque tallies with his specimen on record with the Post Office. In case of joint-A account the cheque should be signed by both the depositors.
- (viii) A cheque is current for a period of 6 month from the date of issue. Cheque presented for payment more than six months after the date of issue should not be paid. Again a post dated cheque, i.e. a cheque bearing a date later than the date on which it is presented for payment should not be paid.
- (ix) It should be seen that the amount as entered in the cheque in words tallies with amount as entered in figures. If there is any difference the cheque should not be paid.
- (x) If intimation has been received regarding the death of the drawer the cheque should not be paid.
- (xi) It should be seen that the balance at credit in the account on which the cheque is drawn is sufficient to meet the amount of the cheque. If this condition is not satisfied, the cheque should not be paid.

**Note:** (i) The facility of withdrawal by cheque will be permissible in all types of accounts except in an account (i) opened by a minor (ii) on behalf of lunatic. In the case of P.F. accounts the facility will be restricted to the controlling authorities only. In all other types of account viz. Single account, Joint account, Pension account, minor account operated through the guardian and Sanchyika account this facility is permissible.

**Note:** (ii) At the time of withdrawal from a minor account, the following certificate is required to be given by the depositor on the reverse of cheques under Rule 40 of Postal SB Vol. I

“Certified that the amount sought to be withdrawn is required for the use of Shri/Kumari.....who is minor and is alive this day”.

(2) Whenever the balance in a cheque account falls below Rs.500/- the Postmaster should apprise the depositor of the position and request him to deposit the deficit amount. However, withdrawal should be permitted. A depositor who contravenes the provision relating to minimum balance frequently should be told politely that the post office may not continue to make the facility of withdrawal by cheque available to the depositor.

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**Note:** The balance after transaction on the reverse of the cheque will be written by the counter assistant with his dated initials.

**22. Procedure for Payment of Post Office Savings Bank Cheques:** (1) When a cheque on scrutiny is found to be in order in all respects, it may be paid as under:

#### **Open Cheques (uncrossed)**

(a) **Order Cheques.**

(i) To the payee of the cheque.

- (ii) If the cheque has been endorsed by the payee to another person to that person giving an endorsement in blank, i.e. signing the cheque without any specific endorsement.
- (iii) If the cheque bears an endorsement in blank (signature) of the last endorsee and is presented by a bearer, to the bearer on his signing below the signature of the endorsee.
- (iv) If the cheque is drawn or endorsed restrictively, e.g. “pay to X only” it will be paid to the person to whom payment is restricted.

In every such case, satisfactory identification of the person receiving payment by a respectable person known to Post Office Savings Bank will be required.

(b) **Bearer cheques:-** It will be paid to any person presenting it at the counter even if he is not the payee of the cheque. But this does not mean that the bearer cheque can be paid without any precaution. If there are reasons to suspect the bonafides of the person presenting it enquiries may be made and identification obtained.

### (C) Crossed Cheques

A crossed cheque is not payable otherwise than to a banker. It can only be paid to or through a bank including Post office Savings Bank. These cheques should also be subject to the same scrutiny as other cheques except when a bank collects an order cheque on behalf of payee, the payee’s endorsement in blank (signature) is not necessary.

(2) A bank collecting a cheque on behalf of its customer can obtain payment in cash from the Post Office Savings Bank irrespective of whether the cheque is an open or crossed one.

(3) In case the person claiming payment of a cheque is required to establish his identity, the identifier should record the following certificate on the back of the cheque and furnish his address below his signature to the certificate:

“Certificate that Shri.....is known to me and that his endorsement on this cheque was recorded by him in my presence.”

(4) If the cheque presented for encashment does not satisfy all the required conditions the cheque will be returned to the presenter along with a Cheque Return Memo in form (SB-105) (Annexure-7) stating the reasons why the cheque is being returned unpaid. The form will be signed by the postmaster.

(5) **Ledger Assistant:-** When the cheque is received by the ledger Assistant, he should see that it bears the counter Assistant’s signature in red ink below the depositor’s signature. He should see that the serial number of the cheque tallies with one of the serial number of the cheques contained in the cheque book issued to the depositor. If the cheque is in order, necessary entries of withdrawal in the ledger card may be made noting the cheque No. and date in the remarks column. The ledger Assistant should also put his signature below depositor’s signature if the cheque is for more than Rs. 500/-

**Note1:** In an Office where Borough’s sensimatic accounting machine is in use, the verification will be done by the machinist.

**Note 2:** The balance after transaction on the reverse of the cheque will be written by the counter Assistant over his dated initials.

(6) **The Postmaster should:-**

- (a) see that the cheque bears the signature of the counter assistant and ledger assistant (where necessary) below the depositor's signature;
  - (b) cancel the depositor's signature on the cheque by running a thin wavy line in red in ink through it in such a manner as to ensure that his signature is not obscured;
  - (c) impress the "Pay Cash" stamp across the face of the cheque and sign in full in red ink across the stamp impress in token of having authorized payment.
  - (d) After payment the cheque should be duly impressed with the rubber stamp "Paid Cash".
- (7) If cheque is received by post requesting for payment of the amount by money order less commission the request should be complied with if the cheque is found to be in order in all respects.
- (8) The Postmaster should, if the cheque is being returned unpaid, satisfy himself that the reasons for non-payment of the cheque are valid.
- (9) If the cheque is to be returned as unpaid under objection it should be entered in the Register of Returned Cheques in the prescribed form (SB/CQE-9) before it is returned.

**23. Procedure for Withdrawal in Sub Offices:** (1) On presentation of cheque in a sub office for payment, the counter Assistant will scrutinize it and satisfy himself that it is order in all respects, that the drawer of cheque is the correct cheque account holder and his signature on the cheque agrees with the specimen on record. He will sign the cheque in red ink below the signature of the drawer and make the usual entries in the SB ledger with suitable remark in the remarks column giving the number and date of the cheque. He will then pass on the documents to the Sub Postmaster. The Sub Postmaster after satisfying himself that the cheque is in order in all respects will impress the special stamp "Pay Cash" on the face in the cheque under his signature which will constitute the warrant of payment. The transaction in all other respects will be treated as an ordinary withdrawal and communicated to the head office as usual except that the cheque with the order of payment of Sub Postmaster endorsed thereon will take the place of the warrant of payment. After payment the cheque should be duly impressed with the rubber stamp "Paid Cash". No separate list will be prepared of such transactions.

Note:- The balance after transaction on the reverse of the cheque will be written by the counter Assistant over his dated initials.

2. A withdrawal by cheque made at a Sub Office will be treated in the HO in the same manner as a withdrawal by cash except that the paid cheque will be treated as warrant of payment and its number and date entered in the remarks column of the ledger. The cheque should however be scrutinized by the HO in the manner laid down in para 21 above before it is accepted as a voucher. In case it is found to be defective in any respect the same should be noted in the objection register and settled quickly.

#### **24. Presentation and writing up of pass book:-**

- (1) The Presentation of pass book is not obligatory at the time of transactions in a cheque account. The depositor may present the pass book at any time for bringing it up-to-date. The pass book may be returned after writing up. In case it is not possible to write up and return the pass book on the spot, the pass book may be taken from the depositor who may be requested to call on later. No receipt normally need be given to the depositor unless the depositor specially requests for the same.
- (2) If depositor of a cheque account makes a deposit in cash, without presenting the pass book, the deposit should be accepted and a receipt in the counterfoil of the pay-in-slip should be granted to him.
- (3) If a depositor of a cheque account wants to withdraw by means of an application for withdrawal, the postmaster should carefully examine the same and satisfy himself that the withdrawal is genuine. Withdrawal by means of application for withdrawal may be allowed in special cases.



- (4) A cheque account however can be closed only on filling in an application for withdrawal.
- (5) The cheque books have now been printed bilingually both in English and Hindi. The depositor can draw the cheque in either of the language of his choice.

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**25. (1) Closure and transfer of Cheque Accounts.** If a depositor who has been permitted to take withdrawal by cheque closes his account or ceases to avail of the cheque facilities a remark to this effect should be made in the ledger card. If the depositor has not used all the cheques contained in the cheque book in his possession, the postmaster should take over the cheque book containing the unused cheques, see that it contains the requisition form intact and keep in his custody. At the close of each day, the cheque books containing unused cheques received during the day should be entered in a list containing the following particulars:-

- (a) Serial Numbers of unused cheques in each cheque book.
- (b) The depositor's account number.
- (c) Total number of cheque book.

The list together with the cheque books should then be forwarded to the Control Organization.

(2) In the case of closed cheque accounts or where the depositor does not want to avail of the cheque facility, a note of unused cheques surrendered should be kept in the depositor's ledger card under dated initials of the Postmaster.

(3) In case of closure of an account or where the depositor ceases to avail of the cheque facility, if no cheque has been issued from the cheque book returned by the depositor, it should not be sent to the Control Organization but brought on to the stock register for use by another account holder.

(4) If the account is to be transferred to another head office and if the depositor desires to have the cheque facility at the new head office as well, the transferring office should obtain the cheque book from the depositor, see that the requisition form is intact and note the serial number of unused cheques on the Advice of the Transfer and return the cheque book to the depositor. The original application for grant of cheque facility containing the introduction certificate should be sent to the transferee head office along with the Advice of Transfer. A remark should be recorded in the ledger indicating that the application has been transferred to the new head office.

(5) The transferee head office on the A.T. should note the serial number of unused cheques in the relevant ledger card and put the stamp of the new post office and score out that of the old post office on the unused cheques and also on the cover the cheque book when presented by the depositor and note the new account number thereon. The transferee head office will also take the transferred cheque books in its stock register. The application for grant of cheque facility should be kept on record of the transferee head office.

Note: In the case of local transfers within the same head office same cheque book will be continued to be used after the official has corrected the name of the office on each unused cheque and the cover of the cheque book.

(6) The unused cheque leaves in partly used cheque book surrendered for cancellation should be cancelled by the official-in-charge of the Control Organization and kept in his custody. They should be produced before the accounts Officer, I.C.O. (SB) at the time of his inspection for destruction in his immediate presence.

**26. In regard to station where clearing house facilities do not exists, the following procedure should be followed:-**

(1) If the cheques are presented at the Reserve Bank/State Bank the head office will receive the same daily from the Bank. On receipt of the cheques the head office will scrutinize the cheques relating to H.O., verify the balance and if they are in order send an intimation to the RBI/SBI for payment of cheque on behalf of the Post Office. In respect of cheques relating to SB accounts at sub office, the head office will take action described in para 26(iii) above.

(2) If the cheques are presented at the Head Office counter, the head office will take the following action. In respect of cheques for Savings accounts opened at the HO they should be verified to see that they are in order before payment is made in respect of cheque for Savings account standing open at sub office the HO will take action as described in para (iii). After the return of the cheque from the sub office,

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the head office will make payment of the consolidated amount representing the value of the cheque presenting Bank.

**27. Cheques received for collection by PO SB:-**

(a) The sub members post offices should prepare in triplicate a list of collection cheques in form SB-51 and send the cheques along with the list of collection cheques in triplicate to the member post office. The member post office will retain the cheques and the original and duplicate copies of the list after giving receipt on the triplicate copy in token receive the cheques.

(b) The member post office who is assigned with the duties of attending the Clearing House will collect the cheques received from sub-member post offices including his own for clearance and prepare consolidated Bank-wise/ Branch-wise lists from SB-51 lists in quadruplicate as per Annexure-A instead of duplicate. The member post office will then present the cheques in clearing house along with all the four copies of the statement. The clearing House will acknowledge the receipt on one copy and return to the member post office. Thereafter member post office will wait for the returning of cheques as per clearing house discipline. After the returning exercise is over, the amount will be credited by Local Clearing House to the Account of the Department of Posts as receipt of the day prominently mentioning in the scroll as cheques cleared. The dishonored cheques will be deleted from the statement (Annexure A) and marked there against 'returned' and copy of the statement along with returned cheques will be sent to the separate debit of returned cheques. The second copy of the statement will be enclosed with the day's scroll as a document for the entry and will be forwarded to the Focal Point Branch (FPB) for onward transmission to the DA(P)/DDA(P) of the Department of Posts. The last copy will be retained by the Local Clearing House branch for their record.

(c) As regards cheques drawn on post office and presented in clearing by the bank, the bank will prepare a statement (as per Annexure-B) in triplicate. One copy along with the cheques will be sent to member post office and the amount of the cheques will be debited to Department of Posts. Another copy will be attached with the day's scroll and sent to Focal Point Branch as a document of debit entry for onward transmission to DA (P)/DDA(P) of the Department of Posts. Third copy will be retained by the bank. This will ensure separate debit of the cheques drawn on post offices.

(d) The outstation cheques will be submitted for collection in the usual manner. The amount of these cheques should be shown in receipt column after its realization and the commission in the payment column of the scroll separately which will help in reconciliation of these figures.

**28. Service charges on dishonored cheques:-** (1) Dishonored cheques will be sent to the depositor etc. along with the 'objection memo' by ordinary post. The postage charges on this account will be separately recovered in addition to service charge of Rs. 50 per dishonored cheque.

(2) The amount recovered as service charges should be credited under the head 'unclassified receipts' with proper details in the accounts of the post office

(3) Whenever the Department of Posts enters into an agreement with another Government or a private organization to collection payment on behalf by cheque for clearance and transfer of the cash proceeds to the concerned party, all such agreements shall incorporate a clause stipulating that the client of the Department shall be liable to reimburse to the Department of Posts service charges of Rs. 50 per dishonored cheque received by it on its behalf besides the cost of postage incurred for return of such cheques to the client. These two charges will be in addition to any other service charges payable to the Department as per agreement between the Department of Posts and the said client for rendering the services agreed upon.

(4) The following accounting procedure may be followed by the post offices in respect of levying service charges plus postage charges for cheques issued by POSB accountholders received dishonored from clearing house:-

(i) The Postmaster will withdraw the amount of Rs. 50 plus the amount of postage charges for delivering the dishonored cheques by post from the savings account through the SB withdrawal form under his signature on both the sides of the form with suitable remarks on it and in the ledger card/ledger. For accounts standing at a sub office the amount withdrawn will be accounted for in part II of the list of transactions and the sub office will be intimated accordingly so that the Sub Postmaster

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may also debit the amount in the concerned account of the sub office SB ledger with suitable remarks. The depositor will be informed about the deduction of service charges for the dishonored cheques.

(ii) The sub offices dealing with the bank/treasury directly will take action in such cases as prescribed for Head Post Offices as above. On receipt of warrant of payment from the sub offices head post office will debit the amount in the ledger card of the concerned account with a suitable remark.

(iii) The procedure is applicable to the depositors of savings account only not to any other post office scheme.

## APPENDIX II

### PAY ROLL SAVINGS SCHEME

#### **A. General Procedure Relating to Pay Roll Savings in respect of RD/TD/PPF Accounts and Savings Certificates (Monthly Schedule System)**

(1) “Pay Roll Savings Groups” are formed in office, mills, factories, etc. From each member of staff in the group, a letter of consent, agreeing to deduction of a stated amount being made from his pay regularly for deposit in RD/TD/PPF or investment in National Savings Certificates, is taken.

(2) The employer will deduct each month at the time of disbursement of pay to the employee, the amount to be invested in NSC or deposited in RD/TD/PPF accounts.

(3) He will obtain an application in the prescribed form from each of the employee subscribing to NSC and also obtain any authority for the delivery of the certificates to him. As regards deposits in RD/TD/PPF accounts application form (SB-3) will be obtained from each of them who have to open new accounts.

(4) The employer will prepare in duplicate a schedule in respect of investment in Savings Certificates and in triplicate separately for RD/TD/PPF accounts. The employer will hand over at the post office the schedules in duplicate/triplicate along with prescribed application forms for Savings Certificates and application forms (SB-3) in respect of new RD/TD/PPF accounts to be opened. A single pay-in-slip showing the total number of accounts and their amount separately for RD/TD/PPF accounts will be prepared by the employer and handed over to the post office.

(5) In the RD/TD/PPF accounts standing open in HO the credits may be accepted even in the absence of passbooks. In such cases, the Head Postmaster should ensure that the schedule presented in triplicate along with the total amount of deposits contains the account numbers, in serial order together with names of the accountholders and the amount of the monthly deposit in respect of each one of them. On receipt of the money along with the schedule in triplicate, one copy duly receipted and date stamped, should be returned to the person presenting it with deposits. The created may be entered in the ledger account of each deposit after tallying all the particulars of the account. The credits will be entered in the pass books as and when these are presented. The other copies of the schedule will be attached with the list of transaction.

(6) **Acceptance of RD Deposits in Bulk Under Pay Roll Savings Scheme:** When RD pass books along with the amounts are presented by the employers for deposits under the Pay Roll Savings Scheme (PRSS) these should not be refused on the plea that it is not possible for the Postmaster to complete the entries in the pass books on the same day. Where large numbers of RD Pass Books are presented under PRSS it should be possible for the Supdt. Of Post Offices to provide additional staff in the SO after ascertaining the dates on which the pass books would be presented by the employers. For this purpose suitable dates can be fixed and it should be possible to accept all the Pass Books and to complete the transactions on the same date. Where, however, the staff could not be strengthened in time and large number of RD pass book are presented, the following procedure can be followed by the SO. The Pass Books tendered by the employers should not be refused.

All the Pass Books with the amounts and the schedule in triplicate should be accepted by the SO and after checking the total of the amount in the lists, the amount should be credited under RD deposits. In the LOT below the counter transactions for the day an entry “.....deposits, under PRSS should be made and the total amount shown under the deposit column with a remark” schedule received from the employer should be returned to him after acknowledging the total amount and noting the date on

which the pass books would be delivered back to him. When the employer subsequently presents the copy for the schedule his Acquittance for the delivered pass books, would be taken on the office copy of the schedule and a remarks "pass books delivered on ....." will be made by the SPM under his dated signature on the copy of the schedule presented by the employer. The entries in the Pass Books should be completed within two days.

**Note: Bulk transfer of RD Accounts opened under the Pay Roll Savings Scheme:-** The matter has been considered and it has been decided that when an employer requests for the transfer of accounts in bulk from one head office to another opened under the Pay Roll Savings Scheme, no separate application from for transfer SB-10(b) from the individual is necessary. If, however, the accounts are to be transferred to a sub office under the transferee head office, specimen signature on separate slip from each depositor duly verified by the employer may be obtained from the employer which will be sent to the transferee head office along with the A.T.A single Advice of Transfer SB-9(a) for the total amount to be transferred may be prepared head office wise. A consolidated list of account showing particulars of each account as per columns given in the form of Advice of Transfer SB-9(a) should be prepared indelicate and one copy attached with debit transfer journal in which only single entry of amount will be made. In the transferee head office after accounts are opened, a single entry of amount may be made in the credit transfer journal and the consolidated list of accounts received along with the A.T. may be attached with the credit transfer journal.

(7) **Payment in Cash:** (i) National Savings Certificates: After checking the applications for purchase with the schedule as in Annexure I, one copy of the schedule will be given duly date stamped and signed by the Postmaster. Action for the issue of the certificates will then be taken in the usual manner and certificates delivered to the representative of the employer after taking his Acquittance therefore in the relevant application for purchase.

(ii) **RD/TD/PPF accounts (a) Head Offices:-** The Counter Assistant will check the schedule with the pass books and a single pay-in-slip separately for RD/TD/PPF accounts in which the total number of accounts and their amount will be shown with the remark "Pay Roll Savings Group\_\_\_\_\_". He will transfer the schedule to the Postmaster along with the pay-in-slip. The Postmaster will check the schedule sign one copy of each schedule and return it to the representative of the employer through the counter Assistant. The pay-in-slip will be returned by the Postmaster to the counter Assistant and the other copies of the schedule along with pass books transferred to the ledger Assistant. A lump entry for each Pay Roll Savings Group having ten or more members will be made in the Long Book. A remark "\_\_\_\_\_deposits under PRS Scheme of employer Rs.\_\_\_\_\_" will be made in the Long Book. Particulars of each account should not be noted in the Long Book. The ledger Assistant will take necessary action to post the deposits, open new accounts etc. and transfer the schedule along with new pass books and relevant ledger cards for check to the Postmaster in the usual manner. The copies of the schedule will be treated as a part of the list of transactions. Only a lump entry of the total amount will be shown in the list of transactions with a suitable note in the remarks column. In respect of Time deposit accounts, lump entries in the list of transactions for each type will be made with reference to the schedule, the totals in all the lists of transactions be installed with the amount received.

(b) **Sub Offices:-** In sub offices, action will be taken in accordance with the instruction in para (a) above mutates mutandis except that lump entry for each Pay Roll Savings Group having ten or more members will be made in RD Journal. A remark "deposits under the PRS Scheme of employer\_\_\_\_\_ Rs.\_\_\_\_\_" will be made in the RD Journal. Particulars of each account should not be noted. Third copy of the schedule for RD transactions should be kept in a guard file assigning yearly serial number, the serial number being noted in the remarks column of RD Journal. These copies may be preserved for the same period as the RD Journal. Separate guard files may be maintained

for Savings Bank and Savings certificates transactions.

**8. PAYMENT BY CHEQUES: (a) TD/PPF accounts and Savings Certificate:-** A receipt for the cheques in the counterfoil of pay-in-slip for TD/PPF account and preliminary receipt in form NC-4(a) for Savings Certificates will be issued indicating the date on the back of the receipt on which the pass books/Savings Certificates shall be collected. All the copies of the schedule along with the enclosures will be retained in the post office. Clearance of the cheques will be arranged in the usual manner and on receipt of the credit, action will be taken for issue of certificate and position of deposits, etc. in TD/PPF Accounts. On the day the transactions are accounted for the copies of the schedule meant for return to the employer's representative will be date stamped and signed by the Postmaster and handed over to the employer's representative when he calls to collect the pass books, savings certificates, etc. The preliminary receipt NC-4(a) duly receipted by the employer's representative in token of having received the certificate will be collected before the certificates are delivered to him. The receipt for the pass books will be taken on the office copy of the schedule.

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(b) **RD Accounts:-** (i) A receipt for the cheque in the counter foil of the pay-in-slip will be issued after noting the date on its back on which the pass books should be collected after the entry of deposit is made in them on realization of the cheque. All the copies of the schedule along with enclosures will be retained in the post office. The procedure relating to the deposits by cash will be followed except that the entry of deposit in the pass books will be arranged by remitting it along with the cash to the treasure/bank as per procedure contained in rule 108 of this Manual.

(ii) When the cheque is realized, necessary remark will be made to this effect against the lump entry or all the entries, as the case may be, the RD Journal /Long Book under the dated signature of the Postmaster. The entries of deposit will be made in the pass books with reference to the entries made in the RD Journal/Long Book /Office copy of the schedule.

(iii) When the employer's representative attends the post office to collect the pass books, these will be delivered to him along with the copy of the schedule after taking his receipt on the office copy of the schedule kept in the guard file.

**(9) Acceptance of deposits by Extra Departmental Sub Offices and Branch Post Offices:** (i) Extra Departmental Sub and Branch Post Offices may be allowed to accept deposits made in the bulk in RD accounts under the Pay Roll Savings Scheme by cheques only. The Heads of Circle/Regional Directors may consider all aspects whenever there is a demand for the operation of Pay Roll Savings Scheme and decide whether the particular office is capable of handling PRSS work. The intention is not to give a general authorization to all Extra Departmental Sub Offices and Branch Office, etc. to handle PRSS work, but to authorize these offices on a selective basis keeping in view the competence of the office to handle this work and the extent of the demand from the establishments/ institutions in the area.

(ii) The Pay Roll Savings Scheme under Monthly Schedule System only will be operated in E.D. Sub Offices and Branch Offices which are specially authorized for this work. The Master Schedule System will not be applicable to these offices. The bulk deposits under the Pay Roll Savings Scheme will be accepted through cheques only and not through cash. The following procedure will be followed by these offices.

(a) **Extra Departmental Sub Post Offices:-** These offices will follow mutandis the same procedure as contained in para (1) to (8) above applicable to Departmental Sub Offices, as amended from time to time with the exception that the pass books for the new accounts will be issued by the Head Office.

(b) **Branch Post Office:** (i) The employer will prepare, in quadruplicate, a schedule in the prescribed

proforma and present it to the Branch Postmaster along with single pay-in-slip and the cheque for the amount. The pay-in-slip will show the total number of accounts and their amount with the remark "Pay Roll Savings Group\_\_\_\_\_". In case of new members, application forms (SB-3) and additional specimen signature slips of new accounts may be obtained. The Branch Postmaster will check the schedule, pay-in-slip, application form (SB-3) and the cheque to see that all these documents are in order in all respects.

**Note:-** The specimen of the form of schedule may be seen at **Annexure III**.

(ii) The counterfoil of the pay-in-slip will be returned to the employer after acknowledging the amount and noting the date on its back on which the pass books should be collected after the entry of deposit in them are made after the cheque is realized by the account office. All other documents and the schedule will be retained in the office.

(iii) Necessary entries of deposit will be made in the RD Journal with the remark to show that the deposit is by cheque, the particulars of which should also be noted. If there are 10 or more members in the Pay Roll Savings Group, a lump entry for the Pay Roll Group will be made in the RD Journal. A remark "deposit under PRSS, employer\_\_\_\_\_Rs.\_\_\_\_\_" will be made in the RD Journal and particulars of each account should not be noted. No preliminary receipt (SB-26) will be prepared and issued for new accounts to be opened for new members as detailed in the schedule under the scheme.

(iv) Two copies of the schedule duly completed along with the cheque and foil of the pay-in-slip will be sent to the account office duly entered on the back of the daily account. The particulars of the cheque will also be noted on the dispatch side of the BO Journal. These transactions will be treated like

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cash transactions with the intimation of realization of the cheque is received from account office. The third copy of the schedule duly completed will be kept in the office to be returned along with the pass books to the employer's representative after entries of deposits are made in them on receipt of intimation of realization of cheque from the account office. The fourth copy of the schedule will be kept in a guard file, assigning yearly number, the serial number being noted in the remarks column of the RD Journal. The copies of the schedule kept in the guard file will be preserved for the same period as is prescribed for RD journal.

(v) On receipt of the intimation of the realization of the cheque from the account office, necessary remark will be made to this effect against the lump entry or all the entries, as the case may be, in the RD Journal under the dated signature of the Branch Postmaster. The entries of deposits will be made in the pass books with reference to the entries made in the RD journal/office copy of the schedule. In case of new accounts, the new account numbers will be noted in the schedule, RD journal and S.S. Book against the relevant entries.

(vi) When the employer's representative attends the post office to collect the pass books, these will be delivered to him along with the third copy of the schedule after taking his receipt on the office copy of the guard file.

## **B. Alternative Procedure Applicable to Pay Roll Savings Groups Having 25 or More Members in Respect of RD Accounts**

### **(Master Schedule System)**

(1) The alternative procedure detailed below may be followed in respect of deposit made in RD accounts by Savings Groups which have 25 or more members where the employer is willing to adopt it on account of the difficulties experienced in the preparation of schedules of monthly deduction, etc. The offices/undertakings adopting this system will have to follow scrupulously the prescribed procedure for the maintenance of the Master Schedules failing which they may be asked to follow the Monthly Schedule

System.

(2) The employer will prepare a list of member in Annexure III containing for each – the account number, name of the member and the amount to be recovered from him. The list will be strictly in the serial order of the accounts. In subsequent months, instead of preparing another detailed list, the employers will give the particulars of the changes in the previous month's number of members in the group at the end of the last month and the amount to be recovered against item No.1, the name of new members enlisted during the month and the amount to be recovered from each against item No. 2. The particulars of members who have withdrawn or who have been transferred will be shown against item 4 of the statement. The net amount due (i.e. 3 minus 40 will be shown against item 5. The particulars of members from whom recoveries have not been effected during the month and the net amounts recovered will be shown against item 6 and 7 respectively, Similarly, the particulars of members from whom arrears of installments with penalty have been recovered will be shown against item 8. The total net amount actually recovered during the month and the amount to be tendered at the office will be shown against item 9.

The Master Schedules should be prepared afresh at least once a year in order to avoid large number of corrections and constant handling thereby making them unfit for use beyond that period.

(3) In the case of the existing groups, the schedule in the first month may be taken as the Master Schedule.

(4) With a view to simplify the posting in the ledger cards, accounts opened at head and sub offices should be treated as accounts standing at the HO. The HO will allot separate block number for each of the employees, based on the number of employees likely to join the Scheme. Existing accounts should be assigned new numbers from the block by obtaining pass books from the employers with the first schedule. The new numbers should be noted in the master schedule, a copy of which will be returned to the employer noting the new number against each entry. The new number will also be noted against each account in the index to RD ledger card.

(5) If in a large establishment, more than one schedule is prepared, there can be a master schedule for each but number should be from one and the same series only.

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(6) If any member drops of the scheme a suitable remark will be made in the ledger card of his account. In case a member leaves the service and desires either to make deposits in the same office direct or in any other office under the same HO a new number should be given and the ledger card transferred to the relative binder.

(7) When a member desires to transfer the accounts to an office under another HO usual action as in the case of ordinary RD accounts should be taken. His name should be removed from the master schedule and total amount due from the group changed. The transfer should be applied for through the employer or the employer will be informed of it, if applied for direct.

(8) An employer will tender three/four copies of the master schedules monthly statement in the case of head and sub offices respectively.

(9) On receipt of the statement in the prescribed proforma, the Postmaster will first check up by referring to the master schedule whether the amount has been correctly noted by the employer against item No. 1 and check if the total net amount actually remitted is correctly arrived at. The Postmaster will then transfer all copies of the statement to the RD counter Assistant and request the employer's representative to make the payment to him. If the amount is paid in cash the counter Assistant will accept the cash, pass the remark "Received Rs.....(in words).....(in figures)" under his dated signature on all copies of the statement and impress the date stamp thereon. He will also obtain a single pay-in-slip for the total amount with a suitable remark regarding the group to which the payment relates. The original copy of the



statement will be sent to the Postmaster along with the pay-in-slip. In case the payment is made by cheque, he will note the particular of cheque on all the copies of the statement and impress them with date stamp. The duplicate and triplicate copies of the statement along with the counterfoil of the pay-in-slip will then be returned to the employer representative.

10 (i) If the payment was made in cash, the Postmaster will verify the amount of deposit as noted in the original copy of the statement with the entry in the pay-in-slip and return the pay-in-slip to the counter Assistant who will make entry of the pay-in-slip in the long book suitable remarks. He will transfer the original copy of the statement to the ledger Assistant for posting the deposits etc. in the manner laid down in para II below.

(ii) If the payment is made by cheque, the PM will retain the original copy of the statement and procedure relating to deposit by cash will be followed. Clearance of the cheques will be arranged by remitting it along with cash to the treasury bank as per procedure in Rule 108 of this Manual.

(11) The ledger Assistant will first open account in respect of the new members (item 2 of the statement) in the usual manner noting the particulars of these accounts in the master schedule and the members from the master schedule who have either opted out of the scheme or have been transferred. A suitable remarks will be made in the ledger card of these accounts. The particulars of these will be available in item 4 of the statement. Next he will note the defaults against the relevant columns in the ledger cards of those deposits from whom recoveries have not been made during that month (vide item 6 of the statement). He will, thereafter, post the recoveries of the arrear installments and penalty in the relevant ledger cards (item 8 of the statement). After taking the above action the ledger Assistant will start posting the deposits in the ledger cards by referring to the particulars of the depositors in the master schedule. Thereafter, the master schedule, copy of the statement for the new members, index to RD ledger cards and the binder containing the ledger card will be placed before the Postmaster.

(12) The Postmaster will verify that the particulars of all the new members have been correctly noted in the Master Schedule and then attest the relevant cards after referring to the index register. He will check whether the names of all the member who have opted out of the scheme or have been transferred, have been deleted from the Master Schedule, initial against their names and satisfy himself that suitable remarks have been made in the ledger cards of these accounts. He would attest these remarks under his dated signature. He will then work out and note the total number of members in the Savings Group and the total amount due to be received against the last entry in the Master Schedule. This entry will be required for reference when the statement for the next month is received by the postmaster. He will then see whether the particulars of the defaults have been correctly noted against the relevant months in the ledger cards. He will also verify whether the recoveries of arrear installments with penalty have been correctly posted in the ledger cards. After these checks, the postmaster will see whether the amount of deposits in all the tougher accounts shown in the Master Schedule have been correctly posted in the relevant ledger and initial the entries in the ledger cards in all cases.

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(13) The numbers of the accounts and the amount of deposit in each account need not be included in the LOT. Only an entry as follows, will be made in the LOT of the office prepared for the counter transactions on that day.

“.....deposits under PRSS Scheme, employer.....” Rs.....

**Note:** Transaction regarding withdrawals from these accounts and closure on maturity will, however, be included in detail in the list of transaction with the remarks “PRSS” in the remarks column.

(14) A separate file will be maintained for keeping the master schedule and monthly statement for each employer. This file should be given to the official in charge of the SBCO after posting the transactions in the binder to enable the SBCO to work out the amount of deposit in each binder etc. The

file should be obtained back in the evening and kept by the Postmaster in his custody.

(15) An intimation in the following form will be sent to each of the members from whom recovery has not been made (item 6 of the statement) in the months at his residential address, preferably in the regional language or the language he understands. The forms in this connection may either be got stenciled or printed.

“Dear Sir,

No deposit has been made in our RD account No.....for the month of .....by your employer. This has been considered as a default. The amount due for this month can be paid by you with penalty in any subsequent month.

Yours faithfully,

Postmaster

(16) **Procedure in Sub Offices:-** (i) The copy of the master schedule and copies of the monthly statement from all the employers will be kept in one file. An index, showing the names of the employers will be maintained in the file and the SPM will ensure every month that deposits have been made by every employer. A remark “.....deposited under the PRS Scheme, employer .....Rs.....” will be made in the RD Journal, Particulars of each account are not to be noted. One copy of master schedule in the first month and one copy of the monthly statement in the subsequent months are to be sent to the HO. Entry in the LOT will be made vide sub-para 13 above.

(ii) The HO will take action on the statement as in the case of deposit of the HO and send the new pass books to the SO duly entered in the RD slip. The SO will note the new numbers in the master schedule and the monthly statement concerned. Remarks regarding closure/transfer and opting out of the scheme will also be made in the master schedule.

(17) **Pass Books:**(i) Each employer is to present the pass books once in six months for the entry of the deposits during the months preceding six months. The Postmaster may fix the months for each employer so that the work is not accumulated in one month.

(ii) One entry is to be made in the pass book for all the six months after bracketing the columns for these six months. The “date of entry” will be noted in the first column and one date stamp is to be affixed against the first month. A rubber stamp may be used with the following wording:-

“Total amount deposited by the employer under PRS Scheme for 6 month from .....to.....Rs. ....Months of default.....” should there be any default, say in ‘May 2006 the words, ‘May 1986’ should be noted against the entry “month of default” and the total of 5 installments shown in the column for amount.

Note: In case, a defaulted installment was paid with penalty, the amount paid as penalty should also be noted in the pass book.

(iii) The employer should be given a receipt in manuscript for the pass books and the acquaintance of the employer taken on this receipt for the pass books when returned. This receipt should be pasted to the copy of the last statement on record.

(18) **Withdrawals:** When a depositor presents his pass books for withdrawals, the head/sub office will complete the entries in the pass books and then take usual action. Both the HO and the SO will make entries of withdrawal in the LOT vide para 13 above.

(19) **Closure:** The employer should present the pass books along with the statement in which the last installment is paid so that the HO may verify the entries in the pass book with the entries in the ledger cards etc. When an account is closed on maturity, an entry should be made in the master schedule. In the case of SO the applications for withdrawal from the members concerned should accompany the pass book. The Postmaster will authorize payment on the application for withdrawal adding a red ink "To be paid on or after.....(date)". When an account is closed on maturity, the transacting will be entered in the LOT.

### **Pay Roll Savings Scheme in Defence Units served through Field Post Office**

(1) Pay Roll Savings Scheme is an arrangement under which an employee voluntarily authorizes the employer to deduct from his salary every month a fixed amount for deposits in various small savings scheme of the Government of India. The scheme was extended to Government offices in May 1962. It has now been decided in consultation with the Ministry of Defense to extend this scheme to the Defense Services Units served through Field Post Offices (FPOs). This will lead to cultivation of the habit of thrift amongst the personnel of such units and enable them conveniently to put in their savings in the small savings scheme.

(2) The field formation and the units of the Army and Air Force who permanently bear the security form of address i.e. "C/o 56 APO" and C/o 99 APO" will be covered by the scheme which will be introduced at the discretion of the Officer commanding of the eligible unit. All combatant personnel, whose pay is disbursed under the Unit management, will be eligible to come under the scheme. Commissioned Officer etc, whose pay is drawn by the Controller of Defense Accounts (O) and disbursed through banks will not be entitled to join the scheme.

(3) The Additional Director General of the Army Postal Service. Army Headquarters, will be responsible to publicize the scheme among the eligible units and give guidance to such units on the procedural matters relating to the scheme. He will also prescribe the detailed internal procedures to be adopted by the FPOs and also the Pay Roll Savings Groups to be formed in the unit, on the lines of the scheme in vogue in Government Offices. The Additional Director General of Army Postal Services will consult the National Savings Commissioner/ Ministry of Finance (Department of Economic Affairs) on any points requiring clarifications.

(4) An Officer, preferably by the Unit Impress Account Holder, will be detailed as "Officer Incharge Pay Roll Savings Scheme" to implement the scheme in the Unit. He will be given necessary assistance by the field post office in the matter of actual transaction to be effected.

(5) The Commission on account of Pay Roll Savings Scheme received by the officer-in-charge of Pay Roll Savings Group from the post office will be credited to the Regimental Fund.

(6) The rates of commission will be as prescribed by the Ministry of Finance (DEA) from time to time in respect of investment through PRSS in different small savings scheme.

Note: The field post offices will follow the procedure contained in Appendix II of P.O.S.B. Manual Volume I as amended from time to time.

**ANNEXURE 1****PAY ROLL SAVINGS SCHEME**

Schedule of deductions for N.S.Cs.....for the month of .....

Sl. No.	Name of employee	Amount	Date of remittance	Remittance by cash/cheque (if cheque, state cheque No. and name of the bank on which drawn)	Net amount of working expenses due to the employer
1.	2.	3.	4.	5.	6.

1.

2.

3.

4.

5.

Note:-Working expenses are payable to employers against savings collected through Pay Bills @ 1% for 6-year NSCs (VIII-Issue).

It is certified that:-

(1) The amounts as shown above were deducted from the pay bills of the employees concerned against their authorization slips.

(2) The amount were not invested through an authorized agent or agents.

(3) The amount do not include Provident Fund or other Funds representing accumulations of past savings.

(4) The savings certificates will be delivered to the investors or kept in our safe custody according to their instructions.

Signature and rubber Stamp of employer

Place.....

Date.....

It is certified that a total sum of Rs.....has been received and 6-year N.S.Cs(VIII-Issue) of the face value of Rs.....have been issued.

Date Stamp

Signature of Postmaster

**ANNEXURE II****PAY ROLL SAVINGS SCHEME**

Schedule of deductions for Post Office RD/TD/PPF for the month of.....

Sl. No.	Name of employee	Amount	Date of remittance	No. of cheque and name of the bank on which drawn	Account No.	Net amount of working expenses due to the employer
1.	2.	3.	4.	5.	6.	7.

1.

2.

3.

4.

5.

Note: In case of new accounts, a remark "New Account" is to be made in column 6.

It is certified that:-

(1) The amount shown above were deducted from the pay bills of the employees concerned against their authorization slips.

(2) The amounts were not invested through an authorized agent or agents.

(3) The amounts do not include provident fund or other funds representing accumulations of past savings.

(4) The pass books will be delivered to the investors/kept in our safe custody at investor's request.

Place.....

Signature

Date.....

and Rubber Stamp of employer

It is certified that Rs.....have been credited to RD/TD/PPF accounts.

Date Stamp

Signature of Postmaster

Note:- same proforma will be used for submission of schedule in ED. Sub/Branch Post Offices with minor modifications.

**ANNEXURE III****PAY ROLL SAVINGS SCHEME**

Monthly statement under Master Schedule System for the month of \_\_\_\_\_

1. Amount due as per schedule of the last month.

Number of members of the Group \_\_\_\_\_

Amount \_\_\_\_\_ Rs. \_\_\_\_\_

2. New members of the Savings Group.

Sl. No.	Account No. (to be left Blank)	Name of the member	Amount of recovery Rs.

Total \_\_\_\_\_

3. Total Amount due this month;

(Total of item 1&amp;2 \_\_\_\_\_)

4. Particulars of member who have withdrawn or were transferred during the month.

Sl. No.	Account No.	Name of the member	Amount deducted

Total \_\_\_\_\_

5. Net amount due this month. (item 3-4). \_\_\_\_\_

6. Particulars of members from whom recovery could not be made for other reasons.

Sl. No.	Account No.	Name of the member	Amount deducted

Total \_\_\_\_\_

7. Net amount recovered this month (item 5-6)

8. Particulars of members from whom arrear recoveries have been effected during this month.

Sl. No.	Account No.	Name of the member	Month for which recovery has been effected

1.	2.	3.	4.

Amount recovered	Amount of interest	Total	Remarks
5.	6.	7.	8.

--	--	--	--

9. Total net amount actually recovered this month \_\_\_\_\_ (Item 7+8)

Note:- The amount shown against item No. 5 will become the amount due for subsequent month.

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### **APPENDIX III PRESERVATION PERIODS FOR SB RECORDS**

The following preservation periods have been prescribed for SB records:-

Title of records		Period of Preservation
1.	SB Ledgers in HO :	To be destroyed forthwith by Postmaster after ensuring that all the accounts in the ledger have been closed, transferred or recopied and after obtaining certificate from the postal account office that all the discrepant items of ledger have been settled. The foils pertaining to silent accounts will be extracted and kept separately in a serial order of accounts in convenient folders duly stitched and their particulars entered in a special register.
2.	Ledger cards of closed and transferred and used up ledger cards. :	6 years provided the ledger agreement has have been Completed.
3.	Sub Office SB journals :	To be destroyed by SPM after ensuring that SB ledgers have been prepared in respect of all accounts standing in the books of S.O.
4.	SOSB ledgers. :	6 years after all the accounts have been closed, transferred of recopies.
5.	SO CTD journals 5 years accounts. :	6 years from the date of Last entry.

- |     |   |   |  |
|-----|---|---|--|
| 6.  | SO CTD journal<br>10 years accounts       | : | 12 years from the date of<br>last entry.   |
| 7.  | SO CTD journal<br>15 years accounts.      | : | 18 years from the date<br>Last entry.  |
| 8.  | SO journal of RD accounts<br>5 years      | : | 6 years from the date of<br>last entry.  |
| 9.  | SO journal of TD account<br>1 to 5 years. | : |  |
| 10. | Specimen signature books HO:              |   | To be destroyed by Postmaster<br>after ensuring that the<br>application forms pertaining<br>to all the accounts pending<br>in the books have been<br>prepared. |

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- |     |  |   |  |
|-----|--|---|--|
| 11. | Specimen signature books SO:   |   | 5 years after all the accounts<br>featuring in the books have<br>been closed or transferred.                   |
| 12. | Guard books containing<br>letters pledging deposits<br>in the PO Security Deposit<br>accounts. | : | Pledge may be retained for 2<br>years after it has either been<br>released or the accounts has<br>been closed. |
| 13. | Register of undeliverable<br>passbooks.  | : | 2 years after all the passbooks<br>Entered in the register have<br>been transferred to the SBCO.               |
| 14. | Special error book maintained :  |   | 3 years.   |
| 15. | Books of preliminary Savings:<br>bank receipts.  |   | 3 years from the date of<br>issue of last receipt.   |
| 16. | Monthly statistical registers  | : | 3 years.   |
| 17. | List of silent accounts<br>received from the SBCO by<br>the sub offices.                       | : | Permanent.   |
| 18. | Guard Books containing<br>depositors applications<br>for duplicate passbooks.                  | : | 6 years.   |
| 19. | List of withdrawal of Rs. 5000/-<br>or more at branch office and                               |   |  |



	single handed sub offices with: verification reports.	1 year
20.	Stock register of passbooks. :	18 months.
21.	Interest payment orders : received from Director of Postal Accounts Calcutta.	3 years.
22.	Authority for operating a : public account.	Till the closure of the account.
23.	Government Security Holder's: rolls.	So long as the security Remain in custody.
24.	Authority recognizing the : guardian of a minor depositor.	Till the account is closed.
25.	Index of Ledger Cards. :	6 years after all the account in the index have been closed or transferred.
26.	Ledger cards of silent accounts: and ledger permanent foils of silent accounts extracted.	Permanent.
27.	Guard file containing applications: for local transfer of accounts under the same head office.	2 years.
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28.	Register of Nominations of : SB accounts. :	5 years after all the accounts Finding place in the register and the guard book containing applications are closed/settled.
29.	Guard books containing : applications for nomination of SB accounts and applications	5 years after all the accounts finding place in the register
30.	Index to Preliminary Receipts: (MS-15).	2 years.
31.	SB Slip (SB-27) :	18 months.
32.	Duplicate copies of Advice of : Transfer (SB-9) or (SB9(a)	2 years after obtaining from pairing office a certificate that no item is outstanding As unpaired.
33.	Register of Inward & Outward: Advice of transfer.	2 years.

34.	SB Voucher List (SB-22)	:	2 years.
35.	Register of rectification of SB interest.	:	3 years.
36.	Objection Register (SB-61)	:	2 years after all the objection have been settled.
37.	Register showing the number: of SB Pass Books received for entry of interest.		2 years.
38.	Duplicate copies of P.R. Receipts (SB-26) received from the branch offices and kept in the account office.	:	18 months.
39.	Register of deceased's SB claims Cases including files and record.	:	3 years after all the claims have been settled.
40.	Duplicate copies of credit/ debit SB Transfer Journals.	:	2 years after obtaining from pairing office a certificate that no item is outstanding or unpaired.
41.	Register of discontinued CTD accounts revived.	:	2 years after revival of Last entry.
42.	Register containing photographs: and other particulars of depositors.		3 years after the accounts in the register have been closed or transferred.
43.	Register of collection cheques	:	2 years.
44.	Stock register of SB cheque books.	:	2 years.
45.	Register of Returned cheques	:	2 years.
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46.	Register of sanctions issued to Branch office and ED sub offices in respect of withdrawals Exceeding the powers of BPMs/ED/SPMs.	:	2 years.
47.	Guard book containing letters: of authority from illiterate or blind depositors for operating the accounts through agents.		2 years after all the accounts in the book have been closed or transferred.

48.	Guard book containing letters : courts orders regarding guardianship of minors.	2 years after all the accounts in the book have been closed or transferred.
49.	Guard book containing : sanctions for opening provident fund accounts.	-DO –
50.	Guard book containing powers : ff attorney.	- DO-
51.	Guard book containing : applications for the issue of new passbooks in lieu of spoilt ones.	3 years.
52.	List of “Will Follow” interest : Accounts.	2 years.
53.	Guard book containing : applications for change in the Name of SB depositors.	2 years after the accounts are closed.
54.	Guard book containing letters: of authority of SB depositors on active service.	2 years after the accounts are closed.
55.	Guard book containing court : attachment orders of SB deposits	2 years after the accounts have been closed.
56.	Guard book containing : applications of depositors for issue of SB cheque books.	- do –
57.	Guard book containing copies: of lists of collection cheques on outstation branches.	2 years following the financial year to which the guard book belongs. Where the guard book stretches beyond a financial year, it will be preserved for 2 years following the last of the years to which the Guard Book belong.
58.	Guard book containing copies: of lists of collection cheques or local branches.	- do –
59.	Guard book containing copies: of lists of collection cheques received from outstation for collection.	-do-

60.	Receipt book for pass books : (SB-28)	2 years.
61.	List of documents :	2 years.
62.	Long book/Transaction Book :	2 years.
63.	Guard book containing : applications of depositors for revival of silent accounts.	2 years.
64.	Error book maintained in : connection with the deposit by automatic transfer from SB account to RD accounts of the depositor.	5 years.
65.	Nominal Roll kept in SB/SC : branch.	10 years
66.	Debit Transfer Journal : (SB-2(a))	2 years.
67.	Credit Transfer Journal : (SB-2)(b).	2 years.
68.	Application of Transfer : (SB-10)(b)	2 years.
69.	Register of commission paid : to agent during the year.	3 years.
70.	Register of commission in paid : to agents for investments by enquiries.	-DO-
71.	Schedule of commission paid : To agents.	3 years.
72.	List of commission paid to agent:	2 years.
73.	Guard file containing monthly : schedules of RD accounts under pay Roll Savings Scheme In sub offices.	Same period as prescribed for SO RD journals.
74.	Guard file containing verification : memo of withdrawals of Rs. 5000/- and above received from inspecting officers.	1 Year from the date of completion of verification.

**APPENDIX IV****(See Rule 60)****MEMO OF ADMISION OF SB TRANSFER**

Oblong Stamp on transferring HO.

Part A – to be filled by the transferring HO

1. Category of accounts SB/RD/PPF/NSS/MIS.
2. Name of transferring Head Office with Sub Office, if any.
3. Number of Account.
4. Date of transfer.
5. Balance of the account transferred.
6. Details of IBBs, in case of SB/PPF Account.
7. Name of depositor.
8. Date of birth (in case of minor).
9. Date of last transaction.
10. Date of opening the account in case of RD/TD/NSS/MIS.
11. Any other detail considered necessary.

Signature of Incharge, SBCO  
(with designation stamp)Signature of Postmaster  
(with designation stamp)

Part B – to be filled by the Transferee HO

1. Name of HO/SO at which account opened.
2. Account Number assigned.
3. Date of opening the account.
4. Balance by which account opened.

Signature of Incharge, SBCO  
(with designation stamp)Signature of Postmaster  
(with designation stamp)

**APPENDIX V**  
**(See Rule 85)**

**REGISTER OF VERIFICATION MEMOS FOR WITHDRAWAL OF RS 5000/- AND ABOVE AT  
BOs/Single Handed SOs**

Sl. No.	Date	Account	Name of Office where account stands with name of AO in case of BO	Amount of withdrawal	IPO/PRI to whom sent
1.	2.	3.	4.	5.	6.
Signature of Postmaster	Date of Receipt back of verification memo.	Result of verification	Initials of Postmaster	Date of issue of reminder with initials of Postmaster	Remarks
7.	8.	9.	10.	11.	12.

**APPENDIX VI**  
**(See Rule 87)**  
**DEPARTMENT OF POSTS**

**CLAIM APPLICATION FOR SETTLEMENT OF SAVINGS ACCOUNT OF THE DECEASED  
DEPOSITOR WHERE THE CLAIM IS PREFERRED ON LEGAL EVIDENCE OF HEIRSHIP**

To

To Postmaster,

Sir,

In connection with the settlement of Savings account standing in the name of (deceased).....in the books of .....(name of Post Office), I .....a .....(state the full relationship) of the deceased who died on .....hereby claim the payment of the balance at the credit of the savings account No. ....In support of the claim, I hereby submit the original/certificate/attested copy of the following documents:-

- (i) A succession certificate granted by ..... under No. ....dated.....
- (ii) Probate of will granted by.....under No.....dated.....
- (iii) Letters of administration of Estate of the deceased granted by.....under No.....dated.....

Yours faithfully,

(Signature of claimant)

Address.....

.....

.....

Dated.....

Certificate by two witness

We hereby certify that the person who has applied and put his signature to the application for the payment is the real claimant and the same person in whose favour the Succession certificate/Probate of will/Letters of Administration has been granted by the court.

1. Signature and address.....  
.....  
.....

2. Signature and address .....  
.....  
.....

Dated.....

(To be filled in by the Post Office)

Certified that I am satisfied that the legal evidence of heir ship produced by the claimant is genuine and that the claimant whose name appears in the application form is the parson mentioned in the

Succession certificate/ Probate of will/Letters of Administration.

Date Stamp of Post Office

Signature of the Postmaster

Note: Whenever copies of the original documents are produced the claimant should get them attested by a responsible officer of the Post Office.



**APPENDIX VII**

(See Rule 87)

**DEPARTMENT OF POSTS****SANCTION FOR THE PAYMENT OF THE AMOUNT OF A SAVINGS ACCOUNT IN THE  
NAME OF A DECEASED DEPOSITOR**

From.....

To.....

Shri/Smt.....

No.....Dated .....

Sir/Madam,

Sanction is hereby accorded to the payment to you of Rs.....(Rupees.....) only being the balance, inclusive of interest at credit of the post office Savings Account No.....standing at.....Post Office in the name of late.....who is reported to have died on.....

2. The amount mentioned together with interest which has since accrued thereon will be paid to you on your making application direct to the Postmaster concerned through.....Post Office on surrendering the original sanction order.

3. Interest will also be allowed on the account of the deceased depositor upto the close of the month preceding the one in which payment is actually effected, only if the balance in the account of the deceased or the share thereof to which you are entitled together with balance, if any, in other Savings accounts held in your name or balances of your share in joint accounts held by you does not exceed Rs. 1,00,000/- and you should furnish a declaration to the Post Office that the amount payable out of the balance in the account of the deceased together with the balance in other Savings accounts in your name or balance of your share in joint accounts held by you does not exceed Rs. 1,00,000/-.

4. The Pass Book is returned herewith. The sanction will lapse after expiry of one year.

Yours faithfully,

Sanctioning authority (with designation)

Copy forwarded to:-

1. The Postmaster.....for information and necessary action. This has a reference to his No.....Dated..... The date of payment should be reported.

2. The Sub Postmaster.....for necessary action and reporting the date of payment.

3. The SB Control Organization..... HO for information.

No other accounts in the name of the deceased depositor falling under the Govt. Savings Banks' Act 1873 have come to notice.



**APPENDIX VIII**  
**Obverse**

(See Rule 109)

APPLICATION FOR THE PURPOSE OF AVAILING THE FACILITY OF AUTOMATIC  
TRANSFER FROM SB ACCOUNT TO RD ACCOUNT(S)

(TO BE FILLED UP IN DUPLICATE IN THE CASE IF THE ACCOUNTS STAND AT A SUB  
OFFICE)

To

The Postmaster  
Post Office.

Sir,

I/We\_\_\_\_\_ the holder/holders of SB account No.\_\_\_\_\_ requested that a sum of Rs.\_\_\_\_\_ (Rupees\_\_\_\_\_) may be debited every month/every 6/12 months to the above mentioned account and the same to be credited to the under mentioned RD account/ accounts standing in my/ our name(s) the name of my spouse/ dependent child.

Name of depositor(s)	Denomination	Account No.
----------------------	--------------	-------------

- (i)
- (ii)
- (iii)

This facility is not being availed of by me/ us at present in respect of any RD A/c in addition to the facility already granted to me/us in respect RD account No.\_\_\_\_\_.

I/We hereby declare that the conditions subject to which the facility of automatic transfer is permissible have been read by/to me/us and I/We accept all the said conditions and all such amendments thereto as may be issued from time to time as binding upon me/us. The pass books of the SB and RD accounts concerned are enclosed.

Yours faithfully,

Signature(s) of depositor(s)

Dated\_\_\_\_\_

**APPENDIX IX****(See Rule 109(ii)(b))****REGISTER OF AUTOMATIC TRANSFER FROM SAVINGS ACCOUNT TO RD ACCOUNT AT  
\_\_\_\_\_ POST OFFICE UNDER (separate folio to be allotted for each office) \_\_\_\_\_ Head  
Office.**

Sl. No.	Date of Registration of application	Name of depositor	Savings A/c Number	Total amount to be transferred	Particulars of RD Account	
					Account Number	Amount
1	2	3	4	5	6	

Month & year which account opened	Month & year of last installment	No. of defaults (progressive) with month and year of default	Initials of PA/ Postmaster	Remarks regarding death of depositor discontinuance of the facility discontinuance of RD account, condonation of defaults Name of spouse child on whose name the RD account is held where necessary, etc.
7.	8.	9.	10.	11.

Note:- Each RD account should be entered separately so that month and year of defaults may be clearly noted against it.

**APPENDIX X****(See Rule 53(2))****PROMORMA FOR THE REGISTER OF APPLICATIONS FOR TRANSFER RECEIVED  
AND ADVICES OF TRANSFER DESPATCHED**

1.	2.	3.	4.	5.	6.	7.
Sl. No.	Date of receipt of application of transfer in the H.O.	Name of Office where the Account stands	Account Number	Signature of ledger P.A. for the receipt of Application of transferee	No. and date of issue of A.T.	Amount
Name of	Initials of Mise. Assistant	Date on which intimation	Account Number assigned by	Date(s) on which reminder(s)	Initials of Mise. SB Assistant	Remarks

transferee		received	the transferee head office	issued		
8.	9.	10.	11	12.	13.	14.

**APPENDIX XI****(See Rule 68 (1))****APPLICATION FOR ISSUE OF A DUPLICATE PASS BOOK**

1. Account number and Type (SB,RD,TD etc.) whether minor, public/joint account etc. and in respect of TD account state the category of account.
2. Post office at which account stands (with the name of Head Office in brackets, if the account is not at a Head Office)
3. Name(s) of depositor(s).
4. (i) Address of the depositor(s) at the time opening the account.  
(ii) Present address of the depositor(s).
5. Date of opening account and office at which opened, if different from that at item 2.
6. Date and particulars of the last transaction in the account.
7. Balance at credit after the last transaction.
8. Name of the post office from which the account was last transferred to the office.
9. Date and circumstances of loss of pass book, result of efforts made to trace it, etc.
10. Remarks.

Affix Rs.10 postage stamp here as fee.
---

The particulars given above are true to the best of my/our knowledge. A duplicate pas book may please be issued to me/us. I shall surrender the original pass book, if found. @ The fee of Rs. 10 has been paid by affixing postage stamp.

@ Please score out if exemption has been granted.

Date.....

Signature(s) of depositor(s)  
Guardian/Person or Authority  
Operating the account.

Note:- If accurate information cannot be furnished in respect of columns 6 and 7, available particulars may be given.

**FOR OFFICAIL USE (REVERSE)****Part –I**

1. Has the account been traced in the ledger/binder, Index to Ledger Cards/SO-SB ledger and do the particulars furnished by the application(s) tally with the records?
2. Does the signature(s) of the application(s) tally with the specimen(s) on record? If not, has he/she been satisfactorily identified?
3. Has the register of undeliverable pass books in safe custody at the HO/SO been consulted and is the pass book available in the HO/SO or SBCO or lying undelivered in the sub office?
4. Recommendation regarding issue of a duplicate pass book.

Date.....

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

**Part-II**

Order of the Postmaster/Sub Postmaster

Duplicate pass book may/not not be issued.

Signature of PM/SPM with designation stamp

**Part – III**

Receipt for Duplicate Pass Book

Received the duplicate pass book of Account NO.....with a balance of  
Rs.....

Date stamp of  
Post Office.

Signature(s) of the  
Depositor(s)



## APENDIX XII

### INCENTIVES SCHEME FOR ED SUB AND BRANCH POSTMASTERS

The incentive scheme for E.D. Sub and Branch Postmasters was introduced for securing greater mobilization of savings in rural areas.

1. Payment of commission on deposits in PO Time Deposit Accounts Rates of commission admissible

Sl.No.	Type of Accounts	Rate of Commission
(i)	5-year accounts	2%
(ii)	2/3 year accounts	1%
(iii)	1-year accounts	½%

**Note 1:-** No commission is payable on deposits on which agency commission is payable to an authorized agents under the Standardized Agency System.

**Note 2:-** The ED Sub and Branch Postmasters will not be authorized to claim commission as authorized agents of these deposits.

**Note 3:-** No commission is payable on amounts redeposit in Time Deposit Accounts under Rule 6 of PO Time Deposits Rules, 1981.

**Note 4:-** Incentive commission will be payable to ED SPMS ED BPMs irrespective of the locations of the Post Offices i.e whether in rural area or in urban area.

2. Procedure to be followed by the Post Offices for the claim and payment of commission to the ED/Sub Branch Postmasters.

(i) The EDSPM Branch Postmaster will prepare, on the first of each month, a bill in the following form and submit the same to the head/account office duly invoiced in the Sub/Branch office daily account.

(ii) On receipt of the bill from the ED/Sub Branch Postmasters in respect of deposits made in Time Deposit accounts the ledger Assistant in the head office will be note the letter 'A' in red ink before the amount deposit in the Ledger Card if the deposit has been made in the branch office. The APM will check whether this has been done before passing the bill and place his initials against the concerned entry in the bill in token of having carried out this check.

#### Bill for claim of commission by ED SPM/Branch Postmaster for deposits in Time Deposit Accounts.

TD account No.	Category	Amount of deposit Rs.	Rate of commission Rs.	Commission claimed
1	2	3	4	5

Total

Total amount in words and figure(\_\_\_\_\_)

Signature of BPM

Date\_\_\_\_\_

Verified total deposits of Rs.\_\_\_\_\_ (in words and figures)

Date\_\_\_\_\_

Signature of SPM/APM(SB)  
Of the account/head office

Passed for payment for Rs. \_\_\_\_\_ (in words and figures)

Date \_\_\_\_\_

Signature of SPM/PM(SB)  
Of the account/head office

Received the amount specified above.

Date \_\_\_\_\_

Signature of ED BPM/SPM

Note: Only one copy of the bill is to be submitted by the EDBPM/SPM.

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(iii) In the sub office, the SB Assistant will check the bill received from the ED branch office with reference to the Time Deposit ledgers and ensure that it has been correctly prepared. He will put up to the Sub Postmaster who will put his initials against each deposit and sign the bill in token of having verified the amount of deposit after checking the correctness of the same. He will then pass the bill for payment under his dated signature and returned it to the SB Assistant for sending the same to the Branch Office duly entered in the Branch office slip.

(iv) In the head office, the ledger Assistant will check the bills received from the ED sub and branch offices in direct account with the entries in the ledger cards and ensure that bills have been correctly prepared and that no commission had been claimed in respect of deposits in 1/2/3/5-year Time Deposit accounts which have been made through authorized agents by referring to remark 'A' as indicated in item (i) above. He will put the bills to the A.P.M. (SB) who will put his initials against each deposit and sign the bills in token of having verified the amount of deposits after checking the correctness of the same. The bills then be put up to the Postmaster for passing them for payment. The postmaster will after passing the bills return them to the ledger Assistant who will transfer the same under receipt to the sub account Assistant for sending them to ED Sub/Branch Offices by entry in the Sub/Branch office slips.

(v) The ED Sub/Branch Postmaster on receipt of the bill duly passed by the head/account office will take payment of the commission after giving acquaintance for the amount in the bill and charge the same in Sub/Branch office daily account under a separate head "Payment of commission to E.D. Sub/Branch Postmaster". The voucher will then be sent to the head/account office along with the daily account in support of the charge.

(v) (vi) The Sub offices will send the vouchers received from branch offices to the head office by entry in the sub office daily account. In the Head Office and Sub Office, the amount will be charged under the head "Payment of commission to E.D. Sub/Branch Postmasters".

(vii) The ledger Assistant of the head office will check all the bills received from the sub offices with the entries in the ledger cards and ensure that the bills have been correctly prepared and that no commission has been claimed in respect of deposits in 1/2/3/5-year Time Deposit accounts which have been made through authorized agents by referring to remark 'A' as indicated in item (i) above. He will initial the vouchers in token of having carried out the checks. After the checks, the vouchers will be transferred to the Account Branch by the ledger Assistant under receipt.

(viii) In the head office, the vouchers as referred to in item (v) and (vii) above will be transferred to the Account Branch by the sub account Assistant and ledger Assistant. A daily schedule in the following form will be prepared. The amount will be charged in their B.O./S.O./H.O. Summary/ Cash Book under "Payment of Commission of E.D. Sub/Branch Postmasters". The total amount paid and charged will be agreed with the B.O. Summary in respect of other E.D. Branch and Sub Offices.

Schedule for payment of commission of ED Sub/Branch Postmasters on deposits in Time

Deposits Accounts.

Name \_\_\_\_\_ of \_\_\_\_\_  
H.O. .... Month.....  
.....

Sl. No.	Date	Name of SPM/BPM to Whom paid	Name of BO/SO	Amount of commission paid Rs. P.
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Date

Signature of PM

(ix) The account office (Sub or head office) will keep the record of all the bills passed and paid relating to commission claimed by the ED SPMs/ BPMs on time in a register (proforma enclosed) in order to keep a check over the double submission of the bill for the same period by the ED SPMs/BPMs.

**Proforma for Register of Bills of ED SPMs/BPMs passed.**

Sl No.	Name of ED BPM/ SPM	Name of Sub/ Branch office	Month to which the bill relates	Amount of the bill
1	2	3	4	5
Date on which bill passed	Initials of SPM/ PM	Date on which payment received by the ED BPM/ SPM	Initials of SPM/ PM	
6	7	8	9	

**PAYMENT OF COMMISSION ON PO DEPOSITS IN SAVINGS ACCOUNTS**

3.(1) A commission at the rate of 2% will be paid to E.D. Sub/Branch Postmaster on the net accretions, exclusive of interest, of not less than Rs. 500/- at the end of the year in P.O. Savings Accounts operated at their offices. The E.D. Sub/Branch Postmaster should be paid the commission for the whole amount if the net ascertain during the year is Rs.500/-, no commission will be admissible.

Explanation:- For example, if the net accretion during the year 1991-92 is Rs. 700/- E.D. Branch /Sub Postmaster will be entitled to the commission for the whole of Rs.700/- at the prescribed rate. If, however, the net accretion for the year is Rs. 450/, the E.D. Branch/Sub Postmaster will not be entitled to any commission as the net accretion is less than Rs. 500/-.

**Note1.** The term “net accretions” means the net deposits i.e. the excess of total deposits in the office over the total withdrawals during the same period.

**Note2.** In case more than one ED Sub/Branch Postmaster has worked during the financial year in a ED Sub/Branch Post office, the amount of commission is to be divided proportionately among the ED Sub/Branch Postmaster depending upon deposits.

**Note3.** The net deposits on which commission is payable will include deposits in all the types of accounts including provident fund accounts, superannuation funds accounts etc.

Note:4.For calculating the net accretions, the

- (a) Deposits made in March will be ignored. At the same time, withdrawals made in March will be taken into account.
- (b) The deposits made in the Account/Head Office will be taken into account.
- (c) The withdrawals made in the Account/Head Office will be taken into account along with the withdrawals made in the Extra Departmental Branch Office/ Sub Office.

**4. Procedure to be followed by the Post offices for the claim and payment of commission to the ED Sub/Branch Postmasters.**

(i) The ED Sub/Branch Postmaster who is eligible for the commission under the scheme will prepare in the month of April each year a bill in the following form in respect of the preceding financial year and submit the same to the Head/Account office duly entered in the SO/BO daily account. While preparing the bill, the deposits made in the month of March will not be taken into account but withdrawals made in March will be taken into account. The deposits made in the

Account/Head Office will be taken into account while the withdrawal made there will be taken into account along with the withdrawals made in the ED Branch/Sub Office. The amount from the entries made in the SB Journal/Long Book on receipt of intimation from the Account/Head Office.

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### PROFORMA

Name \_\_\_\_\_ of  
BO/SO \_\_\_\_\_ Year \_\_\_\_\_

	Deposits in cash	Deposits by cheque	Total deposits (col. 2 + 3)	Withdrawals in Branch office
1.	2.	3.	4.	5.
Withdrawals in Account office/ HO	Total amount withdrawals (col. (5+6)	Net deposits (col.4+7)	Total	
6.	7.	8.	9.	

Net accretion during the year (in words & figures) \_\_\_\_\_

Total amount of commission claimed (in words & figures) \_\_\_\_\_

Date.....  
EDBPM/SPM

Signature of

Signature of SPM/PM

Verified for payment for Rs.....(in words and figures)

Date..... passed for payment for B.....(in words & figures)

Date.....

Signature of SPM/PM

Received the amount specified above.

Date.....

Signature of ED BPM/SPM

Note:- Only one copy of the bill is to be submitted.

(ii) In the account/Head Office, the SB/Ledger Assistant will check the bill received from the ED branch/Sub Office in order to ensure that it has been correctly prepared and the amount of withdrawals as shown in the bill will be verified from the SO/BO summaries of preceding year. For this purpose the total amount of monthly deposits and withdrawals will be worked out from the BO/SO summaries by the Account/Head office.

(iii) For verification of the deposits by cheque at the ED Sub/Branch Office and the withdrawals in the

Account/Head Office, a register in the following form may be maintained by the SB/Ledger Assistant in the Account/Head Office to enable verifications of deposits by cheque and withdrawal in the Account/Head Office. Each office will be allotted two pages, one page for deposits and other page for withdrawals. The pages in the register. The entries in the register will be serially numbered. An index showing the name of office and pages allotted to each office will be prepared on the first page of the register will be made as and when transactions take place and attested by the SPM/PM, as the case may be. The entries will be totalled at the close of the year. The register may be got bound and kept in the custody of the SPM/PM.

Name of BO/SO\_\_\_\_\_

#### **DEPOSITS BY CHEQUE**

Serial No.	Date	Account NO.	Amount	Initials of SPM/PM
1.	2	3	4	5

Name \_\_\_\_\_ of  
BO/SO\_\_\_\_\_

#### **WITHDRAWALS IN ACCOUNT OFFICE/HO**

Serial No.	Date	Account NO.	Amount	Initials of SPM/PM
1.	2.	3.	4.	5.

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(iv) The SB/ledger Assistant will the submit then submit the bill to the SPM/PM who will, after scrutiny, pass the bill for payment under his dated signature. The bill will then be returned to the SB/Ledger Assistant for sending the same to the ED Sub/Branch Office duly entered in the Sub/Branch Office slip.

(v) The ED Sub/Branch Postmaster, on receipt of the bill passed by the Head/Account office, will take payment of the commission after giving acquaintance of the amount and charge the same in the Sub/Branch Office daily account under a separate head 'Payment of Commission to ED Sub/Branch Postmaster'. The voucher will then be sent to the Account/Head Office along with the daily account in support of the charge.

(vi) The Sub Office will send the voucher received from the Branch Office to the Head Office by entry in the Sub Office daily account. In Head Office and Sub Offices, the amount will be charged under the head "Payment of commission to ED Sub/Branch Post Offices".

(vii) In the Head Office, the vouchers received from the sub offices will be transferred to the Account Branch by the Sub Account Assistant. A daily schedule in the following form will then be prepared by the Account Branch. The amount will be charged in the BO/SO/HO Summary and Cash Book under the head "Payment of commission to ED Sub/Branch Postmaster". Total amount paid and charged will be agreed with the BO Summary in respect of Branch Offices in direct account and with the SO Summary in respect of other Sub/Branch Offices.

#### **SCHEDULE**

Name of H.O.....Month.....

Serial No.	Date	Name of SPM/BPM To whom paid	Name of BO/SO	Amount of commission (Rs.)	Total
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1	2	3	4	5	6
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Date:.....

Signature of PM

(vii) The Account Office/Head Office will also keep the record of all the bills passed and paid in the register, in the following form, in order to keep a check over the double submission of the bill for the same period by the BPM/SPMs.

**PROFORMA OF THE REGISTER**

Sl. No.	Name of ED BPM/SPM	Name of Sub/ Branch Office	Year to Which the Bill relates	Amount of the bill
1.	2.	3.	4.	5.
Date on which The bill passed	Initials of SPM/PM	Date on which payment received by the ED. BPM/SPM	Initials of the SPM/PM	
6.	7.	8.	9.	

### Appendix XIII

#### **PAYMENT OF PENSION TO P&T PENSIONERS THROUGH POST OFFICE SAVINGS BANK PENSION TO P&T PENSIONERS**

1. **New Pensioners:** A P&T employee about to retire and opting for the scheme will have to furnish a letter of authority and undertaking at Annexure A in favour of Postmaster concerned to receive his monthly pension for credit in his SB pension account to the head of the office along with the pension papers. The letter of authority will indicate the name of the Post Office through which the pensioner wishes to draw his pension after retirement. It will also contain an undertaking by the pensioner that any excess payment made towards his pension and credited to his savings pension account may be recovered or withdrawn from the said savings pension account by the Postmaster/Sub Postmaster.

**Note:-** The term P&T pensioners will on include P&T Audit Office pensioners.

2. The letter of authority and undertaking will be verified and sent by the head of the office direct to the head postmaster under whose jurisdiction the pension account is to be opened with a forwarding letter and other documents to the Postal Accounts Office for the issue of pension payment order.

3. The Savings Pension account which will be single account in the name of the pensioner can be opened in addition to the ordinary single/joint account in the same Post Office vide rule 4 of P.O. Savings Account Rules, 1981. The rate of interest applicable to the pension account will be same as in the case of single /joint account.

**Note:** The facilities of nomination and cheque can be allowed for these accounts like other single accounts. These accounts will be purely for credit of pension amount by the Postmaster. The deposits other than pension amount cannot be allowed in these accounts. The pensioner will operate the account only to withdraw money as and when he likes.

4. On receipt of the PPO form the Postal Accounts Office and the letter of authority and undertaking from the Head of the Office the Postmaster will make the entries of the PPO in the registers of PPOs in form (Pension-2) to be opened separately for such pensioners. Additional columns showing the savings account number and the name of the post office where it stands will be improvised in this register. The letter of authority and undertaking will be kept in a separate guard file and will bear the serial number of the register of the pension payment orders. The guard file will be kept in the personal custody of the postmaster. If the accounts is to stand at a sub office the pensioner's half of the PPOs will be sent to the sub office along with a copy of Postmaster's half of the PPOs with instructions to the SPM to credit the pension on the last working day of each month except for the month of March when it will be credited on the first working day of April in the savings pension accounts of the pensioners. The postmaster will also send an intimation to this effect to the pensioner requesting him to present himself at the head or sub office where the savings account is to stand for the purpose of opening of the savings pension account and crediting of the first pension.

5. When the pensioner attends the post office, the head/sub postmaster will, on proper identification of the pensioner, open a savings pension account with a credit of the first pension payment observing the normal procedure of opening a saving account after obtaining an application form (SB-3), etc. The entries of payment of first's pension will be made in both the halves in the Head/Sub Office. The pensioner's half of the PPO will be returned to the pensioner under receipt on the disburser's half of PPO.



5(A) Further entries in the pensioner's half of the PPO will be made in the following circumstances:

(a) When a change occurs in the quantum of pension and the relief admissible thereon due to revision of pension, increase in relief, etc. giving for the variation.

(b) When the paying post office is to be changed.

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(c) The pensioner will have to option an have the entries made in his half of the PPO at the appropriate time by presenting it to the paying Post Office.

**6. Existing Pensioners:-** In the case of existing pensioner who wishes to avail of this scheme, he will furnish the letter of authority and undertaking (Annexure-A) to the Postmaster/Sub Postmaster from whom he is getting his monthly pension along with the pensioner's half of the PPO. In case of sub office, the authority letter duly verified by the SPM will be sent to the Head Office along with pensioner's half and the copy of the Postmaster's half of the PPO kept in the sub office. The Head Postmaster after accepting the authority letter will make a note under his signature on the both halves of the PPO and copy of the Postmaster's half that the pension is to be credited in the SB Pension Account No. \_\_\_\_\_ of the pensioner to be opened at Post Office from the month of \_\_\_\_\_ onward. The Postmaster will keep Postmaster's half of the PPO in his office if the account stands at his office for noting the monthly payment of pension credited to the Saving Account of the pensioner and return the pensioner's half to the pensioner. The pensioner's half and copy of the postmaster's half of the PPO will be sent to the sub office if the account stands at Sub Office. The copy of the Postmaster's half of the PPO received in the Sub Office will be kept by the sub Postmaster for noting the monthly payment of the pension when credited to the Savings Account of the pensioner. The pensioner's half of the PPO will be returned to the Pensioner. The entry of the PPO as entered in the existing register of PPOs (Pension-2) will be transformed to the separate register of PPOs (Pension-2) to be opened for the pensioners who want to avail of the facility under the new scheme.

7. In the last week of the month the head or sub postmaster will prepare a separate schedule (Pension-4) for such pensioners in quadruplicate with an additional column for the number of the savings account. In the Head Post Office, the Postmaster will sign all the four copies of the schedule and pass on 3 copies to the APM(SB) under receipt on the last working day of month except the month of March when it will be created on 1st working day of April. The head or sub postmaster of the office where the account stand, will charge amount of the pension under the pension head in the sub office accounts. Head Office summary and other relevant records by per contra credit to the savings accounts of the pensioners under the normal procedure. The APM(SB) will after crediting the amount in the respective savings accounts on the last working day, endorse the following certificate under his dated signature on all the copies of the schedule.

“Certified that the amount shows above have been credited in the respective Savings accounts on \_\_\_\_\_”.

He will return one copy of the schedule to the pension Branch and retain the other two copies which will be attached with the list of transactions which is prepared in duplicate. A single entry of the total amount will be made in the list of transaction with suitable remarks. A single pay-in-slip will also be prepared for the total amount. On receipt of a copy of the schedule from the SB Branch the postmaster will furnish under his dated signature a certificate on both the copies of the schedule that the pension amounts of pensioners included in the schedule have been credited to the respective Savings Account of the pensioners. The copy of schedule which bears the certificate of the A.P.M.(SB) will be kept as office copy and the original copy of the schedule will be sent to the Postal Account Office with the month's cash

account. In Sub-Post Office the Sub Postmaster will furnish similar certificate and forward 2 copies of the schedule attached to the Daily Account to the Head Office, the third copy will be attached with the list of transactions and fourth copy kept as office copy. In the list of transactions a single entry of the total amount will be made with suitable remarks and a single pay-in-slip will be prepared for the whole amount. No pension bill is required to be filled in by the Postmaster/Sub Postmaster on behalf of the pensioners.

**Note:** Any other amounts payable to the pensioner by way of arrears of pension, ad-hoc relief commutation of pension, etc, will be credited to the P.O. Savings (Pension) account of the concerned by the Postmaster immediately on receipt of authorization to this effect without waiting for affording credit only on the firsts working day of the ensuring month.

8. **Income tax deductions:-** The pensioner may intimate to the Postmaster/Sub Postmaster the amount of income tax, if any, to be deducted form the pension during the course of the year. The amount of income tax will be deducted from the pension in monthly installments or in as many

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installments as may be instructed by the pensioner and shown in the schedule of pension payment (Pen-4). In such cases net amount of pension will be credited in the savings account of the pensioner. The amount of income tax deducted will also be noted in both the copies of the PPO. At the close of the financial year the head Postmaster will furnish a certificate in form at Annexure 'B'' to the pensioner showing the amount of the pension paid during the year and the ;total amount of deduction made on account of income tax.

**Note:** Normally provision of this para will be observed by the Head Office and when there is no intimation from the pensioner, total amount of income tax will be calculated by Head Post Office and intimated to the Sub Post Office concerned, if the account of the pensioner stands at a sub office.

9. **Commutation:-** The pensioner will apply to the head of the office from where he retired who will sanction the commutation and indicate also the revised amount of pension. This will be conveyed to the Director of Accounts (Postal) who will suitably advise the head Post Master. The Head Postmaster will make a suitable note in both the copies of the PPO under his dated signature quoting the said authority. The reduction in the amount of pension on account of commutation shall become operative from the date of receipt of the commutation money by the pensioner or 3 months after the issue of the letter by the competent authority asking the pensioner to collect the commutation money whichever is earlier. The commutation money will also be paid by credit to the Saving Pension account.

**Note:** The date of credit of commutation money in the Savings (Pension) Account may be taken as the date of receipt of commutation money.

10. **Appearance of pensioners and furnishing of life certificate:-**

(I) The pensioner will appear in person at least once a year either in June or December before the Postmaster concerned and in addition send a life certificate (duly attested by any one authorized for this) once a year in June or December and vice-versa. The pensioner will also send a non-employment certificate in form at Annexure-C once a year in the month of November each year. In case the pensioner fails either to appear in person or send life and non-employment certificate, the pension will not be automatically credited to his account.

Provided that if the pensioner appears before the disbursing officer both in the months of June and December, he need not produce life certificate. In such cases the disbursing officer will made a remark

in the pension schedule indicating the fact of personal appearance in both the months. The fact of personal appearance in June and December should also be noted by the disbursing officer in the remarks column of the PPO under his dated signature.

(ii) Note of personal appearance once a year will be made by the Postmaster/Sub Postmaster on the PPO under his dated signature if the personal appearance is made once a year. The life and non-employment certificates will be attached to the concerned schedule which will be sent to the Postal Accounts Office. A note of the receipt of these certificates will be made in the remarks column of the register of PPOs against the concerned pensioner under the date initials of the Postmaster.

**Note:** Exemption from personal appearance in the case of Pensioners residing abroad:- The above rule requires the pensioner to appear in person at least once a year, either in June or in December, before the concerned Postmaster and in addition to send a life certificate (duly attested by any one authorized for this) once a year in the either month of the two. In the past, requests from some P&T pensioners residing abroad were received to the effect that they might be exempted from personal appearance on account of their being abroad. Taking into account the general difficulties of such pensioners in observing the provision of this rule in toto, it has been decided, in relaxation of the rule that P&T Pensioners residing abroad be exempted from personal appearance on fulfillment of the following conditions:

(i) The pensioner furnishes an indemnity bond in Form g to refund overpayments in case they cannot be adjusted from the pension account.

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(ii) Life certificate duly signed and attested by a Gazetted Officer not below the Rank of an attaché of Indian Embassy in the country where the Pensioner resides is furnished once in six months, in June and in the December.

11. The Postmaster/Sub Postmaster will not credit the amount of pension in the Savings account of the pensioners unless the conditions laid down in para 10 are fulfilled by the pensioners. The Postmaster concerned will send an intimation at once to the pensioner regarding the particular deficiency which has resulted in the stoppage of automatic credit. If the pensioner does not furnish the life certificate in the month of June or December, as the case may be, the Postmaster/Sub Postmaster will make enquiries about the whereabouts of the pensioner at the address available in the Post Office record. In case, it is found that the pensioner has expired, the date of death will be got ascertained and noted in the PPO under the initials of the Postmaster/Sub Postmaster, /Further credit of the pension to the Savings account will be stopped.

12. In case of the excess or wrong credit of pension because of the death of the pensioner, the amount excess credited will be withdrawn through SB withdrawal form by the Postmaster from the Savings account of the pensioner under his own signature on the basis of undertaking given by the pensioner in the authority letter and credited under the Head "Unclassified receipts" with suitable remarks. For this purpose a receipt in form A.C.G.-67 will be issued and attached with the warrant of payment, remark to this effect will be made in the PPO also. In case the balance left in the account is so small that the full recovery is not possible the amount of over payment will be recovered from heirs of the pensioner.

13. The words "P&T Pensioner" will be noted in red ink at the top of the ledger card/ledger. This will remind the SB counter Assistant to obtain the required certificate, if necessary, from the pensioner when he visits the post office for making any transaction in his account.

14. **Transfer of pension:-** When a pensioner applies for the transfer of his pension to another post office the following procedure will be observed:-

(i) When the Savings account the pensioner is transferred from one sub post office to another sub post office under the same head office, the post office hitherto making payments will transfer the disburser's copy of the PPO along with the documents to the Head Office, the head office after making a note of transfer in his record, and the disburser's copy of the PPO will transfer the documents to the new post office. No advice to the Director of Accounts (Postal) will be necessary.

(ii) If the Savings Account of the pensioner is transferred from one head office to another head office under the jurisdiction of same Postal Accounts Office, the Head Postmaster will transfer the PPO along with other documents to the transfer Head Office. A note to this effect will be made in the register of PPOs so that no further payment is made by his office. He will intimate the transferred Head Office as also the Postal accounts Office the month upto which the pension of the pensioner has been credited to his account. The transferee Head Office which acknowledging the receipt of the pension papers will intimate the Postal Accounts Office the month from which he has to commence pension payment and the case mark of the transferring head office.

(iii) If the transfer of the Savings Account is from one head office to another within the jurisdiction of another Postal account Office, the transferring Head Postmaster will return the PPO and other documents to the Postal Accounts Office which originally issued the authority for the payment of pension. The Director of Accounts (Postal) will arrange payment of pension through the Director of Accounts (Postal) of the transferee head post office.

15. **Receipt of family pension:** The amount of family pension payable to the widow/widower of the deceased pensioner is also given in the pension order. When she/he becomes entitled to received family pension the head postmaster will obtain the following documents form the widow/widower who will also be asked to open a saving Pension Account/in her/his name.

- (i) Death certificate of pensioner.
- (ii) Application for the family pension in the form at Annexure 'D'.
- (iii) A copy of the photograph.

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- (iv) A letter of authority and undertaking (Annexure-A).

16. On receipt of the above documents the Head Postmaster will authorize the concerned post office to start paying family pension to the widow/widower as mentioned the PPO after necessary scrutiny and verification of the documents. The head post office will also send an intimation in this regard to the Director of Accounts (Postal) in the Annexure 'E'. The declaration in the form at Annexure 'F' whose family pension is terminable on marriage/re-marriage will be obtained from the pensioner once a year in December. The certificate contained in the declaration will be countersigned by a responsible officer or a well know person.

17. **Revocation of option:** A pensioner who has opted for this scheme is free to revoke his option and draw his pension otherwise, but before doing so he must give notice of a minimum period of three calendar months to the Postmaster of the Post Office from where he has been drawing his pension. The following procedure will be followed for this purpose.

(i) When a pensioner desires to revoke his option to draw the pension thorough PO Savings account and wishes to draw the pension in cash/cheque, he should apply to this effect to Postmaster concerned by giving clear notice of three calendar months. The application should be submitted in duplicate in case the pension account stands at a Sub Post Office and in single if the account stands at the

Head Post Office.

The application should contain the following details:

- (a) Name of pensioner;
- (b) PPO Number;
- (c) Office from which retired;
- (d) Post held before retirement;
- (e) Amount on pension;
- (f) Name of post office from which pension is being drawn;
- (g) Savings (Pension Account) No.

(ii) When a pensioner is drawing pension from a sub post office, the Sub Postmaster will forward a copy of the pensioner's application to the head office keeping duplicate copy of application as office record. He will complete the entries in the pensioner's half and copy of Postmaster's half of the PPO kept in the sub office. A suitable note will be made the pension account in the ledger and in the PPO's register (Pension-2) against the relevant entry about the revocation of option and the month from which it has to take effect under the dated signature of the Sub Postmaster. The pensioner's half will be returned to the pensioner under the receipt to be taken to the applications seeking revocation of option after the expiry of the notice period. The Sub Postmaster will certify under his dated signature on the application or revocation that suitable remarks have been made in all the relevant records before it is sent to the Head Office.

(iii) The Head Postmaster, on receipt of application of revocation of option from the pensioner drawing pension from his office, or application of revocation from the sub post office, as the case may be, will complete the entries in disburser's half/Pensioner's half and made necessary entries in the ledger card (Pension Account), PPO register (Pension-2) and letter of authority and undertaking about the revocation of option and the month from which it has to take effect under his dated signature. The pensioner's half will be returned to the pensioner under the receipt on the application seeking revocation of option after the expiry of the notice period. The postmaster will also pass remarks on application of revocation under his dated signature that suitable remarks have been made in all the relevant records. The application will be kept along with the letter of authority and undertaking already kept in the guard file.

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(iv) The Head Postmaster will thereafter send an intimation about the revocation of option by the pensioner and the month of which it has to take effect to the Director of Postal Accounts to enable him to make suitable entries in his office records.

(v) No further amount of pension will be credited in the pensioner's account by the Sub Postmaster/Head Postmaster after the return of pensioner's half to the pensioner. The pensioner will be intimated the month from which the credit of pension will be stopped in his account. He will also be advised to close his savings pension account. The entry of PPO will be made in the register of the PPOs (pension-2) meant for pension drawing their pension in cash/cheque, the entry in the register meant for pensioners drawing their pension through PO Savings pensions account will be scored after making suitable remarks.

18. **Life-time arrears:** Life-time arrears due to the pensioner upto and including the date of his death will also be credited to the pensioner's pension account to be paid to the nominee or the heir in accordance with the procedure prescribed for settlement of Savings Bank claims in the accounts of deceased depositors.

19. **Payment of pension on last working day of the month through Post Office Savings Bank:-**  
(1) A withdrawal of pension from Pension Saving account is allowed on the last working day after the amount of pension is credited to the pension account.

20. **Submission of life certificate by pensioners drawing their pension through P.O.S.B. :-** (1) The pensioners will furnish a Life Certificate in November each year in the form already prescribed. The Postmaster will give Life Certificate for the purpose, In case the pensioner is unable to obtain a Life Certificate from the Postmaster on account of serious illness/ incapacitation etc., an intimation to this effect supported by a medical certificate from a registered medical practitioner about his inability to appear in person may be sent by him/her to the office-in-charge of the paying post office so that the latter may visit the pensioner at his/her residence/hospital for the purpose of recording the Life Certificate.

21. **Payment of Arrears of Dearness Relief and Pension/Family Pension to the Pensioner/Family Pensioner of the Department of Posts through Post Office.** (1) In the case of Pensioners/Family pensioners getting their Pension/Family Pension through Post Office, Savings Bank Accounts with cheque facility, pension disbursing post offices may arrange payment of revised dearness Relief, Pension/Family Pension etc, and; arrears thereof as a result of general revision of Dearness Relief and Pension/Family Pension to the Pensioners/Family Pension by crediting the amount due to their Savings Bank Accounts on the basis of the instructions that may be issued from time to time by the Department of Pension and Pensioners Welfare through various newspapers without waiting for any formal orders from the Department of Posts.

## **ANNEXURE A'**

**(See Para 1)**

### **Pensioner/Government Servant's letter of authority and undertaking**

Note: Para 1 is to be filled in by retiring Govt. Servants only.

1. I hereby authorize the Postmaster/Sub Postmaster to receive my monthly pension on my behalf and credit the same to my Savings Pension Account on the first working day of every month as per particulars given below:-

- (i) Name in full\_\_\_\_\_
- (ii) Particulars of Post Office/Sub Post Office\_\_\_\_\_
- (iii) Particulars of Head Post Office concerned\_\_\_\_\_
- \*\* (iv) Savings Accounts (Pension) No.\_\_\_\_\_

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(iv) Amount of pension per month (in words)\_\_\_\_\_

(v) Designation and office where working at the time of retirement

\_\_\_\_\_.

Note: Para 2 is to be filled in by existing pensioners only who opt for the scheme.

2. I am a P&T Pensioner drawing my pension from the \_\_\_\_\_ Post Office. I wish to draw my pension through my Savings Pension account and accordingly I hereby authorize the postmaster/sub postmaster to receive my monthly pension on my behalf and credit the same to my Savings account (Pension) on the first working day of every month as per particulars given below:-

(i) Name in full \_\_\_\_\_

(ii) Designation and office where working at the time of retirement \_\_\_\_\_

(iii) Savings Account (Pension No.) \_\_\_\_\_

(iv) Pension payment order No. \_\_\_\_\_

(v) Amount of pension per month (in words) \_\_\_\_\_

\*\* To be filled in at the time of the first personal appearance of the Pensioner before the Postmaster/Sub Postmaster.

3. I agree to undertake that any amount of excess/wrong payment of pension, if credited to my above Savings Account, may be recovered or withdrawn from the said Savings Account by the said Postmaster/Sub Postmaster.

4. This authority shall remain in force until due notice in writing of its revocation is given by me.

Signature of Witness:

Signature of Government

Servant/P&T Pensioner

1. Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Father's Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**ANNEXURE 'B'**

**(See Para 8)**

**CERTIFICATE OF DEDUCTION OF INCOME TAX**

Certified that following amount has been recovered on account of Income Tax and Surcharge on Income Tax from the amount of pension credited to the Savings Account (Pension) of the pensioner named below:

1. Name of the pensioner
2. Financial year.
3. Amount of pension
4. Income Tax
5. Surcharge on Income Tax

Date .....

Postmaster

.....Head Post Office

**ANNEXURE Ç'**

**(See Para 10)**

**NON-EMPLOYMENT CERTIFICATE**

% I declare that I have not received any remuneration for serving in any capacity in an establishment of the Central Government or State Government or a Government Undertaking or from a local Fund during the period of December to May, 19 .....June to November, 19.....

% I declare that I have been employed/re-employed in the Office of .....and was in receipt of the following emoluments during the period\*.....

% I declare that I have / have not accepted any employment after obtaining/without obtaining sanction of the Government (to be furnished by Central Service Class 1 Officer during first two years from the date of retirement).

% I declare that I have/have not accepted any employment under any Government outside India after obtaining/without obtaining sanction of the Government (to be furnished by Central Service Class 1 Officer only).

% delete whichever is not applicable

\* to be specified.

Place.....

Signature

Date.....

Name of the Pensioner

P.P.O. No.....



**ANNEXURE 'D'****FORM OF APPLICATION OF FAMILY PENSION**

(See Para 14)

Form T.R. 40 –A (Modified)

(Family Pension Scheme for Central Government Employees 1964)

Application for a family pension for the family of the  
 Shri/Smt.....Designation.....in the office of .....

1. Name of the applicant
2. Relationship to the deceased Government servant/pensioner.
3. Date of retirement, if the deceased was a pensioner.
4. Date of death of Government Servant/Pensioner.
5. Names and ages of surviving Kids of the deceased.

Name	Date of birth by Christian era
Widow/ Widower	
Sons	
Unmarried Daughters	

6. Name of the Head Post Office

And its sub post office through

Which the deceased pensioner

Was drawing his pension and

His pension of post office at

Which payment is desired.

7. Name of post office at which Payment is desired.

8. Signature or left thumb impression in the

Case of those who are not literate enough

to sign their names was drawing his pension and his

Pension Savings Account No.

9. Name of post office at which payment is desired.
  - 10 Signature or left thumb impression in the case’
- Of those who are literate enough to sign their names.
- 11 Descriptive roll of.....widow/widower/

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Guardians of the minor children of late.....

- (i) Date of birth by Christian era).....
- (ii) Height
- (iii) Personal marks if any on hand or face
- (iv) Left hand thumb and figure impressions

Small Finger Ring Finger Middle Finger Index Finger

7. Full address of the applicant.

Attested by

Witness

1.

2.

1.

2.

Note: The descriptive roll (Col.9) and signature or left hand thumb and fingers impression accompanying the application for family pension should be in duplicate in two separate sheets and attested by two Gazetted Officers or persons of respectability in the town, village or Parganas in which the applicant resides.

## ANNEXURE É’

(See Para 16)

### FORM OF INTIAMTION

#### Form T.R. 40-B (Modified)

From,

Postmaster.....PO

To.

The Director of Accounts (Postal)

.....

No.....

Date.....

Sir,

I am to inform you that Shri/Smt. ....holder of Pension Payment Order No..... who was drawing his/her pension from this post office through Savings Account No.....died on.....

The first payment of family pension @ Rs.....Rupees.....only) per month has been made to Shri/Smt. For the period from.....to .....through his/her Savings Account No.....Before making the said payment the death certificate the application form and the other documents prescribed have been obtained from the claimant and accepted after necessary scrutiny. I have also personally satisfied myself about the identity and title of the claimant.

Your faithfully,

(Postmaster)

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### **ANNEXURE 'F'**

(See Para 16)

### **CERTIFICATE OF RE-MARRIAGE/NON-MARRIAGE**

I hereby declare that I am not married/I have not been married during the past six/twelve months.

Place.....

Signature.....

Date.....

Name of the Pensioner....

P.P.O No.....

I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of a responsible Officer

Or a well-known person

Place.....

Name.....

Date.....

Designation.....

### **ANNEXURE 'G'**

(See Para 10)

### **INDEMNITY BOND**

(To be executed by the P&T Pensioner residing abroad exempted from personal appearance before the Disbursing Officer)

KNOW ALL MEN BY THESE PRESENT that I.....son of.....at present residing at .....(hereinafter referred to as obligor) hereby hold and bind myself, my heirs executors, administrators and legal representative of the President of India, exercising the executive power of the Government of India (hereinafter referred to as "The Government") for the refund to the Government, on demand and without demur any overpayment that my be made to me by the Government.

Signature this.....day of.....one thousand nine hundred and.....

WHEREAS the obligor is a P&T Pensioner and applied to the Government for being exempted from personal appearance before the Pension Disbursing Authority as required by para 3.10 of the Scheme for payment of Pension to P&T Pensioners through Post Office Savings Pension Account No..... standing at P.O. in the name of obligor on account of his staying aboard.

AND WHEREAS the Government, having agreed to grant the aforesaid exemption to the obligor, the obligor has agreed to indemnify and to keep Government indemnified and to execute the above bond, subject to the terms and conditions herein contained.

NOW THE CONDITON OF THE BOND is such, that if after the said pension has been paid to the obligor as recited, and if it is subsequently discovered that the obligor has been overpaid, the obligor shall on demand refund and return to the Government any amount so overpaid on account of the said pension. THEN the above written bond shall be void, otherwise the same shall remaining full force and effect.

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BUT SO NEVERTHELESS that if the obligor shall die or become insolvent, the said overpayment shall become due and payable to the Government recoverable in one installment from the heirs and legal representative of the obligor by virtue of this bond.

The obligor shall not be discharged or released from his obligation in any manner by any indulgence shown/ extended to him by the Government for any reason or of any kind, including delay in demanding refund of the amount of repayments herein below provided without prejudice to other rights of the Government.

INWITNESS WHEREOF the obligor has executed these presents on the day of .....Two thousand and .....Executed by.....obligor herein the presence of .....

Signature of obligor

Witness:

1. Signature

Address

Occupation

2. Signature

Address

Address

Accepted for and on behalf of the President of India by.....in the presence of.....

Witness:

1.

2.

.....

.....

Name, designation and signature

## APPENDIX XIV

### DISBURSMENT OF PENSION TO RAILWAY PENSIONERS THROUGH POST OFFICES

#### PROCEDURE TO BE FOLLOWED BY POST OFFICE

1. A Railway employee about to retire and opting for this scheme will have to furnish a letter of authority and undertaking in form at Annexure-1 in favour of the Postmaster concerned to receive his monthly pension for credit in his Savings Pension account to his pension sanctioning authority (FA&CAO/Divisional/Workshop Accounts Officer) along with the application for pension. The letter of authority and undertaking will indicate the name of the post office through which the pensioner wishes to draw his pension after retirement. It will also contain an undertaking by the pensioners that any excess payment made towards his pension and credited to his Savings Pension account may be recovered or withdrawn from the Savings Pension account by the Postmaster/Sub Postmaster.

2. After the pension is sanctioned and the PPO is issued, the FA&CAO/Divisional/Workshop Accounts Officer will forward to the concerned Director of Accounts (Postal) the following documents under intimation to the pensioner:

- (i) PPO (disburser's and pensioner's portion).
- (ii) Specimen signature of pensioner duly attested.
- (iii) Photograph/Joint photograph of the pensioner duly attested.
- (iv) Letter of authority and under taking (**Annexure 1**).

The PPO will contain a note that the pension is to be credited to the Savings Pension Accounts of the Pensioner to the opened at \_\_\_\_\_post office.

**Note 1:-** The pension account can be opened in addition to the ordinary single /joint account in the same post office. The rate of interest applicable to the savings pension account will be the same as in the case of single/joint account.

**Note 2:-** The facilities of nomination and cheque can be allowed for these accounts like other single accounts. These accounts will be purely for credit of pension amounts by the Postmaster. The deposits other than pension amount cannot be allowed in these accounts. The pensioner will operate the account only to withdraw money as and when he likes.

3. The Director of Accounts (Postal) will forward the pension documents and letter of authority referred to above to Head Post Office concerned after keeping a record of the necessary particulars relating to the pensioner in a register to be maintained for this purpose in his office.

4. On receipt of the PPO along with letter of authority the Postmaster will make the entries of the PPO in a register of PPOs in form "Pension 2" to be opened separately for Railway Pensioners. Additional columns showing the Savings Account No. and the name of the post office where it stands will be improvised in this register. The letter of authority will be kept in a separate guard file and will bear the serial number of the register of the pension payment order. The guard file will be kept in the personal custody of the Postmaster.

5. If the account of pensioner is to stand at a sub post office the head offices will forward the

following documents to the sub office:

(i) A copy of the PPO with endorsement thereon “made payable at.....sub office w..e.f.....”

(ii) A copy of the photograph/joint photograph.

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(iii) Specimen signature.

(iv) Pensioner's half of the P.P.O.

The Postmaster will authorize the Sub Postmaster to credit the pension on the last working day of each month except the month of March when it will be credited on the first working day of April. He will also issue an intimation to this effect to the pensioner requesting him, simultaneously to present himself at the head office or the sub office where the account is to stand for the purpose of opening of the Savings account.

6. When the pensioner attends the post office, the Head/Sub Postmaster will, on proper identification of the pensioner, open a Savings pension account with a credit of a first pension payment observing the normal procedure of opening Savings account after obtaining an application form (SB-3) etc. On the pensioner's half of the PPO the Postmaster/Sub Postmaster, will make a note of the payment of the first pension and hand over the same to the pensioner.

6A. Further entries in the pensioner's half of the PPO will be made only in the following circumstances:-

(a) When a change occurs in the quantum of pension and the relief admissible thereon due to revision of pension, increase in relief, etc. giving reason for this variation.

(b) When the paying post office is to be changed.

(c) The pensioners will have the option to have the entries made in their half of the PPO at the appropriate time by presenting to the paying post office.

7. In the case of an existing pensioner who wishes to draw his pension through postal office, the documents will be received from the Treasury Officer under his special seal by the Director/Deputy Director of accounts (Postal) who will arrange payment through the desired post office. The specimen of the special seal of the Treasury Officer and his specimen signature will be given to the Director/Deputy Director of Accounts (Postal) in advance for this purpose. The Director/Deputy Director of Account (Postal) will address the purpose. The Director /Deputy Director of accounts (Postal) will address the F.A.&C.A.O./Divisional/Workshop Accounts Officer in this regard and ask for confirmation in the proforma vide **Annexure II**. In the case of existing Railway Pensioners who opt to draw pension through Post Office Savings Bank both the halves of the PPO would be received by the concerned pot office through the Director of Postal Accounts along with other documents. A note will be made of the payment of the first pension in the Pensioner's portion of the PPO which will be handed over to the pensioner when he presents himself for receiving the first payment.

8. **Commutation:-** The pensioner will apply to the Pensioner sanctioning authority who will sanction the commutation and indicate also the revised amount of pension. This will be conveyed to the Director of Account (Postal) who will suitably advise the Head Postmaster. The Head Postmaster will make a suitable note in both the copies of the PPO under his dated signature quoting the said authority. The reduction in the amount of pension on account of commutation shall become operative from the date of payment of commuted value of pension to the pensioner or 3 months from the date of issue of the letter

by the competent authority asking the pensioner to collect the commutation money whichever is earlier. The commutation money will also be paid by credit to the savings pensions account.

9. **Credit of pension:-** In the last week of the month Head or Sub Postmaster will prepare a separate schedule (pension-4) for such pensioners in quadruplicate with an additional column of the number of savings account. The words 'Railway Pensioners' will be written in red ink at the top of each copy of the schedule. In the Head Post Office, the Postmaster will sign all the four copies of the schedule and pass on the third and fourth copies to the APM (SB) under receipt on the last working day except for the month of March when it will be credited on 1st working day of April. The head or sub postmaster of the office where the account stands will charge the amount of pension under a separate head, "Pension payment to Railway Pensioners" in the sub office account. Head Office Summary and other relevant records by per contra credit to the Savings accounts of the pensioners under the normal procedure. The APM(SB) will after crediting the amount in the respective saving accounts on the last working day of the month endorse the following certificate under his dated signature on both the copies of the schedule.

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"Certified that the amount shown above have been credited in the respective accounts on.....".

He will return one copy of the schedule to the Pension Branch and retain the other copy for his record which will be kept in a separate guard file. The list of transactions will be prepared from this copy as per normal procedure. If the transactions are a few, a separate pay-in-slip may be prepared by the post office for each account and a separate entry of each deposit be made in the list of transactions. If, however, the number of pensioners is large, a single pay-in-slip may be prepared for the total amount. A single entry of the total amount may be made in the list of transactions with suitable remarks and a copy of the schedule in support of the entries attached with the list of transactions. On receipt of the copy from APM (SB) the Postmaster will furnish under his dated signature a certificate on three copies of the schedule that the pension amount of pensioners included in the schedule have been credited to the respective Savings Accounts of the Pensioners. The copy of the schedule which bears the certificate of the A.P.M. (SB) will be kept as office copy, and the original and the second copy of the schedule will be sent to the Postal Accounts;Office with the month's Cash Account. In Sub Post Office, the Sub Postmaster will furnish similar certificates and forward three copies of the schedule attached to the Daily Accounts to the Head Office, the fourth copy being retained as office copy in the Sub Post Office. No pension bill will be required to be filled in by the Postmaster/Sub Postmaster on behalf of the pensioners.

**Note:-** The monthly pension schedules should be prepared Railway wise and contain all the information referred to in para 14.1 of the Scheme. The schedules may be sent to the Postal Accounts Office along with the cash account in support of the charge.

10. **Income Tax deductions:-** The pensioners may intimate to the Postmaster/Sub Postmaster the amount of income tax, if any, to be deducted from the pension during the course of the year. The amount of income tax will be deducted from the pension in monthly installments or in installments as per instructions of the pensioners and shown in the schedule of pension payment (Pen-4). In such cases net amount of pension will be credited to the Savings Account of pensioner. The amount of income tax deducted will also be noted in both the copies of the PPO. At the close of the financial year the Head Postmaster will furnish a certificate in form at **Annexure III** to the pensioner showing the gross amount of the pension paid in the year and the total amount of deductions made on the account of income tax.

**Note:-** Normally provisions of para 12 of the scheme will be observed by the Head Post Office and when there is no intimation from the pensioner, total amount of income tax will be calculated by Head Post Office and intimated to the sub post office concerned, if the account of the pensioner stands at a sub post office.



#### 8. **Appearance of pensioners and furnishing of necessary certificates:-**

The pensioner will appear in person at least once a year either in June or December before the postmaster concerned and in addition send a life certificate **Annexure-IV** (duly attested by any one authorized for this) once a year in June or December. If he has appeared in person in June, he will send the life certificate in December and vice versa. The pensioner will also send a non employment certificate in form at **Annexure-V** once a year in the month of November each year. In case the pensioner fails either to appear in person or send the life and non-employment certificate, the pension will not be automatically credited to his account. A note of appearance of the pensioner once a year will be made by the Postmaster in the PPO under his dated signature. The life and non-employment certificate will be attached to the concerned schedule which will be sent to the Postal Accounts Office. A note of the receipt of these certificate will be made in the remarks column of the register of PPO against the concern pensioner under the dated initials of the Postmaster.

**Note:-** If the pensioner appears before the disbursing officer both in the months of June and December, he need not produced life certificate. In such cases the disbursing officer will make a remark in the pension schedule indicating the fact of personal appearance in both the months. The fact of personal appearance in June and December should also be noted by the disbursing officer in the remarks column of the PPO under his dated signature.

12. The Postmaster will not credit the amount of pension in the savings account of the pensioner unless the conditions laid down in para 11 are fulfilled by the pensioner. The Postmaster concerned will send an initiation at once to the pensioner regarding the particular deficiency which has resulted in the stoppage of automatic credit of pension. If the pensioner does not furnish the life certificate in the month of June and December, as the case may be, the Postmaster/Sub Postmaster will make enquiries above the whereabouts of the pensioner at the address available in the post office record. In case it is found that the pensioner had expired, the date of death will be got ascertained and noted in the PPO under the initials of the Postmaster. Further credit of the pension of the Savings Account will be stopped.

13. In case of excess or wrong credit of pension because of the death of the pensioner, the amount excess credited will be withdrawn by the Postmaster from the savings account of the pensioner under his own signature on the basis of undertaking given by the pensioner in the authority letter and credited under the Head Unclassified receipts” with suitable remarks. A remark to this effect will be made in the PPO also. In case the balance left in the account is so small that the full recovery is not possible, the amount of over payment will be intimated to director of Account (Postal) by the Head Postmaster. Besides sending the intimation of pension which cannot be recovered, a detailed report through the next superior Authority showing the exact circumstances in which the over payment has been made may also be sent to the Postal Account Office within one month.

14. The words “Railway pensioner” will be noted in red ink at the top of the ledger card/ledger. This will remind the S.B. Counter Assistant to obtain the required certificate, if necessary, from the pensioner when he visit the post office for making any transaction in his account.

15. Transfer of pension:- When a pensioner applies for the transfer of his pension to another post office the following procedure will be followed:-

(i) When the Savings Account of the pensioner is transferred from one sub post office to another sub post office under the same head office, the post office hitherto making payments will transfer the disburser’s copy of the PPO along with the documents to the head office. The head office after making a note to transfer in his record and the disburser’s copy of the PPO will transfer the documents to the new sub post office. No advice to the Director of Accounts (Postal) will be necessary.

(ii) If the savings account of the pensioner is transferred from one head office to another under the jurisdiction of same Postal Account Office, the Head Postmaster will transfer the PPO along with other documents to the transferee head office. A note to this effect will be made in the register of PPOs so that no-further payment is made by his office. He will intimate the transferee head office as also the postal Accounts Office the month upto which the pension of the pensioner has been credited in his account. The transferee head office will acknowledge the receipt of the pension papers and will intimate the postal Accounts Office the month from which he has to commence pension payments and the case mark of the transferee head office.

(iii) If the transfer of the saving account is from one head office to another head office within the jurisdiction of another postal Account Office, the transferring Head Postmaster will return the PPO and other documents to the Postal accounts Office which originally issued the authority for the payment of pension. The Director of accounts (Postal) will arrange the payment of pension though the Director of Accounts (Postal) of the transferee head post office.

(iv) In all cases of transfer of payment from on post office to another the Director of Accounts (Postal) should send an intimation to the FA&CAO, concerned.

16. **Receipt of Family Pension:-** The amount of family pension payable to the widow/widower of the deceased pensioner is also given in the pension payment order. When she/he becomes entitled to

receive family pension, the Head Postmaster will obtain the following documents from the widow/widower who will also be asked to open a Savings Pension Account in her/her name.

- (i) Death certificate of the pensioner
- (ii) Application for the family pension in the form at **Annexure VI**
- (iii) A copy of the photograph and

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- (iv) A letter of authority and undertaking at **Annexure 1**.

**Note:-** See note 1 under para 2 above.

17. On receipt of the above documents the Head Postmaster will authorize the concerned post office to start paying family pension to the widow/widower as mentioned in the PPO after necessary scrutiny and verification of the documents. The head post office will also send an intimation to this regard to the Director of accounts (Postal) in the form at **Annexure VII**. The Director of Accounts (Postal) will in turn inform the Railways accounting Authority. A declaration in the form at **Annexure VIII** from the pensioner whose family pension is terminable on marriage/remarriage will be sent to the office twice a year in June and December. The certificate contained in the declaration will be countersigned by a responsible officer or a well known person.

18. The Director of Accounts (Postal) will consolidate the total amount of pension paid to railway Employees form the schedule submitted by cash head post office every month. He will then raise debit for the amount against the Railway Accounts Officer concerned.

19. **Procedure for revision of pensioner benefits to Railway Pensioners/ Family Pensions:-** (i) Consequent on an amendment to the Central treasury Rules by the Ministry of fiancé on their O.M. No. 23014/1634/MF/CGA/991 dated 12.3.1980, introducing para 333A the following revised procedure is prescribed for adoption in respect of Railway pensioners for revision of their pensioners of one reason or the other.

(i) **Payment of pensions through Treasury:-** In cases where revision of pension becomes necessary for some reason (s), the pension will be revised by the concerted Railway Accounts Officer through a formal letter of amendment to the pension Payment Authority already issued, indicating revised rate of pension and graded relief due thereon along with the date from which the payment rate is to be made. The amendment letter will be issued under the special seal by the Railway Accounts Officer to the Treasury Officer in all cases where the PPOs were issued by them on and after 1.1.1979 the date from which the work of issuing Pension Payment Orders was entrusted to the Railway Accounts Officer. In the cases i.e. where PPOs were issued by Accountants General prior to 1.1.1979, the amendment letters so issued will be sent to the Treasury Officer through the accountant General concerned. A copy of the amendment letter on both the cases will be sent to the pensioner after noting the said amendment in the Register of Pension Payment Orders maintained by the Railway Accounts Officers. The amendments will also be noted in both the halves of the Pension Payment Orders by the Treasury Officer under his attestation quoting, as authority, the Railway accounts Officer's letter and accountant General's endorsement or both as the case may be. A note will also be kept by him on the original amendment letter that necessary corrections have been made in both the halves of the PPO.

(ii) **Payment of pensions through post offices:-** (1) The Railway Accounts Officers will forward the formal amendment letters to the Director/Deputy Director of Accounts (Postal) concerned, who will send the same to the Head Post Office. The Head Post Office, after carrying out the amendments in the

record, forward the same to the paying posts office, authorizing the payment of the revised pension with graded relief. The paying posts office will carry out the amendments in both the halves of the Pension Payment Orders quoting reference of the authority letter issued by the railway accounts Officer and director of Accounts (Postal) endorsement. A note will also be kept on the original amendment letter that necessary corrections have been made in both the halves of the Pension Payment Order.

(2) In case where recovery on account of graded relief becomes due as a result of revision of pension, payment on account of additional gratuity, if any, payable due to revision, will invariably be indicated in the amendment letter to the Pension Payment Order for the purpose of adjustment against. Any amount still remaining un recovered may be adjusted against subsequent payments of graded relief due on the revised amount of pension.

20. **Grant of additional relief to Railway pensioners:-** It has been decided by the Ministry of Railway (Railway Board) that in further no separate orders will be issued by them in regard to grant of additional relief to Railway pensions. The order issued by the Ministry of Finance granting additional relief to Central –civil pensioners may be acted upon for Railway Pensioners also. The Director/Deputy Director of Postal Accounts will take necessary in this regard.

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21. **Submission of life certificate by pensioners drawing their pension through P.O.S.B.:-** (1) The pensioners will furnish a Life Certificate in November each year in the form already prescribed. The Postmasters will give Life Certificate for this purpose. In case a pensioner is unable to obtain a Life Certificate from the postmaster on account of serious illness/incapacitation etc., an intimation to this effect supported by a medical certificate from a registered medical practitioner about his inability to appear in person may be sent by him/her to the officer-in-charge of the paying post office so that the latter may visit the pensioner at his/her residence/hospital for the purpose of recording the Life Certificate.

**ANNEXURE-1****PENSIONER/GOVERNMENT SERVANT'S LETTER  
OF AUTHORITY AND UNDERTAKING****(Para – 2.4)**

\*I hereby authorities the Postmaster/Sub Postmaster to receive my monthly pension on my behalf and credit the same to my Savings Account (Pension) on the last working day or every month as per particulars given below:-

- (i) Name in full.....
- (ii) Particulars of Post Office/Sub Post Office.....
- (iii) Particulars of Head Post Office concerned.....
- (iv) Savings Account (Pension) No.....
- (v) Amount of pension per month (in words).....
- (vi) Designation, Office and Railways where working at the time of retirement.....

\*\*2. I am a Railway pensioner drawing my pension from the Treasury at .....I wish to draw my pension through post office and accordingly I hereby authorize the Postmaster/Sub Postmaster to receive my monthly pension on my behalf and credit the same to my Savings Account (Pension) on the last working day of every month as per particular given below:-

- (i) Name in full.....
- (ii) Designation, Office and the Railway where working at the time of retirement....
- (iii) Post Office/Sub Post Office from where I want to draw pension in future.....

- (iv) Particulars of the Head Post Office concerned.....

\*\*\* (v) Savings Accounts (Pension) No.....

- (vi) Pension Payment Order No.....

- (vii) Amount of pension per month (in words).....

- (viii) Treasury from which it is now being drawn.....

3. I agree to undertake that any amount of excess/wrong payment of pension if credited to my above Savings Account may be recovered or withdrawn from the said Savings Account by the Postmaster/Sub Postmaster.

4. This authority shall remain in force until due notice in writing of its revocation is given by me.

.....  
Signature of the Government

Servant/Railway Pensioner

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Signature of witness

1. Name.....

Name.....

Address.....

Father's Name.....

Date.....

Address.....

.....

Date.....

Signature of witness

2. Name.....

Address.....

Date.....

\* Para 1 is to be filed in by Retiring Government Servant only.

\*\* Para 2 is to be filled in only by existing Railway pensioners who opt for the Scheme.

\*\*\* To be filled in at the time of first personal appearance of the pensioner before the Postmaster/Sub Postmaster.

## ANNEXURE-II

(See para-7)

### INTIMATION REGARDING OPTION EXERCISED BY RAILWAY PENSIONER FOR DRAWING PENSION THROUGH POST OFFICE INSTEAD OF THROUGH TREASURY.

From:-

The Director/Deputy Director of Accounts (Postal)

---

To

The F.A. & C.A.O/Divisional/Workshop Accounts Officer

---

**Subject:-**Option exercised by Railway Pensioner for drawing his/her pension through post office instead of through Treasury.

**Sir,**

This is to intimate that the Railway Pensioner named below who had been drawing his/her pension through the Treasury has now opted to draw pension through the post office. The details are as under:-

- (i) Name of pensioner.....
- (ii) Father's name.....
- (iii) Designation/Office and Railway from which retired.....
- (iv) Pension Payment Order No.....
- (v) Pension Payment Order issued by Accountant General.....
- (vi) Pension Payment Authority No.....

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- (vii) Pension Payment authority issued by.....
- (viii) Amount of pension (per month).....
- (ix) Post Office from where pension is desired to be drawn.....
- (x) Particulars of treasury from where pension was drawn hitherto.....
- (xi) Head Post Office concerned.....
- (xii) Month up to which pension was drawn from the treasury .....
- (xiii) Month from which pension will be paid by the post office.....

The Postmaster is being directed to do the needful. Please note that debits for pension paid to the above named Railway Pensioner will be raised against your Railway with effect from the month of .....

The receipt of this intimation may please be acknowledged by return of post.

Director/Dy. Director Accounts (Postal)

.....

### **ANEXURE-III**

**(See Para-10)**

### **CERTIFICATE OF DEDUCTION OF INCOME TAX**

Certified that following amount have been recovered on account of Income Tax and Surcharge on Income Tax from the amount of pension credited to the Savings Account (Pension) of the pensioner named below:

1. Name of the pensioner
2. Financial year
3. Amount of pension
4. Income Tax

5. Surcharge on Income Tax.

Postmaster

Date.....

..... Head Post Office

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#### **ANNEXURE-IV**

#### **CERTIFICATE TO BE SUBMITTED BY THE PENSIONER**

**(Para 11)**

#### **LIFE CERTIFICATE**

Certified that I have seen the pensioner Shri/Smt.....(Name of the pensioner) holder of Pension Payment Order No.....and that he/she is alive on this date.

Place.....

Name.....

Date.....

Designation of Authorized Officer

(with seal)

#### **ANNEXURE –V**

#### **NON-EMPLOYMENT CERTIFICATE**

**(Para-11)**

% I declare that I have not received any remuneration for serving in any capacity in an establishment of the Central Government or State Government or a Government Undertaking or from a local Fund during the period of December to May, 19 .....June to November, 19.....

% I declare that I have been employed/re-employed in the Office of .....and was in receipt of the following emoluments during the period\*.....

% I declare that I have / have not accepted any employment after obtaining/without obtaining sanction of the Government (to be furnished by Central Service Class 1 Officer during first two years from the date of retirement).

% I declare that I have/have not accepted any employment under any Government outside India after obtaining/without obtaining sanction of the Government (to be furnished by Central Service Class 1 Officer only).

% delete whichever is not applicable



\* to be specified.

Place.....

Signature

Date.....

Name of the Pensioner

P.P.O. No.....

## ANNEXURE –VI

### FORM OF APPLICATION OF FAMILY PENSION

#### (Para 16 )

Form T.R. 40 –A (Modified)

(Family Pension Scheme for Central Government Employees 1964)

Application for a family pension for the family of the  
Shri/Smt.....Designation.....in the office of .....

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1. Name of the applicant
2. Relationship to the deceased Government servant/pensioner.
3. Date of retirement, if the deceased was a pensioner.
4. Date of death of Government Servant/Pensioner.
5. Names and ages of surviving Kids of the deceased.

Name	Date of birth by Christian era
Widow/ Widower	
Sons	
Unmarried Daughters	

6. Name of the Head Post Office  
and its sub post office through  
which the deceased pensioner  
was drawing his pension and  
his pension of post office at  
which payment is desired.
7. Name of post office at which

Payment is desired.

8. Signature or left thumb impression in the  
case of those who are not literate enough

To sign their names.

9. Descriptive roll of.....widow/widower/guardians of the minor children of late.....

- (ii) Date of birth.....
- (iii) Personal marks, if any, on hand or face.....
- (iv) Left hand thumb & finger impression s

Small finger, Ring finger, middle finger, index finger.

10. Full address of applicant.....

Attested by

Witness by

1.

1.

2.

2.

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## ANNEXURE-VII

(Para 17 )

### FORM OF INTIAMTION

(Form T.R. 40-B (modified))

From,

Postmaster.....PO

To.

The Director of Accounts (Postal)

.....

No.....

Date.....

Sir,

I am to inform you that Shri/Smt. ....holder of Pension Payment Order  
No..... who was drawing his/her pension from this post office through Savings Account  
No.....died on.....

The first payment of family pension @ Rs.....Rupees.....only) per month has  
been made to Shri/Smt. For the period from.....to .....through his/her Savings Account  
No.....Before making the said payment the death certificate the application form and the other

documents prescribed have been obtained from the claimant and accepted after necessary scrutiny. I have also personally satisfied myself about the identity and title of the claimant.

Your faithfully,

(Postmaster)

### **ANNEXURE –VIII**

#### **CERTIFICATE OF RE-MARRIGE/NON-MARREAGE**

##### **(Para-17)**

I hereby declare that I am not married/I have not been married during the past six/twelve months.

Place.....

Signature.....

Date.....

Name of the Pensioner.....

P.P.O. No.....

I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of a responsible Officer

Or a well-known person

Name.....

Designation.....

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### **APPENDIX – XV**

#### **GRANT OF PENSION TO FREEDOM FIGHTERS THROUGH POST OFFICE SAVINGS BANK**

(Issued vide Ministry of Home Affairs letter No. 8/17/81-FF(P) dated 22.12.1982 and D.G. P&T letter No. 35-7/82-SB dated 2.2.1983)

1. I am directed to state that representations had been received for payment for pension through Post Office Savings Bank to freedom fighters and their families. The D.G.P&T, who were approached in the matter, have outlined a Scheme which would enable the freedom fighters and their families who are recipient of Swatantrara Sainik Samman Pension to draw their pension through Post Office Saving Bank. The Scheme which will come into force from-1-1-1983 is as follow:-

(i) Every pensioner who opts to receive his pension through Post Office Savings Bank, will open a savings account in his own single name at the Post Office of his choice, if he does not have such an account already. The pension will not be paid through a joint or an either or survivor' account. Before commencing payment of pension through Post Office Savings Bank, the Treasury Officer will obtain an undertaking from the pensioner under Swatantrara Sainik Samman pension Scheme, in the enclosed proforma, in respect of refund of any amount excess paid.

(ii) The aggregate pension payable through all Post Offices under a Head Post Office, including that office, should be credited in lump-sum by the Treasury to the account of the concerned Head Post Office sufficiently in advance of the date the pension is due and a list of Savings Account Numbers, names of the pensioners and the amount of pension due to each sent to the Postmaster. The date on which credit should be placed with Postmaster will be settled by the Treasury Office in consultation with the Head Postmaster. The pension will be credited in the respective Savings Account by the Head Post Office. Where the account is at a subordinate Post office, the Head Post Office will communicate the credit to that office in the same way as deposit in a Savings Account at his convenience. The Post Office in this procedure will not undertake to carry out any additional responsibility like identification of the pensioner, collection of life certificate and reporting the death of the pensioner, etc. the Savings Account of the pensioner will be subjected to all the rules applicable to Post Office Savings Accounts. In other words, the account will be governed by the Post Office Savings Bank General Rules, 1981 and Post Office Savings Account rules, 1981.

2. The pensioner will be required to produce to the Treasury Office, a life certificate only once in a year i.e. in November each year in the proforma enclosed. The Treasury Office will ensure that no payment is credited to a pensioner's account after his death. On the death of the Pensioner the lifetime arrears will be paid by the Treasury Officer under the relevant Central Treasury Rules. The Post Office will not make such payments. The balance in the account will be paid to the nominee or heir in accordance with the Post Office Savings Bank General Rules, 1981 without being available for adjustment of overpayments, if any.

3. The District Treasury Offices will make available these facilities to the freedom fighters and their families who may want to draw their pension through Post Office Savings Bank.

(Ministry of Home Affairs letter No. 8/17/82-FF(P) dated 28.11.1984 and D.G. Posts letter No. 35-7/82-SB dated 12.2.1985)

#### **UNDERTAKING**

I,.....S/o. Shri.....  
.....R/o. (full address).....  
.....holding single Savings Account No...  
.....at Post Office.....

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.....and recipient of pension under Swatantrata Sainik Samman Pension Scheme formerly known as Freedom Fighters Pension Scheme, 1972 under P.P.O. No.....hereby solemnly undertake that in the event of an excess payment to me on account of above mentioned pension I shall refund the recoverable amount as soon as I come to know of it or I am asked to do so by the concerned authority.

Date.....

**DEPONENT**

Place.....

**CERTIFICATE TO BE SUBMITTED BY THE PENSIONER**

**LIFE CERTIFICATE**

Certified that I have seen the pensioner.....the holder of the Pension Payment Order No.....and that he is alive on this date.

Place.....

Name.....

Date.....

Designation of authorized officer

(Seal)

### **PROCEDURE TO BE FOLLOWED BY THE POST OFFICE**

1. Under the scheme, freedom fighters and there families who are recipients of Swatantrata Sainik Samman Pension may draw their pension through Post Office Savings accounts. The details of the scheme are enumerated in Para 1 of the scheme. It will be seen that under the scheme, the Post Office Savings Bank is not required to perform any additional function. The Treasury Officer will credit in lump sum the total amount of pension payable through all post offices under a Heads Post Office including that office sufficient in advance of the date on which the pension is a payable with a list in quadruplicate of savings account number, names of the prisoners and the amount of the pension due to each. The Treasury office will present single pay-in-slip for all the deposits included in list. The Head Post Office on receipt of the credit from the Treasury, will credit the pension due to each account holder according to the list in the respective savings accounts. Where the account is at a subordinate Post Office, the Head Post Office will communicate the credit to that office in the same way as a deposit at Head Office in any savings account of a sub office is communicated.

2. On receipt of intimation from the Head Post Office regarding the credit, the Sub Post Office will credit the pension in the account of the pensioner. If the account stands at a Branch Post Office under the Sub Post Office, the Sub Postmaster will communicate the credit to the Branch Postmaster who will make necessary entries in red ink in the Branch office SB Journal with suitable remarks. The pensioner may withdraw the money from his savings account according to his convenience.

3. Since all pensioners are payable on the first of the month, it is the responsibly of the Head Postmaster to ensure that the credit is communicated to all his subordinate post offices including Branch Post Office before the first of every month. To enable this to be done, the Head Postmaster should settle with the Treasury Officer the date on which credit towards all the pensioner payable through his office and through all the subordinate post office in his account should be placed with him.

4. The pensioner will open ordinary single savings account only for this purpose and not a Pension account if he does not already have a savings account. The pension will not be paid through a joint account. The account will be governed by the post office Savings Bank General Rules, 1981 and the Post Office Savings Account Rules, 1981. Despite other than pension may also be made into the account by the pensioner.

5. The post office is not required to carry out any additional responsibility like identification of the pensioner (except for payment of withdrawals in the usual course as a depositor), collection of life certificate and reporting the death of the pensioner etc.

6. On the death of the pensioner, the life-time arrears will be paid by the Treasury Officer under the relevant Central Treasury Rules. The post office will not make such payments. The balance in the account will be paid to the nominee or heir in accordance with the Post Office Savings Bank General Rules, 1981 without being available for adjustment of over payments if any.

**APPENDIX – XVI****DISBURSEMENT OF PENSION TO THE EMPLOYEES OF PROVIDENT FUND ORGANISATION THROUGH P.O.S.B. UNDER THE EMPLOYEES PENSION SCHEME-1995**

(Issued vide D.G. Posts letter No. 6-2/98-PO dated 28.6.2001 and amended vide D.G. Posts letter of even number dated 9.1.2006)

1. The Department of Posts and Employees Provident Fund Organization (EPFO) have agreed to disburse pension to the pensioners of the EPFO through all Departmental Post Offices under new Scheme called EPS-1995.

2. A copy of the Operating Procedures to facilitate disbursement of pension under the new scheme is appended. It is requested that this may be circulated to all the Head Post Offices and Departmental Sub Offices within your jurisdiction immediately on priority as the work has to be started with effect from 1st July, 2001.

**1. PROCEDURE TO BE FOLLOWED BY THE POST OFFICES**

1. Disbursement of pension by the Department of Posts to the pensioners of the Employees Provident Fund Organization (EPFO) will be effected through a Savings Bank Account opened in the name of each individual pensioner. The SB Account will be a single SB account and not a joint account. No other deposits will be allowed in this account other than those pension as intimated by the EPFO. Pension will be paid through the SB Account to the pensioner or to his authorized messenger. All the rules of normal post office savings bank account will be applicable to these SB Accounts also. In order to facilitate the disbursement of the pension through the Head Post offices as well as Sub Post Offices, following procedure has been prescribed.

2. In this context, the word “post office” would mean Head Post Office or Sub Post Office, as the case may be, except where a specific reference to Head Post Office is made for a specific purpose.

3. Disbursement of pension will be made through Head Post Office as well as Sub Post Offices. In this context “crediting” of the pension in the individual SB account would be the deemed disbursement of pension even though actual withdrawal and payment may take place at a later date.

4. The Head Post Office will function as Link Office with which EPFO will correspond and exchange all documents with respect to disbursement of pension.

5. Every week EPFO will communicate to the Head Post Office the names of the new pensioner for disbursement of pension through the Head Post Office as well as the Sub Post Office under its account jurisdiction. The following documents will be sent by the EPFO.

(a) Pension Payment Order containing full particulars of the pensioner/family members along with the photograph.

(b) Call letter duly filled up addressed to the pensioner.

(c) Copy of the letter sent to the pensioner by the EPFO advising him to approach the concerned post office for information.

(d) Weekly Statement of Pension Payment (WSPP) containing information about new pensioners

under EPS-95 Scheme in triplicate for pension payment through Sub Post Office and in duplicate in respect of payment through Head Post Office only.

(e) Summary Sheet in duplicate for Head Post Office only representing consolidated amount of pension disbursed through Sub Post Offices and Head Post Office.

(f) An account payee cheque for the total amount of arrears of pension/ commutation payment to the new pensioners through all Sub Post Offices/Head Post Office.

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**Note:-** The above documents are sent for completing identification of pensioners, opening of the SB Account and crediting the first time pension (arrears) into the accounts of the pensioners.

6. In addition to the above, the EPFO will also forward to the Head Post Office, the under mentioned documents by the 20th of each month to facilitate disbursement of pension for the next month to the existing pensioners.

(i) Monthly statement of pension payment (MSPP) for all the existing pensioners through Sub Post Offices in triplicate.

(ii) MSPP in duplicate in respect of pension payment through Head Post Office.

(iii) Summary Sheet in duplicate for Head Post Office only representing consolidated amount of pension disbursed through Sub Post Offices and Head Post Office.

(iv) An account payee cheque for the total amount of monthly pension to be disbursed through the Head Post Office/Sub Post Offices.

7. On receipt of documents mentioned in paras 5 and 6 in the Head Post Office they will be segregated as under:-

(i) Cases for payment of pensions through the Head Post Office.

(ii) Cases of payment of pension through Sub Post Office.

8. The segregated documents for the Sub Post Offices, will be sent to the Sub Postmaster through the SO Account Bag duly entered in the SO slip. This should be done within 3 days of receipt of documents from EPFO.

9. On receipt of the documents from the Head Post Office, the Sub Postmaster will acknowledge the receipt in the daily account.

10. The call letter referred to at Sl. No. (b) of Para 5 which will be issued by the Postmaster of the payee office i.e. Head Post Office as well as Sub Post Office under his own signature to the pensioner after indicating the date on which the pensioner should attend the post office to open the SB account. The pensioner can come either on the date specified or any other day following it for opening the SB account.

11. The payment for disbursement of the pension will be made 100% in advance by cheque by the EPFO. This will be credited into the Government accounts by the Head Postmaster (Under UCR).

## **II. Opening of SB Account by the Pensioners**

1. On the first appearance of the pensioner at the post office for opening of SB account, the pensioner's identity will be verified with reference to following:-

(a) The personal identification marks, if any, on the face or/ and hand of the pensioner given in the disburser's portion of the pension payment order.

(b) Personal copy of the letter of intimation received by the prisoner from the authority issuing the Pension Payment Order or any other documentary proof establishing his/her identity as pensioner.

(c) Photograph of the pensioner affixed on the disburser's portion of the Pension Payment Order.

(d) Obtain pensioner's specimen signatures or thumb and fingers/ great toe impressions, as the case may be, in the space provided for the purpose in the disburser's portion of the PPO and compare it with the attested signatures or thumb/and fingers/great toe impression received with the Pension Payment Order.

(e) In case where it is not possible to comply with the requirement at (d) above due to the pensioner being handicapped, his/her identity may be verified with reference to (a) to (c) above.

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(f) In case of inability of the pensioner to appear in person in consequence of the pensioner's bodily illness or infirmity as confirmed by a medical practitioner, verification shall be got carried out as above, by deputing PRI(P)/ or a person authorized by the concerned Divisional Superintendent for this purpose and the SB Account opened for crediting the first time pension (arrears etc. ).

2. A 'Single' Savings Bank account for the pension payment purpose will be opened in the name of the pensioner after following the procedure prescribed for any normal SB Account. The certification of the EPFO on the pension payment order will be deemed as introduction of the Pensioner. No initial deposit is required for opening of SB account.

3. In the Head Post Offices, HO(SB) and SO (SB) Ledger Cards in respect of SB Accounts opened for disbursement of pension to the pensioners under EPS-95 will be maintained in separate binders marked as 'EPS-95' will be maintained.

4. After opening the account in the post office the Postmaster of Head Post Office or the Sub Post Office as the case may be will give the pensioner's portion of the PPO to the pensioner concerned after taking his receipt in the disburser's portion of the PPO. The disburser's portion of PPO will be kept in the concerned post office in a separate file marked 'EPS-95' which must be in the personal custody of the Postmaster. The SB Pass Book marked 'EPS-95' will be handed over to the pensioner.

5. The Head and Sub Post Office shall also obtain in the prescribed proforma (Annexure-C) an undertaking from the pensioner that excess payment, if any, credited to his/her account, due to delay in receipt of any material information or due to any bonafide error, can be recovered by the post office concerned.

### **III. Action by Post Office for disbursement**

1. As started earlier along-with the monthly statement of pension payment and weekly statement of pensioner payment (Annexure A) a cheque for the total amount of pension due to be disbursed by the Head Post Office/Sub Post Office under it will be sent by EPFO. The cheque will be sent immediately by the Head Postmaster for clearance to the concerned bank and he will confirm clearance of cheque.

(2) In the Head Post Office pension amount will be credited in the respective SB accounts of the pensioner as per the amount indicated in the MSPP/WSP. Date of credit in the individual SB Account



will be the date of presentation of the cheque by the EPFO to the Head Postmaster. The entries relating to the pension amount due to be paid in the individual ledger cards should be completed between 1st and 5th of the month to which the pension payment relates.

(3) The pensioner can draw his pension from the post office on any day after 5th of the month.

(4) Triplicate copies of MSPPs for the Sub Post Offices will be sent to the respective Sub Post Offices through the SO Account bag with entry in the SO slip. While forwarding these copies to the Sub Post Offices, the Head Postmaster will endorse the Certificate No. 1 as prescribed in the MSPP. Similar action should be done for WSPP also.

(5) After the receipt of triplicate copies in the Sub Post Offices, pension amount due to individual pensions will be credited in the respective SB account of the pensioner with reference to the office copy of the MSPP. This will be done by the 5th of the month to which the pension payment relates.

6. After the above action is complete, the Sub Postmaster will retain one copy of the MSPP for record purposes and return two copies to the Head Post Office after indicating the date of credit in column 9 of the MSPP and endorsing the Certificate No. II provided thereon. In the case of WSPP, new SB account number of the pensioner shall also be entered in column 5 of the WSPP.

7. EPFO will also send a summary sheet to the Link Offices (Head Post Offices) induplicate indicating the total amount of pension due to be disbursed by the Head Post Office as well as by each Sub Post Office in account with the Head Post Office. The proforma is given at Annexure –B. This summary sheet will be received with the MSPP. This will also be filled up by the Head Postmaster after he receives the duplicate copies of MSPP from the Sub Post Offices under his jurisdiction. The Head Postmaster will then send one copy of the MSPP received of the Head Post Office to the EPFO and the

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other to the SBCO after filling up the entries and certifying the credit. Similarly, he will send one copy of MSPP received from each Sub Post Office to the SBCO and the other to the EPFO. Along with these documents, he will also send the summary sheet received from EPFO after making the necessary entries. This work should be completed by the 10th of each month by HPO and the papers sent to EPFO in one bunch immediately. Similarly action should be repeated in case of WSPPs. The Head Postmaster will also send to EPFO a separate summary sheet in respect of amount not paid but likely to be paid in near future and amount not paid ( and not likely to be paid ) given details in this regard and in respect of each pensioner in the prescribed proforma as follow:-

S.No.	Name of post office	Name of pensioner	PPO No.	Amount not paid but likely to be paid	Amount not paid and not likely to be paid	Remarks
1	2	3	4	5	6	7

Total

The Head Postmaster will issue a cheque in favour of the authority specified in the MSPP/WSPP by EPFO for the total amount not paid (Col.6 of above mentioned Table) and send the same alongwith the papers mentioned above by 15th of each month. Particulars of the cheque so issued will be noted in the summary of unpaid amount. Date of payment in respect of amount likely to be paid (Col. 5 of the Table mentioned above) will be noted when the payment is made.

Remarks should also be recorded at the page of SB Account Folder/ Account of the pensioner that the particular amount of the particular month not yet paid to the pensioner has been returned back to EPFO.

8. During November of each year certificate of life (Annexure D) and non-remarriage (Annexure E) will be obtained from each pensioner by the Head Post Offices/Sub Post Offices. The certificates obtained by the Sub Post Offices will be retained by the payee post office along with the relevant PPOs and a confirmation statement in Annexure -F will be sent to the Head Post Office for onward submission to the EPFO along with similar certificate obtained by the Head Post Offices itself.

### **Transfer of Accounts**

9. Whenever a pensioner desires for a transfer of his account from one Payee Office to another Payee Office, following procedure will be followed for transfer of accounts.

(A) Transfer of account from one Head Post Office to another Head Post Office:- Application for transfer will be received from the pensioner in the prescribed Form (SB-10) as the case may be by the Head Postmaster/Sub Postmaster. From the Sub Post office the application will be sent to the Head Post Office along with the following document:-

- (1) Pension Payment Order (PPO)
- (2) Statement indicating the month upto which pension has been disbursed.
- (3) Date of closure of SB Account in the Sub Post Office.

(a) Head Post Office will complete the prescribed formalities for closure of the account and forward the documents/ information to the Regional/Sub Regional Office for authorizing the new Head Post Office for further payment of pension to the pensioner from the new Post Office.

(b) In case the account is operated at the Head Post Office itself, Head Post Office will take the above steps for transfer of account in respect of its own account.

(B) Transfer of pension payment account from one Sub Post Office to another Sub Post Office under the same Head Post Office:-

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(a) In this case also, the above procedure will be followed by Sub Post Office to forward the particulars to the Head Post Office.

(b) Head Post Office will transfer these documents to the new Sub Post Office under its jurisdiction for opening the new account, after following the procedure prescribed for this purpose.

(c) Intimation of change of Sub Post Office will be sent to the Regional/Sub Regional office to the EPFO by the Head Post Office.

(d) No documents need be sent to the EPFO in this case, only an intimation about change of the Payee Office namely the Sub Post Office will be intimated to the Regional/Sub Regional Office to the EPFO for effecting necessary change in the records to facilitate payment of pension to the new payee Sub Post Office.

(e) In the new Sub Post Office on receipt of the Pension Payment Order and other details of pension payment, the Sub Postmaster will open a new SB account and maintain the PPO.

(f) The pension payment SB Account Pass Book will be returned to the pensioner after completing the formalities for closure and transfer of account from Sub Post Office to Sub Post Office or from Head Post Office to any other Head Post Office. In both the cases, the pensioner will have to approach the new

post office with the pass book with new account to facilitate the payment of pension.

10. In case of recovery of any excess amount for whatever reasons from the account of the pensioner, service charges which have been already paid to the Department of Posts from the EPFO will not be refunded. However, the amount recovered from the account of the pensioner will be paid to the EPFO by cheque.

**11. Death of pensioner:-** In case of death of a pensioner and there being no other pension to receive the family pension as per the PPO, the EPFO will advise suspension of pension payment in respect of the concerned pensioner. On receipt of such an intimation from the EPFO, the pension payment will be stopped in the Payee Office. The amount of excess payment of pension, if any, to be recovered by the Payee Office in the case of the death of the pensioner will be calculated by the EPFO only and communicated to Payee Office for recovery. The Payee Office, as the case may be, will recover the excess amount paid and will make payment to the EPFO and the records of such payment will be kept in post office. The account of the pensioner on receipt of the intimation of his/ her death will be deemed to have been closed.

12. The disburser's half of the pension order will be returned to the EPFO by the Sub Post Office through the Head Post Office and in the case of Head Post Office being the payee office directly to the EPFO.

13. In case of death of a pensioner, new SB account(s) shall be opened for the widow/children of the pensioner as is indicated in the PPO. The PPO will be the only document of reference to the Postmaster concerned. If any other claimant comes for drawing the pension payment, the Postmaster need not entertain him. Pension shall be disbursed only with respect to the particulars given in the PPO. All such disputes arising after the death of a pensioner should be handled by EPFO. The Post Office will be concerned with the Monthly Statement/ Weekly Statement of Pension Payment and the Pension Payment Order only. Whatever is written in the MSPP/WSPP and PPO are final for the post office. So all such problems which may arise after the death of a pensioners will be handled by the EPFO.

14. In addition to normal pension wherever one time commuted value of pension is payable and the same is received from the EPFO, the Postmaster of the Payee Office will verify the amount of commutation furnished in the WSPP/ MSPP with reference to the authorization given in the PPO before effecting the credit in the SB Account of the pensioner.

15. Return of capital is payable to the pensioner or to his nominees only. The amount of return of capital payable to the pensioner or to his nominees as decided upon by the EPFO will be disbursed by the Payee Office as per the amount mentioned in the MSPP/WSPP as the case may be.

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16. Payment of return of capital to the pensioner who is alive will be made through his normal pension account. In case of death of pensioner, this amount will be payable to the beneficiary who will be nominee, after a new SB account of pension payment had been opened in the name of the beneficiary after verifying his identity with reference to the details furnished in the disburser's half of the PPO. The account in the name of the deceased pensioner will not be operatable after the death of the pensioner for making any payment including return of capital.

17. Any revision in the amount of pension payable to the pensioner will be communicated by the EPFO through Head Post Office/Sub Post Office through a separate communication. With reference to this communication, amount of pension payable to the pensioner stated in the PPO will be suitably corrected by the Postmaster under his signature quoting the PPO authority letter.

18. Service charges @ 2.5% of the pensioner amount disbursed shall be claimed by the Head Post Office and paid by the EPFO after the receipt of the duplicate copies of the MSPP/WSPP and the

Summary Sheet certifying the date of credit from Head Post Office/Sub Post Office. The service charges shall be calculated with respect to the total amount disbursed as certified in the Summary Sheet.

19. Certified copies of credit of pension amount should be sent by Sub Post Office to the Head Post Office by 5th of each month. The Head Post Office will send consolidated certified statements of Sub Post Offices and its own copy of MSPP along with the Summary Sheet with a cheque for undisbursed payment by the 10th of the month to the EPFO.

20. The cheque for service charges will be received along with the cheque for advance payment of pension for the next month. For example cheque for service charges for the amount of pension disbursed in January will be received by 20th of February separately.

#### **IV. Financing of the Post Offices**

Under the EPS-95 Sub Post Offices will have additional financial liability on account of disbursement of pension. It shall be the responsibility of the Divisional Superintendents to review cash balances of Sub Post Offices and determine the manner in which Sub Post Offices shall receive funds in time either from Bank or HPO or Cash Office as the case may be to ensure that payment of pension is not delayed on account of shortage of cash.

#### **V. Head of Account and Accounting procedure relating to disbursement of pension under EPS-95 on behalf of EPFO**

On encashment of cheques for pension and service charges

(A) In Post Offices (entry)(s) in cash account and UCR schedule will be made as under:-

1.	Pension	<p>UCR Deposit (C/A):</p> <p>Credit the cheque amount received from EPFO for disbursement of pension under EPS-95 to UCP (C/A):</p> <p>Disbursement of pension under EPS-95 to EPFO pensioners.</p>
2.	Service Charges	UCR – Service charges on account of disbursement of EPS – 95.

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(B) In Postal Accounts Offices:- In respect of transactions as at 'A' above, following entry will be made:-

(i)	UCR Deposit (C/A) EPS-95	<p>(1) 8446 Postal Deposit</p> <p>101 Postal Deposits</p> <p>73 Deposits (C/A) for disbursement of pension</p>
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		under EPS-95 to EPFO
(ii)	For UCP Deduct	(1) Disbursement of EPS-95 to EPFO pensioners  (2) Refund to EPFO Deposit (C/A) for disbursement of pension under EPS-95 to EPFO
(iii)	Service Charge:	Head of accounts already stand opened under the head 3201-2-101 as recoveries from expenditure.

## VI Remuneration

The service charges for disbursement of monthly pension shall be @ 2.5% of the pension amount disbursed.

## GLOSSARY

1. **Link Office:-** Head Post Office for the purpose of EPS-1995 scheme. It is called the link office because it maintains links with both EPFO and the Sub Post Offices under its jurisdiction.

2. **Payee Office:-** Both Head Post Office and Sub Post Office are the disbursing units under EPS-1995 scheme. They are called Payee Office.

3. **Disbursement:-** Crediting of monthly pension into the account of the pensioners is deemed disbursement of pension.

4. **WSSP:-** This is the Weekly Statement of pension payment, conveying names of the new pensioners and the arrear of pension amount they are entitled to. It does not have the SB account number against the names of the pensioners because the SB account are yet to be opened in the post office. This comes to the Head Post Office every week.

5. **MSPP:-** Monthly Statement of pension payment contains the monthly pension amount for the existing pensioner. It is received every month from the EPFO by the Head Post Office. This will contain names and SB account number of the pensioners.

6. **Summary Sheet:-** It represents the consolidated statement of the pension to be disbursed in all the Sub Post Offices under one Head Post office. It is sent to the Head Post Office in duplicate.

7. **Arrear:-** It indicates the amount of pension due to a pensioner from the date of his retirement to the date of issue of PPO by the EPFO.

8. **PPO:-** It is the authority given by the EPFO for disbursal of pension to the pensioner, by a post office. It contains the name of the pensioner, his address, the names of nominees/ wife and the post office from which he wants to draw pension and the amount of pension and other benefits which he is entitled to and other related information. It consists of two parts, pensioner portion and disburser portion. The pensioner portions given to the pensioner by the post office after the account is opened. The disburser portion of the PPO is kept in the post office for record. Disburser portion of PPO also acts as introduction of the pensioner for the purpose of opening savings account for the pension payment purpose.

## ANNEXURE-A

### EMPLOYEE'S PROVIDENT FUND ORGANISATION REGIONAL/SUB REGIONAL OFFICE

NAME OF THE PAYEE OFFICE/OFFICE CODE \_\_\_\_\_ FOR THE MONTH OF \_\_\_\_\_

### WEEKLY/MONTHLY STATEMENT OF PENSION PAYMENTS RECONCILIATION OF THE PAYEE OFFICE ACCOUNTS

(To be submitted to the payee office induplicate if payee is a Link Office and in triplicate if payee office is a Sub Office)

S.No.	PPO No.	Name of pensioner/ beneficiary	Class of pension	SB Account No.	Monthly amount of pension
1	2	3	4	5	6
		(a) Arrear of pension (b) Commutation (c) Arrears of Relief (d) Return of Capital e_____	Total of (Column 6+7)	For use of PO Date of credit pension	Remarks indicate excess/short paid
		7.	8.	9.	10.

Class of Pension: S-Superannuation, R-Retirement, W-Widow, C-Children, O-Orphan, N-Nominee, D-Permanent Disablement.

#### CERTIFICATE-I

Certified that Rs. \_\_\_\_\_ have been credited into the account of \_\_\_\_\_ (name) Head Post Office in respect of accounts mentioned in column 5.

#### CERTIFICATE-II

Certified that Rs. \_\_\_\_\_ have been credited by the payee office \_\_\_\_\_

H.C./A.A.O/A.P.F.C.

## ANNEXURE-B

## SUMMARY SHEET OF ALL THE PAYEE OFFICES (HOAND SO)

(IN DUPLICATE)

S.No.	Payee Office	No. of PPOs	Amount of Pension	Arrear of Pension
1	2	3	4	5(a)
Commutation	Arrear of Relief	Return of Capital	Total (5a+5d)	Actual amount credited by Payee Office
5(b)	5(c)	5(d)	6	7

1. Total of column 4&amp;6 :Rs.\_\_\_\_\_

2. Less Balance in SB Account with Link Branch :Rs.\_\_\_\_\_

3. Net amount to be deposited :Rs.\_\_\_\_\_

Issued through cheque No.\_\_\_\_\_for Rs.\_\_\_\_\_

S.S/A.A.O./A.P.F.

For use of Head Post Office

1. Certified that out of the amount mentioned under columns 4 & 5 above (column 6&7) of Payee Office Statements a sum of Rs.\_\_\_\_\_ have been credited to the pension accounts on the date mentioned against each beneficiary is same in the payee office wise list. Accordingly, actual amount of pension as per column 6 has been debited in the EPFO's Pension Account.

2. Balance in SB account maintained in Link Office as on\_\_\_\_\_Rs.\_\_\_\_\_

Place:\_\_\_\_\_ Date\_\_\_\_\_

3. Please pay service charges @ 2.5% of the total amount disbursed.

POSTMASTER (HEAD POST OFFICE)

**ANNEXURE-C**  
**SPECIMEN LETTER OF UNDERTAKING BY**  
**THE PENSIONER**

To

The Head Postmaster/ Sub Postmaster

\_\_\_\_\_ (Name of the post office)

\_\_\_\_\_ (Address)

Dear Sir,

Payment of Pension under PPO No. \_\_\_\_\_ through your office.

In consideration of your having, at my request agreed to make payment of pension due to me every month by credit to my account with you, I, the undersigned, agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors, executors and administrators to indemnify the Department of Posts from and against any loss, suffered or incurred by the later Department in so crediting my pension to my account under the Scheme and to forthwith pay the same to it. I also irrevocable authorize the Department to recover the amount due by debit to my said account belonging to me in possession of the Department of Posts.

Yours faithfully,

Date.....

Signature :

Name :

Address :

Witnesses

(1) Signature:

(2) Signature:

Name:

Name:



Address:

Address:

Date:

Date:

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**ANNEXURE – D**

**CERTIFICATE OF NON RE-MARRIGE**

1. I hereby declare that I have not got re-married and I undertake to report such an event promptly to the Pension Disbursing Authority.

(Applicable for widow/widower recipient of family pension)

2. I hereby declare that I am not married/I have not got married during the past one year.

(To be submitted by widow/ widower once every year in the month of November).

Signature:

Place:

Name of the pensioner

Date:

PPO No.

I certify to the best of knowledge and belief that the above declaration is correct.

Signature of a responsible

Officer or a well-known person

Place:

Name:\_\_\_\_\_

Date:

Designation:\_\_\_\_\_

**ANNEXURE-E**

**LIFE CERTIFICATE**

(To be submitted by Pensioner in duplicate once a year in November)

Certified that I have seen the pensioner Shri/Smt.\_\_\_\_\_ holder of Pension Payment Order No.\_\_\_\_\_ and that he/she is alive on this date.

Signature/thumb

Name & Signature:

Impression of Pensioner

Designation of

Authorized Officer

Place:

Seal:

Date:

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**ANNEXURE –F**

**SUB POST OFFICE/HEAD POST OFFICE**

Certified that Life Certificate and Non-Remarriage Certificates as indicated against the respective names of pensioners have been received and kept along-with their respective PPOs.

S.No.	Name Pensioner	of	PPO No.	Life Certificate Received/Not received	Non-Remarriage Certificate Received/Not received
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Signature of Sub Postmaster/

Date:

Head Post Master

Notes:- (1) Life Certificate is to be submitted by all pensioners.

(2) Non-Remarriage Certificate is to be submitted only by the Widow/Widower pensioner.

**Appendix XVII****QUESTIONNAIRE FOR INSPECTION OF SBCO BY THE OFFICERS OF THE CIRCLE OFFICE REGINAOL DIRECTOR AND SUPDT./ SR. SUPDT. OF POSTS OFFICES/POSTMASTER (GAZETTED)**

1. Review the position of posting work and closing of balances in SB 62/62(a)/(SB-85(a)/SB-86 and take steps to clear the arrears, if any.
2. Examine the progress in “Voucher checking” work. Does the SBCO incharge test check at least 5% of the vouchers checked by the P.As and maintain the required register?
3. Are the objection registers maintained properly? Also see whether-
  - (a) the objections raised are relevant, brief and to the point.
  - (b) prompt action is taken by the Post Office for settling the objections and compliance noted in the register.
4. Is the ledger agreement work satisfactory? If not, take suitable steps to bring the work up to date.
5. See whether interest statement of SB/PPF/NSS accounts was prepared and sent to AO/ICO(SB) and figures of interest intimated to Postal Accounts Office by the due date.
6. Satisfy your self that the monthly returns are prepared and sent in time to Postal Accounts Office, AO-ICO(SB), etc.
7. See whether the lists of silent accounts have been maintained properly.

**APPENDIX XVIII**  
**REVISED NORMS FOR DISPOSAL OF SAVINGS**  
**SCHEMES TRANSACTIONS**

The existing time frames for disposal of Savings Schemes transactions stand revised with immediate effect. The revised norms are given below:-

Savings Activity	Post Office	Time Frame	Remarks
1. Opening of account 2. Subsequent deposits 3. Withdrawals	Head Post Office Sub Post Office	Same day	
Transfer of account	Application given at PO where account stand  Application given at transferee PO	Within 10 working days  Within 20 working days	
Closure/Premature closure of account	RD Account	HO-Same day S.O.-Within 2 days BO/ED SO-one week	Consequent upon decentralization of these schemes all the Sub Offices have been authorized to close or sanction premature closure premature closure of RD.MIS/TD account on their own without intervention of HOs.
Settlement of deceased claim case	With nomination  Without nomination (but the claim amount is below ceiling under Table in Rule 13(4) of POSB General Rules, 1981	Within 10 working days  Within 30 working days	Consequent upon amendment in Rule 13(4) of POSB General Rules, 1981, vide Notification GSR 818(E) dated 16.10.2003
	Without nomination but with proof of succession	Within 30 working days	
Issue of duplicate pass book	HO and SO	Within a week	Consequent upon decentralization of powers to sub offices.
Return of pass book (received for interest posting)	HO and SO	Within 10 working days	Consequent upon decentralization of powers to sub offices- Interest is posted by the sub post office and pass book does not travel to HO.
Issue of certificate	Head Post Office/Sub Post Office/ ED Post Office	Same day	
Transfer of KVP/NSC	Application at post	Within 10 working	

	office registration	days	
	Application at other post office	Within 20 working days	
Encashment of IVP/KVP/NSC	Office of issue	Same day	
	Other office	Within 30 working days	
Issue of duplicate certificates (NSC/KVP)	Application at post office of registration	Within 15 working days	
	Application at other post office	Within 30 working days	

**Note:-** For clearance of cheques the following norms have been laid down. The cheque presented at the head post office should be got cleared within 2 days and cheque presented in sub post offices in big cities should be got, cleared within 3 days. The cheques should be sent for clearance on the same day (the date of presentation) or the next working day without fail.

**APPENDIX XIX****Syllabus for training of SB Counter Assistants**

1. Brief History of the Post Office Savings Bank Act, 1884 essentials of banking.
2. Post Offices Savings Bank Rules and regulations --- cheque system-procedure to be followed in handling them – clearing of cheques. Calculation of interest.
3. Detailed study of New P.O. Savings Bank Scheme like Pay Roll Savings scheme, RD.TD etc. Unit Trust of India-agency system.
4. Savings certificate Act and the Rules framed there under.
5. Maintenance of objection registers-Audit objection, role of the SB Control Organization settlement of objects.
6. Settlement of deceased claim cases of Post Offices Savings Bank Certificate.
7. Complaints – Measures to decrease the incidents of public; complaints.
8. Role of National Savings Organization, National Savings and Five Year Plan Savings target Savings drive. Role of the Post Office in promoting National Savings.
9. Customer service-essentials of good customers relations – guidance. Essential of good sale-men ship-after sale service.
10. Simulated and practical work.
11. Overall should be conversant with Savings Bank and National Saving certificates Rules to avoid any confusion.

**APPENDIX XX****Syllabus for training of Supervision in SB work**

- 1 Syllabus item 1 to 9 for the Savings bank clerks, Emphasis will be on the role of supervisor and on the Supervisory checks.
2. Basic Principal of supervision-Techniques in Supervising Team work Dealing with problem of employees.
3. Public relations-Maintenance of good customer relations-Handling of complaints in SB and Certificate Branch.
4. Organization work in SB Branch-flow of work-basics of O&M approach to work-Measures to tone up to work-Measures to tone up operational efficiency.
5. Measure to check fraud and some typical fraud cases-Analysis of incidence of frauds in SB Branch.
6. Supervision over work performed in subordinate offices SOs/ BOs Maintenance of special error book in Head Office.