

F. No. 3 -1/2016-17-PA (Tech-II)
Government of India
Ministry of Communication
Department of Posts
Postal Accounts Wing : Dak Bhawan
Sansad Marg, New Delhi-110001

Sub: Accounting Procedure for the scheme “ Atal Pension Yojana (APY)”

On the basis of Standard Operating Procedure and other records relating to the scheme received from FS Division, the following Heads of Accounts /Accounting Procedure to classify the transactions under the Scheme Atal Pension Yojana (APY) are proposed to be allotted as under:

Heads of Accounts

(i) When the amount of contribution is withdrawn by Postmaster from Savings Account of the customer as well as Govt. Contribution and remittance to **PFRDA (Trustee Bank)** :

Major Head	-8446-Postal Deposits
Sub Major Head	-00- Postal Deposits
Minor Head	- 102-Other Postal Deposits
Sub Head	- 30-Gross Amount withdrawn from Savings Account of customer for APY including Penalty, if any
Detailed Head	- 01-Amount of Individual contribution as per option including penalty, if any (Cr.) 02- Amount of Govt. Contribution credited in individuals account
Deduct-	03- Amount to be remitted to PFRDA (Trustee Bank) on Account of APY (Amount of Detailed Head 01 and 02)

(ii) When the amount of Government Contribution received from **PFRDA (Trustee Bank)**
(Debit

Major Head	8661-Postal Suspense
Sub Major Head	00 -Postal Suspense
Minor Head	-140-Misc. Suspense
Sub Head	30-Govt. Contribution on account of APY received from PFRDA (Trustee Bank)
Detailed Head	01 Govt. Contribution on account of APY received from PFRDA (Trustee Bank)

Detailed Head (Deduct)-02-Amount of Govt. Contribution transferred to
Customer/individuals account under APY

(iii) When the handling Charges/incentive etc. of DoP received **from PFRDA
(Trustee Bank)**

Major Head- 1201-Postal Receipts
Sub Major Head- 00-Postal Receipts
Minor Head- 800-Other Postal Receipts
Sub Head 59- Handling Charges of DoP received from **PFRDA
(Trustee Bank)** and incentive payable to staff
entrusted with the work of APY & other
expenses relating thereto (Cr.)
Detailed Head 01 Handling Charges of DoP received from **PFRDA
(Trustee Bank)** and incentive payable to staff
entrusted with the work of APY & other
expenses relating thereto (Cr.)

(iv) For payment of Incentive to the staff of Department of Posts
entrusted with the work of APY & other expenses relating thereto:

(i) When the incentive is to be paid to HO/SO staff:

Major Head- 3201-Postal Services
Sub Major Head- 02-Operation
Minor Head- 101-Postal Network
Sub Head 01-Existing Post Offices
Detailed Head 01- Establishment of Existing Post Offices
Object Head 05- Rewards

(ii) When the incentive is to be paid to Postal Accounts Office staff
at Circle level:

Major Head- 3201-Postal Services
Sub Major Head- 04-Accounts and Audit
Minor Head- 102-Accounts

Sub Head	02-Circle Postal Accounts Offices
Detailed Head	01- Establishment of Circle PAOs
Object Head	05- Rewards

(iii) When the incentive is to be paid to Postal Accounts Office staff at PA Wing of Postal Directorate:

Major Head-	3201-Postal Services
Sub Major Head-	04-Accounts and Audit
Minor Head-	102-Accounts
Sub Head	01-Directorate (PA Wing)
Detailed Head	01- Establishment of PA Wing
Object Head	05- Rewards

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

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

(a) On the close of each day, The CBS Sub Post Offices/ HOs will account for the amount withdrawn for APY from the Savings Accounts of the Customers on the receipt side of the Sub Office/HO Summary and SO/HO Cash Book distinctly indicated "Withdrawn on account of APY contribution" Similarly, amount to be remitted to **PFRDA (Trustee Bank)** should be accounted on payment side of the SO/HO summary and Cash Book. At the end of each month, progressive totals under this Head should be intimated to HOs/ Divisional Heads by SO/HOs respectively.

(b) For this purpose HO will prepare a monthly schedule as prescribed in **Annexure -A** in triplicate showing the details of amount withdrawn from the savings Account of the Customer, to be remitted to **PFRDA (Trustee Bank)** by Nodal Head Post Office.

(ii) Role of Nodal Head Post Office:

The Sansad Marg Head Post Office which has been nominated as the Nodal Office for the Scheme Atal Pension Yojana, will watch the credit of amounts received from various CBS SOs/ Head Post Offices of

Delhi Circle and from HOs of the rest of the country through System generated statements.

On the close of each day, Nodal Head Post Office will account for the amount withdrawn for APY from the Savings Accounts of the Customers on the receipt side of the HO Summary/ HO Cash Book distinctly indicated "Withdrawn on account of APY contribution" for its own collections. Similarly, amount to be remitted to **PFRDA (Trustee Bank)** should be accounted on payment side of the HO summary and Cash Book.

Nodal Head Post Office would consolidate the same and arrange the contribution amount to be remitted **PFRDA (Trustee Bank)**.

Monthly Schedule showing Circle-wise details of amount remitted to **PFRDA (Trustee Bank)** under Atal Pension Yojana as prescribed in **Annexure -B** will be forwarded to FS Division and PAO Delhi.

(iii) Role of Postal Accounts Offices:

At the end of the month, on receipt of the Cash Accounts Returns along with the supporting documents and monthly schedule as prescribed in **Annexure -A** relating to the scheme from the Head Post Offices, the PA Section of Postal Accounts Offices will verify the figures and ensure that they tally and then book the amount under the Head 8446-00-102-30- 01-Gross Amount withdrawn from Savings Account of customer for APY including penalty, if any.

For Handling Charges/incentive etc., the amount received from **PFRDA (Trustee Bank)**, PAO, Delhi will issue ATCs for the concerned Circle PAOs. Also, on receipt of ATCs from PAO Delhi) (Nodal PAO) the amount of DoP share received at Sansad Marg HPO **from PFRDA (Trustee Bank)** for whole of the country, on account of the incentive payable to the staff engaged in the work of the Scheme and other expenditure related thereto will acknowledge and accept the same and will classify it under 1201-Postal Receipts and then expenditure as Deduct-02. PAO Delhi will receive the amount booked under 1201-00-800-59

Handling Charges of DoP received **from PFRDA (Trustee Bank)** on account of incentive payable to staff entrusted with the work of APY & other expenses relating thereto (Cr.)

(iv) Role of Nodal Circle Postal Accounts Office:

PAO Delhi, on receipt of Cash Accounts Returns along with the statements/schedules of withdrawal including penalty, if any, from Savings Accounts of the Customers of Delhi Circle, will verify the same from the system generated statement, the amount of contribution to be remitted to **PFRDA (Trustee Bank)** through Post master Sansad Marg HPO. He will ensure that they are tallied with the figures received through schedules /returns. Similarly, PAO, Delhi will verify the figures received through schedule from the HPOs of the country and ensure that they are tallied.

(v) Role of PA Wing and FS Division:

(a) All Postal Accounts Offices will furnish the detailed statement to Book Section of Postal Directorate regarding number of new account opened and number of live accounts of APY as on 31st March of APY, Amount of APY contribution collected and finally amount of APY contribution sent to **PFRDA (Trustee Bank)**. On receipt of the information from various PAOs PA wing will intimate these figures on yearly basis to FS Division which will raise the claim to PFRDA for release of Account handling charges etc. for further adjustments.

(b) On receipt of statistics of Forms collected by all the circles on yearly basis, FS Division of Postal Directorate would raise its incentive bill to Delhi Circle which will issue sanction from the relevant Head of Account.

(c) If there is any discrepancy, the matter may be sorted out immediately with the Concerned Head Postmaster by e-mail/Fax.

This has the approval of the Director General of Audit, P&T, Delhi.


Accounts Officer (Tech.)

Annexure-A

Monthly Schedule showing details of amount withdrawn from Savings Bank Account of the Customers and to be PFRDA (Trustee Bank) under Atal Pension Yojana in respect ofHead Post Office for the month of

Sl. No. & Date	Amount withdrawn from Customers Account as well as Govt. Cont. under APY	Amount to be remitted to PFRDA (Trustee Bank)		Remarks, if any

**Signature of Head Postmaster
With Office Seal**

Copy to:

1. PAO concerned
2. Divisional Office concerned

Annexure-B

Monthly Schedule showing Circle-wise details of amount remitted to PFRDA (Trustee Bank) under Atal Pension Yojana by Sansad Marg Nodal Post Office for the month of

Sl. No. & Date	Name of Circle	Amount received from different HPOs of the concerned Circle	Amount remitted to PFRDA (Trustee Bank)	Remarks, if any

**Signature of Head Postmaster
Sansad Marg HO with Office Seal**

Copy to:

1. PAO Delhi
2. FS Division, Postal Directorate