

POST OFFICE SAVINGS BANK MANUAL (VOLUME - II)

Chapter-1

POST OFFICE SAVINGS CERTIFICATES-GENREL

The rules in this Chapter apply mutatis mutandis to :-

- i. 5-Year Post Office Cash Certificate (Discontinued from 14.6.1947)
- ii. 10-Year National Plan Certificates (Discontinued from 31.5.1957)
- iii. 10-Year National Savings Certificates (1st Issue) (Discontinued from 14.3.1970)
- iv. 12/7/5 Year National Saving Certificates:-12 Year discontinued from 31.5.1957
7 Year discontinued from 31.5.1957
5 Year discontinued from 30.6.1953
- v. 12-Year National Plan Savings Certificates (Discontinued from 14.11.1962)
- vi. 12-Year National Defence Certificates (Discontinued from 14.3.1970)
- vii. 7-Year National Savings Certificates (II Issue) (Discontinued from 30.9.1988)
- viii. 7-Year National Savings Certificates (III Issue) (Discontinued from 31.12.1980)
- ix. 7-Year National Savings Certificates (IV Issue) (Discontinued from 30.4.1981)
- x. 7-Year National Savings Certificates (V Issue) (Discontinued from 30.4.1981)
- xi. 12-Year National Savings Annuity Certificates (Discontinued from 31.12.1980)
- xii. 5-Year National Development Bonds (Discontinued from 30.4.1981)
- xiii. Six Year National Savings Certificates (VI Issue) (Discontinued from 31.3.1989)
- xiv. Six Year National Savings Certificates (VII Issue) (Discontinued from 31.3.1989)
- xv. 10-Year Social Security Certificates (Discontinued from 31.8.1990)
- xvi. 5-Year Indira Vikas Patras (Discontinued from 15.7.1999)
- xvii. Kisan Vikas Patras (Discontinued from 1.12.2011) (re-started from 23.9.2014)
- xviii. National Savings Certificates (VIII Issue)
- xix. 10 -Years National Savings Certificates (IX-Issue) (Discontinued from 20.12.2015)

Note:- The certificates from (i) to (xix) have been discontinued.

DEFINITIONS

1. For the purpose of these Rules:-

- (a) 'Certificate' means a Savings Certificate issued by the Government of India and sold through the Post Office.

'Stock Depot' means Postal Stock Depot or Postal Stores Depot or Circle Stamp Depot as the case may be.

- (b) The 'Act' means the Government Savings Certificates Act, 1959 (46 of 1959).

- (c) The 'Rules' means the Post Office Savings Certificates Rules, 1960, National Savings Certificates (First Issue) Rules, 1965, National Savings Certificates (Fourth Issue) Rules, 1970, National Savings Certificates (V Issue) Rules, 1973, National Savings Certificates (VI

& VII Issue) Rules, 1981, Social Security Certificates Rules, 1982, 12-Year NSAC Rules 1976, 5-Year National Development Bonds, 1977, Indira Vikas Patra Rules, 1986, Kisan Vikas Patra Rules, 1988 and National Savings Certificates (VIII Issue) Rules, 1989.

DELEGATION OF DUTIES

- 2.(i) All the duties of the Postmaster in connection with the Savings Certificates may, under the orders of the Head of the Circle, be performed by the Deputy Postmaster, Assistant Postmaster or Supervisor, such delegation being specifically mentioned in the memorandum of distribution of work, except the following which shall be the personal responsibility of the Head Postmaster:-
- (a) Deciding claims in respect of Savings Certificates of deceased holders which lie within his power of decision and the safe custody of records relating to such claims.
 - (b) Signing and submission of savings certificates returns to the Postal Accounts Office in offices where there is no separate Selection Grade Official In charge of the Savings Certificate branch.
 - (c) Sanctioning the transfer of savings certificates from one person to another.
 - (d) Endorsing the remarks "Checked" "duplicate on record" on the original invoice to be sent to Postal Accounts Office.
- (ii) The Postmaster will, however, remain personally responsible for the general functioning of the Savings Certificates branch and in particular, the regular submission of the Savings Certificates returns on the due dates.

STOCKING AND SUPPLY OF CERTIFICATES

3. Certificates of all types and denominations are printed at the Government of India Security Press, Nasik, who supplies them to the Circle Stamp Depots. The Circle Stamp depots supply to HO. The HOs supply to SOs in their account jurisdiction. A Quarterly indent to meet the requirements of three months shall be submitted by the SO to its HO by 15th of May, August, November and February and by HO to CSD on 1st of June, September, December and March in the following form:-

Denomination	Type	No. sold during last quarter.	Balance on hand	Number Required	Reasons for indenting more than the Difference Between columns 3 & 4
1	2	3	4	5	6

In order to avoid wastage of certificates and also consequent work involved in their destruction every time a change in series takes place, care must be taken to see that excessive stocks are not held by Post Office. If for any reason, extra supply is found necessary, timely action should be taken to forward an emergent indent with reasons justifying the special supply.

The supplying offices viz. the Circle Stamp Depots and the H.O shall while supplying the Certificates, prepare an invoice in triplicate from a serially numbered book of invoices (form N.C-13) kept separately for each office. The pencil copy of the invoice shall be retained in the book of invoices as office copy and the duplicate and triplicate copies sent with the certificates to the office concerned. The receiving office will check the entries in the invoice with the certificates, and if found correct, return the duplicate copy, duly receipted to the dispatching office. In case of a discrepancy, the matter should be taken up immediately with the dispatching office. The triplicate copy of the invoice shall be filed in serial order in the guard book of invoice received. The duplicate copy of the invoice on receipt back in the dispatching office shall be pasted to its original.

SPECIMEN OF FORM

NC-13

INVOICE FOR

Post office National Savings Certificates of
Issue.

No..... Dispatched from.....to.....

Denomination of Certificates Rs.	Block Nos. of certificates supplied	Number Supplied	Remarks

Date.....

Signature of Dispatching Officer

Date.....

Signature of receiving Officer.

Note 1:- Before blank certificates are supplied to S.O or to the Counter Assistant in the H.O, they should be impressed with a rubber stamp indicating the name of the Circle and the Postal Accounts Office, e.g. Tamil Nadu (Circle)/Chennai Postal Accounts Office.

Note 2:- The Single Handed Post Offices should be supplied with the Savings Certificates to the bare minimum requirement. The Heads of Circles may withdraw stock of Savings Certificates from EDSOs and Single Handed Post Offices where there is no sale or at their discretion.

The work relating to the stock and supply of Savings Certificates etc. was earlier done by the Postal Stores Depots in each circle. With effect from 1-3-1987, the work of stocking and supply of certificates was transferred from the Postal Stores Depot to the Circle Stamp Depot. The Postmasters will indent the certificates only from the Circle Stamp Depots. All the due returns will also be sent by the concerned units to the Circle Stamp Depot. The fortnightly consolidated list of certificates NC-13(a) issued to Post Offices will be sent by Circle Stamp Depots to the Circle Postal Accounts Office in accordance with Rule 377(4) of P&T Manual Volume VIII.

SPECIMEN OF FORM

NC-13(a)

DEPARTMENT OF POSTS

Consolidated list of Certificates issued to Post Offices for the fortnight ending

(Separate sheet to be used for separate Class of Certificates)

Statement of.....Year.....National Savings Certificates (.....Issue) supplied to Post Offices

Serial Number of.....National Savings Certificates (.....Issue) under all

Denominations

Names of Post Offices to which supply was made	No. and date of the invoice	Denomination											
		Rs.100		Rs.200		Rs.500		Rs.1000		Rs.5000		Rs.10000	
		No. from to	No. of Certificates	No. from to	No. of Certificates	No. from to	No. of Certificates	No. from to	No. of Certificates	No. from to	No. of Certificates	No. from to	No. of Certificates

in.....Circle from.....to.....No.....

Dated.....Forwarded to the Director/Deputy Director of Postal Accounts...../Superintendent Post Offices...../Postmaster.....

Signature.....

Designation.....
Circle Stamp Depot.....

CUSTODY OF CERTIFICATES

- 4(1) Certificate, not actually required for issue to the public must be kept in the custody of the Postmaster. He will issue certificates to the counter Assistant for issue as soon as an application for purchase is received at the counter.
- (2) The Postmaster will be responsible for the security of certificates kept by him and all postal officials, entrusted with the certificates, will be personally responsible in case of loss or theft or misuse caused by their negligence. Blank certificates shall always be exchanged under proper receipt. The Official responsible for loss or theft or misuse shall execute an Indemnity Bond indemnifying the cost against any fraudulent payment on such lost, stolen and misused blank certificates.
- (3) Certificates received in a Post Office for any purpose should be kept in the personal custody of the Postmaster who will be responsible for their safe custody till disposal.

Note:- *In post offices working on SB (LAN) the stock of certificates will remain with the Postmaster and noworking sock will be issued to counter Assistant.*

MAINTENANCE OF THE STOCK REGISTER

- 5(1) All supplies of certificates received by Head and Sub Offices must be entered in the stock register (NC-12) on the date of receipt. A separate register or set of pages in the register should be allotted for each denomination and type. The first and last serial numbers of each block of certificates, the total number received and the balance in hand shall be entered in the relevant columns of the stock register. The total number of the certificates issued along with their serial numbers shall be shown in the issue column of the register against the date of issue and the balance on hand after each issue noted in the balance column. The balance should be verified once in a month by the Postmaster who should initial and put date in the registers in the column provided for the purpose in token of having exercised this check.

SPECIMEN OF FORM

NC-12

Denomination Rs.....

Date of transaction	No.& Date of invoice with which received or issued	Name of office from Which received or to which issued or designation of official to which issued	Block no. of certificates received or issued	NUMBER			INITIALS		
				Received	Issued	Balance	of Counter Assistant	of Post-master	Remarks

Stock Register Of.....certificates
Of.....issue.

Note:- A separate register or set of pages in the register to be used for each denomination of Certificate.

- (2) Stock Register in respect of certificates supplied and issued by Sub Offices:-The HO shall also maintain for each of its SOs, a separate stock register of certificates in Form NC-12(a). As and when supply is made to a SO, the date of supply, the first and last serial numbers of the certificates supplied, the total number supplied and the balance in the SO after the supply shall be entered in the relevant columns of the register. On receipt of the issue Journal from the SO, the date of issue, the serial numbers of certificates issued, total number of certificates issued and the balance in the office shall be entered in the said register. It should be ensured that the continuity of the serial numbers of the certificates issued contained in a particular block remains unbroken. The entries in the register should be signed by the Supervising Officer in token of having exercised this check. On the first working day of each month, the SPM should submit a statement showing the stock position of certificates in manuscript to the HO for verification. The official in charge of stock register of certificates of SO will verify the entries in the HO stock register for the SO, sign the statement in token of having carried out the check and keep the statement in separate guard file for each SO. These statements will be preserved for a period of 3 years.

SPECIMEN OF FORM

NC-12(a)

DEPARTMENT OF POSTS

Register showing the number of National Savings Certificates (.....Issue)
supplied to and issued from

Invoice number with date	Date of issue of certificates	Sl. No. of certificates	Supplied	Issued	Balance	Signature of Postmaster

DENOMINATION

DISPOSAL OF SURPLUS STOCK

- 6(1) Surplus stock of certificates should never be held in HOs and SOs and should be returned to the supplying office. Whenever certificates are required to be returned to the supplying office either as a result of stock being excessive or due to withdrawal of a series, an invoice in form NC-13 shall be prepared in triplicate by the S.O. and in quadruplicate by the H.O. The original should be retained by the dispatching office and the remaining copies sent to the supplying office. After verification, the supplying office will return one copy of the invoice duly receipted to the dispatching office and retain the second copy in the office. In the case of stock depot, the third copy received from the H.O. will be sent to the Postal Accounts Office. In the dispatching office, the copy received back from the supplying office will be pasted to the original on record.
- (2) After the close of the year, all sub-offices should furnish the particulars of certificates returned to Head Office during the year due to excessive stock or obsolete issue of certificates in a statement by 15th April, each year. The statement should show type, series, denomination, number of certificates, date of return to Head Office and invoice number issued. Greatest accuracy should be ensured in writing the serial number and the distinguishing letters prefixed thereto. The Postmaster will satisfy himself from the statement that all the certificates returned during the year by the sub-office have been duly accounted for in the HO. He will sign the statement in token of this check. This statement will be kept in a separate guard file in the H.O. During the inspection of the office Inspecting Officers should verify the entries in the statement with NC-12(a) and NC-12 registers maintained at the Head Office.
- (3) (i) The surplus stock of these certificates may be disposed of by cutting them into pieces in the presence of the Superintendent, Circle Stamp Depot or some other Gazetted officer, as may be decided upon by Head of the Circle, and sold as waste paper to the paper Mills. Before destroying the certificates it should be ensured that none of the unissued certificates is missing.

- (ii) The amount realized by sale may be credited to Government under the head "unclassified receipts".
- (iii) A suitable note of destruction of the certificates may be made in the respective stock registers to be signed by the officer in whose presence the certificates are destroyed.

Note :- Retention of stock of obsolete and defunct series of certificates :- It is necessary to keep in stock, some quantity of the obsolete series, for the purpose of reissuing in respect of claims of deceased holders, on conversion from one denomination to another or for the purpose of issuing duplicate certificates when the "overprinted" duplicate certificates are not available. It has been decided that the following number of these series of certificates for each denomination may be retained in the Circle Stamp Depots.

Sl. No.	Series	Upto Rs.100 denomination	Above Rs.100 denomination
1	5-Year Cash Certificates	5	5
2	5-Year N.S.Cs.	5	5
3	7-Year N.S.Cs.	5	5
4	12-Year N.S.Cs.	50	50
5	10-Year N.P.Cs.	100	50
6	12-Year N.P.S.Cs.	100	5
7	10-Year D.S.Cs.	10	5
8	12-Year N.D.Cs.	250	100
9	10-Year N.S.Cs.(I Issue)	100	100
10	12-Year N.S.A.Cs.	250	100
11	7-Year N.S.Cs.(III Issue)	250	100
12	7-Year N.S.Cs.(IV Issue)	250	100
13	7-Year N.S.Cs.(V Issue)	250	100
14	5-Year N.D.Bs.	250	100
15	6-Year N.S.Cs.(VI Issue) (Rs. 10 denomination)	250	--
16	7-Year N.S.Cs.(II Issue)	250	250
17	6-Year N.S.Cs.(VI Issue) (other than Rs. 10 denomination)	500	500
18	6-Year N.S.Cs.(VII Issue)	500	500
19	10-Year Social Security Certificates	--	250
20	Indira Vikas Patras	--	100

Note :- For joint certificates in the series, reasonable number may be found within this total limit.

YEARLY LISTS OF UNSOLD CERTIFICATES

- 7(1) A statement in manuscript giving the total number along with the first and last serial numbers of certificates of each denomination and of each different series remaining unsold on 31st March of each year shall be prepared by all Post Offices stocking the certificates. Greatest accuracy must be ensured in writing the serial numbers. The distinguishing letter prefixed thereto on no account be omitted.
- (2) A certificate should be endorsed on the statement under the personal dated signature of the Postmaster that the balance as per the stock register has been verified with the actual balance on hand and found correct.
- (3) S.Os will send their statements to their Head Offices so as to reach it not later than 10th April each year. The H.O. should check the statements received from the S.O. with the register in Form NC-12(a) and send them along with its own statement to the Postal Accounts Office positively by the 30th April each year.
- (4) There may be cases where the certificates in transit between H.O. and S.O. on 31st March or a day or two earlier will not find place in the statement of the S. O. or H.O. In such cases the H.O. while checking the statement of the unsold certificates of the S.O. with the register in form NC-12(a) should also include the particulars of such certificates in transit in the statement of the concerned S.O. with suitable remarks.

YEARLY LISTS OF UNCLAIMED CERTIFICATES

- 8(1) The unclaimed certificates lying in the custody of the Postal Accounts Office are preserved for a period of 30 years from the dates of maturity after which these become due for destruction. In order to give due publicity to enable the purchasers to prefer their claim relating thereto, the Postal Accounts Office will after the expiry of the said period of preservation, furnish to the Director General of Posts a yearly list of all such certificates in the first week of April of the year for notification in the Post Office Circulars and Postal Notices for general information of the public.
- (2) If any claim is received, the Postmaster will forward the same to the Postal Accounts Office referring to the relative Director General's Post Office Circular, certifying that he has satisfied himself as to the applicant's identity. In case of doubt, he will require the person claiming to be the holder to produce evidence to prove his identity.
- (3) The Postal Accounts Office will return the claim papers along with the relevant certificates, if not already destroyed, with its authority for payment which will show the amounts of principal and interest. On receipt of this authority, payment will be made to the holder or his

agent or messenger in the manner laid down in Rules 23, 27, 28 and 50.

- (4) The Postal Accounts Offices will furnish the yearly list referred to in para (1) above containing particulars of the unclaimed Savings Certificates due for destruction at the end of each financial year in the format given below so as to reach the Director General, Department of Posts, not later than 15th June. A "nil" statement if there is no list to be furnished, should be sent by the said date.

SPECIMEN OF FORM

Sl.No.	Office of Issue	Name of series	Sl. No. of certificate(s) with prefix
1	2	3	4
Denomination Rs.	Date of Issue	Name of holder	Remarks
5	6	7	8

Name of the Circle

APPLICATION FOR PURCHASE OF CERTIFICATES

- 9(1)** (a) A person who wishes to purchase a certificate should be requested to fill in the prescribed application form and sign it himself. This signature will serve in future as the specimen signature to establish the identity of the purchaser in all matters relating to the certificate. In the case of purchase in joint names, the application must be signed by both the joint purchasers. Illiterate purchasers should affix their mark or thumb impression.
- (b) Purchasers may be advised to have their father's name or in the case of married women, their husband's full name recorded on the application for purchase to facilitate subsequent identification.
- (c) A purchaser who is unable to sign or affix his mark or thumb impression to the application for purchase may be permitted to present application signed by a literate proxy on his behalf.
- (d) If the mode of payment for purchase of certificate(s) is by cheque, demand draft, Pay Order or Pay Slip, the number, date of cheque, etc. and the name of the Bank on which it is drawn should be indicated in the application for purchase.
- (e) A minor can purchase the certificate through an adult (any person) or direct in his name

- (2) Deleted.

APPLICATION ON BEHALF OF MINORS

- 10(1) When an application is received for the purchase of a certificate on behalf of a minor, the certificate should be issued in the name of the minor. The word 'Minor' and the date of birth should be added after the entry of the name in the certificate. The application should be signed by an adult purchasing the certificates on behalf of a minor.
- (2) A person purchasing a certificate on behalf of a minor may indicate either at the time of purchase or afterwards, anyone of the following as person entitled to encash the certificates during the period of minority on behalf of the minor:
1. Father;
 2. Mother;
 3. Either parent (father or mother);
 4. Legal guardian.
- (3) The authorization made in accordance with para (2) will become ineffective on the death of the minor.

MODES OF PAYMENT FOR PURCHASE OF CERTIFICATES

- 11 Payment for purchase of a certificate may be made by Cash, Cheque, Pay-order, Demand Draft, Matured Certificates or a duly signed Post Office Savings Bank withdrawal form together with the pass book.
- (1) **When Payment is made by cash :-** After the application is found in order, the Counter Assistant should accept the amount tendered. The serial number on the top of the application should be written prominently in RED INK.
- (2) **Payment by means of Post Office Savings Bank withdrawal form :-** Where payment is made by withdrawal from the POSB, the investor will submit a withdrawal form duly signed. The signature on the application for withdrawal should be compared with the specimen on record and if it agrees, the warrant of payment for the SB withdrawal should be disposed of in the same manner as in the case of ordinary SB withdrawal. The investor will not be asked to sign the warrant of payment in token of receipt of the money withdrawn and it will be completed by the postmaster signing the pay order adding thereto the words "by transfer credit to Post Office Certificates". The amount should be shown as a withdrawal in the SB account, L.O.T. and pass book, the remark "for purchase of.....Certificates". "Application No....." being made against the entries. The amount should be charged under the head "Saving Bank withdrawal" in the accounts of the Post Office by per contra credit to the appropriate head under Post Office Certificates.
- (3) **Payment by cheque :-**

- (i) Payment may be made for purchase of certificate(s) by crossed or open local cheque drawn. The cheque should be drawn in favour of the Postmaster to whom the application is presented. The cheque drawn in favour of the Postmaster by the applicant must be endorsed on its back as "For issue of Certificates in the name of Signature of drawer. If the cheque is drawn in favour of the postmaster by a person other than the applicant, it must either be endorsed on the back of the cheque as "for issue of certificate(s) in favour of Shri/Smt..... " or should be accompanied by a letter from the drawer of the cheque to the effect that certificate(s) be issued for its value in favour of the applicant, Shri/Smt..... The Postmaster will grant the applicant a preliminary receipt in Form NC-4(a) for the cheque. The certificate(s) should be made out in the same way as if the applicant has tendered cash but should not be made over to the purchaser until the cheque is actually encashed. After the cheque is encashed, the date of encashment should be recorded as the date of issue on certificates and on the issue Journal and the certificate(s) delivered to the purchaser on his surrendering the preliminary receipt which should be pasted to the application for purchase. For this purpose the date of encashment would mean the date on which the proceeds of cheque/demand draft etc. are credited into Govt. account.
- (ii) In SOs:- Open cheques shall be cashed locally only if there is no clearing house or bank handling treasury business and if the cheques are drawn on a bank situated in the same place as the post office, otherwise it should be sent to the HO for clearance. In case of an open cheque, it should be crossed by the Postmaster before sending it to HO.
- (iii) In Head Offices: -Open or Crossed Cheques drawn on local Banks either received direct at the HO or from SOs shall be collected through the Clearing House if there is one at the Station. If there is no clearing house or Bank handling treasury business, open cheques shall be collected locally and crossed cheques sent to the Bank performing treasury work duly entered in the treasury pass book as a cash remittance after endorsing it in favour of the Bank. On receiving credit for the amount, the postmaster will make a note against the entry in his Issue Journal or advise the SO to do so if the cheque was tendered at a S.O.
- (iv) Any commission charged by the Bank for realising the value of crossed cheque tendered by the post office, will be shown by the postmaster as expenditure under "other contingencies" and included in the contingent bill, the full amount of the cheque being credited in the accounts. Any charge for commission appearing in the "Not-payable monthly contingent bill" should be supported by Bank's memorandum showing the commission deducted.
- (v) Demand drafts and Pay Orders should be treated in the same manner as cheques.
- (vi) Procedure for accounting of cheques, etc., realised in payment for NSCs in Head and Sub Offices :-NSCs VI/VII Issue Rules and NSCs VIII-Issue/KVP/IVP Rules, provide that where payment for Certificate is made by cheque, pay order or demand draft, the date of issue of such Certificate will be the date of encashment of the cheque. The date of

encashment would mean the date on which the proceeds of the cheque, etc. are credited into the Government account. The procedure prescribed for clearance of SB cheques should be adopted mutatis mutandis for clearance of cheques in payment for NSCs. It is provided therein that where SB cheques, etc of Sub Offices are cleared by the concerned H.O., they are accounted for at the H.O. on their realization as part II deposits. Since there is no such provision for cheques. etc. for NSCs. the question has arisen as to how they should be accounted for. The following procedure is laid down in this regard:-

The procedure will be the same as for Savings Bank cheques, etc. upto the stage of encashment. The date on which the cheque, etc. is encashed shall be the date of issue of the Certificates. When a cheque etc. of the Sub Office is encashed, the amount will be accounted for in the books of the Head Office as under:-

Receipt Side	Payment Side
Remittance received from sub Office	Remittance to the Treasury/Bank

(i) Head Office Summary

(ii) Sub Office Summary

- (a) The amount should be shown in red ink in the remarks column against the concerned sub-office as remittance received in advance (to be adjusted subsequently when accounted for in the sub-office).
- (b) At the bottom of the Summary, the amount should be shown against the column 'Advance received in the Head Office but not shown in the daily account of the remitting Sub Office'. The amount should be shown as part of the balance by deduction from the total outstanding balance of the sub-office.
- (c) An intimation of encashment of the cheque, etc. should be sent to the concerned Sub Office on the same day, as in the Annexure.
- (d) On receipt of the intimation of encashment of the cheque, etc. from the Head Office, the Sub Office will issue the NSC(s) and account for the value in its S.O. Account and Daily Account as under:

Receipt Side	Payment Side
Purchase of NSCs (.....Issue)	Remittance to Head Office in advance by cheque encashed on.....by the Head Office.

- (e) On receipt of the daily account in the Head Office the amount will be accounted for in the Sub Office summary as under :-

Receipt Side	Payment Side
Purchase of NSCs (.....Issue)	Remittance to Head Office

SUB OFFICE SUMMARY

and the amount shown in red ink against the office in the remarks column will be cleared with corresponding adjustment in the balance at the bottom of the Summary on the day.

ANNEXURE

Intimation of credit of cheques, etc. in payment for NSCs (..... Issue)

From
-----HO

To
Sub Postmaster
-----SO

Cheque No..... dated for Rs..... drawn on bank received from your office on in payment for NSCs (..... Issue) was encashed on

Postmaster

Note:- *In post offices working on SB-LAN, if holder wants to purchase certificates by tendering cheque, certificates will be issued only after clearance of cheque. Certificates will not be prepared in advance as prescribed in Rule 11(3). This procedure will be applicable only in non-computerized post offices.*

(4) By surrender of matured certificates: -

(i) A holder (or successor in the case of deceased holder, whose claim has been entertained and sanctioned by the competent authority) may tender matured certificates accompanied by an application for purchase at any post office. The particulars of the certificates so tendered namely; Serial Nos. Denomination, the date and office of issue, name of the holder and date of maturity will be noted in the application for purchase. The signature of the applicant shall be obtained on the back of the certificate in token of discharge. The holder should write "through purchase of fresh certificate vide application attached" after the words 'Received payment of Rs.....Paise.....(in words and figures)' on the reverse of the certificate where the matured certificate is tendered at the office of its issue or is accompanied by an identity slip, the postmaster after verifying the genuineness of the signature will issue fresh certificate of the series current on the date of maturity of the old certificate and of the denominations applied for equivalent to the aggregate value of the proceeds of the matured certificate. If certificate of the required denomination cannot be issued to cover the full matured value of the certificate, the

residual amount will be paid in cash to the investor. Where reinvestment is desired at a post office other than the office of issue of the certificate and no identity slip is produced, the particulars of the certificate (and not the certificate) along with a specimen signature of the holder will be obtained from the holder and sent to the office of issue for verification. The investor will be given a probable date when he should present the certificate again for issue of fresh certificate. On receipt of report of verification, fresh certificate will be issued in the usual manner. The particulars of the fresh certificate issued in lieu thereof will then be intimated to the office of issue of the matured certificate, which in its turn will note down the date of encashment of the matured certificate on the relevant application and paste the intimation so received on the application.

- (ii) The matured certificate will be treated as encashed and included in the discharge Journal in the usual manner. The fresh certificate issued in lieu will also be included in the issue Journal in the usual manner and the following remark will be made in the remarks column of the Journal against the relevant entry:

"Issued in lieu of matured certificate No..... for Rs..... maturing on.....".

- (iii) The date of issue of the new Certificate will be the date on which the old certificates duly discharged is presented.

SCRUTINY OF APPLICATION FOR PURCHASE

12(1) An application for purchase in the prescribed form presented at a H.O. or S.O. should be examined by

the Counter Assistant to see that :-

- (a) The applicant is eligible to purchase a certificate under the rules;
- (b) The total face value of the certificates applied for has been correctly shown in the application and agrees with the amount tendered;
- (c) The application has been signed by the proper person in accordance with the instructions contained in Rule 9.
- (d) The full address of the investor is furnished below his signature;
- (e) Entries relating to joint purchase, purchase on behalf of other persons or minors are correctly filled in or scored out if not relevant to the case;
- (f) The maximum limit of holding wherever prescribed in the Rules is noted in the space

provided for the purpose.

- (g) The investor has correctly indicated whether he requires an identity slip or not. If he wants the identity slip and the certificates are being purchased through an authorised agent or a messenger, he has signed at the proper place of the application for purchase in addition to the signature referred to in item (c) above. If the purchase is made through an authorised agent or messenger his specimen signature and mark of identification, if any, have been given in the application in the space provided for the purpose;
- (h) Where the purchaser does not make the purchase through an authorised agent, the relevant item of the application is scored out;
- (i) If the certificate is required to be pledged then the application is accompanied by an application for transfer as pledge in form NC-41.

PROCEDURE FOR ISSUE OF A CERTIFICATE

- (2) If the application is found in order, the counter Assistant should accept the amount tendered. He will note the serial No. on the top of the application prominently in the red ink. The certificate will be prepared neatly bearing in mind the following instructions. If for any reason a certificate cannot be issued immediately, a receipt in form NC-4(a) will be issued to the investor as per rule 13.
 - (a) The certificate issued is in strict sequence of the numbers in each block of certificates.
 - (b) The name of the holder is written invariably in block letters and the spelling is strictly the same as given in the application. The address of the holder as given in the application should be written legibly on the certificate.
 - (c) Certificates issued under items (c) and (d) of sub-rule (1) of Rule 9 above, will be made out in the name of the holder followed by the remarks "through.....name of person.....
Relationship.....Designation....."
 - (d) The following particulars are entered legibly in the space provided for the purpose on the certificate:-
 - (i) The name of the Post Office of Issue.
 - (ii) The date of issue of certificates which shall be the date on which the amount is credited except in the following cases where date of issue will be as shown against each:-
 - (a) In case of cheques, drafts, pay orders etc. the date of encashment of the instrument.

- (b) By surrender of a matured certificate, the date of presentation of certificate duly discharged.
- (c) By Money Order remittance from the field the date of issue of the M.O. from the field Post Office.
- (d) The payment is made at a B.O. the date of deposit at the branch office.
- (iii) The date of maturity is calculated from the date of issue - For example a 6-Year National Savings Certificate purchased on 1st April 2000 does not mature on 31st March 2006 but on 1st April 2006. If the date of maturity falls on a Sunday or a Postal Holiday, the payment should be deemed to be due on the business day immediately preceding.
- (iv) The registration No. which will be same as the Serial No. allotted to the application.
- (v) The date stamp at the place provided for the purpose.

The remark "Nomination registered under No. dated.....", if nomination has been made by the investor; (vii)The stamp "Identity Slip No.issued on.....is affixed both on the certificate and the application, if an identity slip is issued.

(viii)The remark "Transferred as security to....." written in red ink on the back of the certificate, if the certificate is required to be pledged.

Note:- *There is no provision of Identity Slip in NSCs(VIIIth-Issue) Rules. As such the provision of clause (vii)above will not apply to NSC (VIIIth-issue).*

- (3) The counter Assistant will then enter the serial numbers and denominations of certificates on the reverse of the relative application and place the application for purchase, the certificate, the issue Journal and the Nomination Register before the Postmaster.
- (4) The Postmaster should check the entries in the application with the entries in the certificate and issue Journal to see that the counter Assistant has carried out all the checks and completed all the documents in accordance with the rules. He should particularly see that the sales shown through authorised agents have been made by the investor through the authorised agent and that in case of direct sale? of the application form has been scored out. He should then sign each of the certificates and put the date and signature below the page of the application which should be stamped with a legible impression of the oblong M.O. Stamp on the top right hand corner. He will then transfer the above documents to the counter Assistant. The Counter Assistant should deliver the certificate(s) to the purchaser, after obtaining his receipt on the application. If the purchaser applies for delivery through his agent or messenger, authorised by an entry on the form of application or in a separate letter, the certificate should be delivered to the agent or messenger on his signing the receipt on the application in the space provided for the purpose.

Note :-The affixing of the date and oblong stamp with legible impression on the application for purchase and savings certificates may be got done by the Postmaster in his presence.

- (5) If payment for the purchase of a certificate is made by means of a cheque, pay order or demand draft, the certificate should be handed over to the applicant only after the amount of the cheque etc. is realised.

ISSUE OF PRELIMINARY RECEIPT

- 13(1)** In cases where certificates are not available for issue immediately or a large number of certificates are required to be issued at one time involving long detention of the investor or his agent at the counter, a preliminary receipt in Form NC-4(a) may be issued. In Head and Sub Offices, the receipt will be prepared in duplicate. It will be signed by the postmaster. The serial number allotted to the application for purchase will be noted on the receipt in the space provided for the purpose. The remark 'Preliminary receipt No.dated..... issued' should be noted at the top of the application for purchase under the signature of the postmaster. The particulars of the receipt should also be noted in the daily issue Journal instead of the particulars of the certificate. The original copy will be given to the investor or his messenger indicating thereon the probable date on which the certificate is likely to be available for delivery. Action should be taken to see that the certificates are ready for delivery on the due date. The investor will surrender the receipt duly signed in token of having received the certificate either personally or through his agent at the time of taking delivery of the certificate. If the investor or his agent or messenger does not call at the post office for taking delivery of the certificate within a reasonable time, intimation may be sent to him to attend the Post Office for obtaining delivery of the certificate(s). The surrendered receipt will be pasted to the application for purchase and a remark of the date of delivery made in the office copy of the receipt under the dated signature of the Postmaster.
- (2) In case the delivery of a certificate is not taken within one month from the date of its preparation, action as per Rule 40 will be taken. A suitable remark will be made on the office copy of the receipt also.
- (3) An index of preliminary receipt numbers issued will be maintained in Form MS-15 and kept in the custody of the Postmaster to watch the continuity of the serial numbers of the receipts issued by the Office. As each book is exhausted, the postmaster will withdraw it from the counter Assistant and see that it is complete with necessary remarks duly recorded on the duplicate copy about the date of delivery of the certificates under his signature. A fresh book of receipts will then be issued. Before each book is brought into use, it should be checked by the counter Assistant to see that it contains the correct numbers and copies of receipts. He should then write the word "Checked" on the cover under his dated initials. Defective receipt book will be returned to the postmaster who will make a note in the index of receipts and personally destroy the same. An index of preliminary receipts will also be maintained in Form MS-15 in the Head Office in respect of receipts issued by each SO under it to watch the continuity of the serial Nos. of the receipt issued. Receipt Books in triplicate will be used in BO. The duplicate copy will be submitted to the Accounts Office along with the application

duly entered at the back of the daily account. The Account Office will see that the receipt has been correctly prepared in accordance with the particulars viz., the name of the investor, and the amount tendered for purchase of certificate noted on the application for purchase. The receipt should be kept secure in a separate guard file. An Index of preliminary receipts supplied to and issued from each BO should be kept in Form MS-15. The B.O. should forward to the account office the original receipt surrendered by the investor on delivery of the certificate. In the account office this will be pasted to the application for purchase after comparing the signature of the investor or his agent, the name of the investor and the amount of investment.

- (4) When a holder loses a receipt and requests in writing for the delivery of the certificates without production of the receipt, the certificate will be delivered to him on proper identification and after comparing his signature on the application with the signature on the application for purchase. A remark about the loss will be made on the office copy of the preliminary receipt under the dated signature of the Postmaster and the application requesting for delivery should be attached to the application for purchase. In Case of B.O., the application from the holder will be forwarded to its account office after the holder has been satisfactorily identified.

PROVISIONAL RECEIPTS FOR CERTIFICATES COLLECTED

- 14(1) When certificates presented at a HO or SO are taken possession of otherwise than for immediate payment, a receipt in Form NC-11 should be granted by the HO or SO at which the certificates are tendered.
- (2) When a certificate for which a provisional receipt was granted is returned to the holder or its cash value is paid to him, care should be taken to secure the surrender of the provisional receipt. The receipt should be filed with the application for purchase and if the receipt was granted by an office other than the office of issue, it should be forwarded to the office of issue alongwith the advice of payment (NC-10) to be filed there with the application for purchase.

SPECIMEN OF FORM

NC-11

PROVISIONAL RECEIPT

Receipt for Post Office Savings Certificates

Received from.....(Address).....Years National Savings Certificates (s)

.....Issue/KVP/IVP etc. detailed overleaf.

Date Stamp

Postmaster

REVERSE

Description of series	Sl. No. of Certificates	Denomination	Number of Certificates(s)	Office of Issue
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Details of Post Office Savings Certificates

15. DELETED.

SALE OF CERTIFICATES INDEPENDENTLY BY SELECTED BRANCH POST OFFICES

16.(1) A few Branch Offices have been authorized to issue and discharge savings Certificates independently. Such Branch Offices are authorized to issue and discharge NSCs upto Rs. 100 denomination only. Certificates of single holder type will only be issued to individual adults. Certificates to the total value of Rs. 500 only can be issued to an individual on any single day.

(2) These Branch Offices will not independently discharge any certificates which are not issued from their own offices without reference to the Account Office

(3) For other denomination and types as also for sale to the joint individuals, minors etc. Branch Office will follow usual procedure as contained in the Book 'Rules for Branch Offices'.

(4) The particulars of certificates issued will be furnished by the Branch Postmaster on the back of the daily Account. The account office should verify whether the total amount of issue is included in the amount credited in the daily account under "Savings Certificates issued". The particulars of issue should be incorporated in the Journal of the certificates issued from the Account Office below the last entry for the certificates in the Account Office itself.

Note :- *The authorized stock to be held by each Branch Office will be determined by the Superintendent/Senior Superintendent of Post Offices. When certificates are issued by the Branch Offices, stock should automatically be replenished.*

SALE OF CERTIFICATES THROUGH AUTHORISED AGENTS

17.(1) Appointment of authorized agents :-

(i) The authorised agents appointed by the State Government Authorities can canvass investment in Savings Certificates within the State and can purchase certificates on behalf of the investors from the post offices to which they are attached for this purpose. This will not, however, preclude an agent from purchasing a certificate on behalf of an investor whose permanent address as given in the application is outside the jurisdiction of the issuing post office to which he is attached.

(ii) The Appointing Authority will send an advice regarding appointment of agents and cancellation of Certificates of Authority regularly every month to the Head/Sub Postmaster concerned. Intimation of cancellation of agencies must always be sent to the Head Post Office concerned and to the post offices with which the agent is attached.

- (2) **Scope of the Agency:-** The agency at present is confined to canvass for the sale of Kisan Vikas Patras, National Savings Certificate (VIII-Issue), deposits in Time Deposit Accounts, Monthly Income Scheme Accounts and Sr. Citizen Savings Scheme-2004 Accounts. It may be extended to such other small savings securities as may be notified by the Government of India from time to time as being saleable through authorized agents.
- (3) **Receipt of Certificate of Authority:-** The post office to which the agent is attached for drawal of receipt books gets a copy of the Certificate of Authority from the Appointing Authority which contains the specimen signature of the agent and his photograph. In the case of Extra Departmental Branch Postmasters, no photograph is necessary. The Certificate of Authority should be maintained by the Postmaster in a serially numbered guard file. In case the agent is attached to a sub office, the Head Office will also receive a copy of Certificate of Authority containing the specimen signature but not the photograph which will be similarly recorded in the guard file by the Head Post Office. The sub offices, other than the one to which the agent is attached for purpose of drawal of receipt books, will not receive copy of the Certificate of Authority.
- (4) **Transaction of business through messenger:-**
- (i) In case an agent is permitted to nominate a messenger to transact business with the post office on his behalf, the Appointing Authority will send to the Head Post Office concerned a copy of the authorization letter containing the specimen signature of the messenger and his photograph affixed to it. The Appointing Authority will also forward a copy of the authorization letter containing the signature of the messenger to the sub offices where the agent is attached. This should be recorded in the post office along with the Certificate of Authority of the agent. A brief note regarding appointment of the authorized agent's messenger will also be recorded on the appointment certificate of the authorized agent in red ink.
- (ii) As and when an authorized messenger is required to sign any document of the post office in place of the authorized agent, he should note below his signature "authorized messenger of authorized agent No....." and his signature will be verified with reference to one on record or available with the messenger.
- (5) **Termination of Agency :-**
- (i) When an agency is terminated or an agent dies, the Appointing Authority will send intimation under registered post to the post office to which the agent was accredited with a copy to the Head Office if the agent is accredited to a sub office. In the order terminating the agency, the Appointing Authority will specify the date by which the unused and partially used up receipt books should be returned to the post office by the agent.
- (ii) The agent shall deposit the amount of investment lying with him un-deposited and return the partially used and unused receipt books forthwith to the post office concerned. Non

compliance of this rule by the authorized agent by the date fixed by the Appointing Authority in the order terminating the agency shall be reported to the Appointing Authority by the post office.

- (iii) The used up receipt books containing only agent's copies of receipt need not be obtained from the agents on the termination of their agency. The unused receipt books after their surrender by the agent(s) to the post office will be brought again on the stock register and issued to other authorized agents for their use. The period of preservation of the partially used up receipt books after their surrender to the post office is 3 years.

(6) Stocking and Supply of Receipt Books :-

- (i) The authorized agent receipt books will be printed and supplied by the Director National Savings Institute, Nagpur, to the Postal Stores Depots. The Postal Stores Depots will supply to the head office under invoice for its own use and that of the sub offices under it authorized to issue receipt books to agents.
- (ii) The head and sub offices will maintain a stock register of receipt books on the lines of the stock register of certificates. Whenever a receipt book is supplied to the agent, his receipt will be obtained in the stock register. Each receipt will be machine-numbered and will be with a counterfoil. The foil for the receipt will be issued by the agent to the investor which will be taken back duly signed after the certificates are delivered to him. All the rules regarding stocking, supply, checking and other matters as applicable to certificates will be applicable to receipt books.
- (iii) The total value of the receipt books of all denominations issued to an agent will not exceed the total values specified in the Certificate of Authority. Whenever a new receipt book, is supplied to an agent, the Postmaster will ensure that the authorized limit is not exceeded and the previous receipt book has been exhausted. The receipt books will be in the following denominations:-
- (iv) The receipt books are printed in the following three types viz.:
 - (a) not above Rs. 1000
 - (b) not above Rs. 5000 and
 - (c) not above Rs. 10,000.
- (v) The crossed cheque receipt books are without any denomination. The column of the amount is left blank.
 - (a) The agent will use "crossed cheque receipt books" only when crossed cheques are tendered by investors. They can not convert cheque receipt books into cash receipt books unless permitted by the post office. However receipt books for cash transactions can be used both for cash transactions as well as for crossed cheque transactions if the receipt books for crossed cheque are exhausted with the agent.

- (vi) The agents will be given the choice to select the denominations of receipt books, and how many of each denomination they would like to have, subject to the condition that the overall maximum limit prescribed is not exceeded.

Note 1:- *In the event of loss of a receipt book the agent should report the loss to the Post Office, the Appointing Authority and the Regional Director, National Savings concerned immediately.*

Note 2 :- *If any receipt in the receipt book of an agent is cancelled by him for any reason the original receipt will be destroyed by the Postmaster/ Sub Postmaster himself after recording a remark about the cancellation of receipt under his dated signature on the agent's copy of the receipt.*

- (vii) The HSG Sub-Office can place indent for the supply of receipt books directly with Postal Stores Depot if authorized by the Head of Circle. In such cases Postal Stores Depot will supply receipt books to HSG Sub-Office under advice to the Head Office by sending a copy of the invoice sent to HSG Sub Office. In the Head Office, the particulars of these receipt books will be entered in the stock register of receipt books maintained sub-office wise.

(9) Supply of receipt books to SAS agents :-

- (i) The maximum limit of cash receipt books to be issued to Small Savings Agents will be Rs. 50,000/- at a time. There will, however, be no restriction for accepting cash from a single investor subject to the maximum limit of Rs. 20,000/-.
- (ii) The agents shall never, under any circumstances, exceed the amount upto which a receipt form is valid for an investment or investments and they shall not make any alteration in the matter printed on the receipt form and counterfoil.
- (iii) The Appointing-Authorities will check the antecedents of the agents before their appointment. In case where the Appointing Authority is an Officer authorized by a State Government, that State Government will appoint Supervisory Authority whose duties include checking of receipt books on demand and to report the irregularity, if any, to the Appointing Authority. In the event of any misappropriation of investor's money by an agent appointed by an Appointing Authority authorised by a State Government, that State Government will bear the loss.

(10) Purchase of certificate by an authorized agent :-

- (i) When an agent wants to purchase a certificate he will present at the post office to which he is attached, an application for purchase duly signed by the purchaser together with the issue price and the receipt book containing the counterfoil of the receipt the foil of

which was handed over to the investor.

- (ii) The post office will verify the identity of the agent by reference to the specimen signature in the Certificate of Authority on record in the post office or one available with the agent, compare the entries in the application for purchase and agent's copy of the receipt. If these are in order, the counter Assistant will affix his signature on the agent's copy of the receipt, with date stamp and issue a certificate observing all the required formalities and deliver it to the agent after taking his acquittance in the application for purchase. It should be seen by the Postmaster that the investor himself has signed the authority for purchase through authorized agent. Ordinarily an agent is required to deposit the amount of investment through him on the day of receipt of the money from the investor but in no case should the money remain un-deposited beyond 10 days from the date of receipt of money by the agent. This period can, however, be raised by the Appointing Authority to 15 days in case of such agents only who are attached to post offices in areas where communications are not easily available. In such cases the Appointing Authority will make a note to this effect in the relevant Certificate of Authority or if this is done later, intimation will be sent to the post office concerned who will make a note in the copy of Certificate of Authority available with it and attach the letter to it.

If the amount of investment is presented at post office on a date later than the date borne on the application for purchase it should be ensured that an endorsement "Presented at post office on.....(date)" is recorded on the application for the purchase and signed by the agent.

- (11) **Rates of Commission:-** The agent shall be entitled to receive a commission at such rate as may be notified by the Government from time to time in respect of each of the securities sold through him under the terms of the agreement executed by him. The rates of commission admissible to SAS agents as fixed by the Government from 1.12.2011 is as follows:- :-

Sl. No.	Name of Securities	Rate of Commission
(i)	5 years National Savings Certificates (VIII-Issue)	0.5%
(ii)	10 years National Savings Certificate (IX-Issue)(discontinued)	0.5%
(iii)	Kisan Vikas Patras	1%

- (12) **Reinvestment of matured Certificates/Deposits through agents:-** The investors can reinvest their matured securities (certificates/deposits) through the agents. The agents will be entitled to the commission for such investments. For this purpose, the agent will obtain pass book alongwith withdrawal form duly completed or matured certificates duly signed on the back by the investor. The depositor/investor will write on the application form (SB-3) or application for purchase of certificate under his signature that the matured deposit/certificates is being reinvested through the agent..... (name of agent and C.A.

Number). The agent will submit the documents at the post office. Since handling of cash is not involved in such cases, the agent will issue receipt of the documents from the cheque receipt book with suitable remark and hand it over to the investor as per normal procedure. The particulars of deposit/certificate which is to be reinvested will be written in place of cheque number. The residual amount which cannot be reinvested under the rules of any scheme will be returned to the agent by cheque or credit into the savings account of the holder if the account stands in the same post office as the case may be. The Postmaster will write on the application for withdrawal i.e on the back of matured certificate under his signatures the amount reinvested and the balance amount returned to the agent or credited into savings account. On the back of the certificate, acquittance of agent will be taken if the cheque is handed over to the agent and savings account number is to be written if the residual amount is credited into savings account by the Postmaster.

- (13) **Investments on which commission is not payable to agents:-** No commission will be payable to agents:-
- (i) On sale of certificates presenting investment of Provident, Superannuation, Gratuity and Endowment Fund money, funds of Co-operative societies including co-operative banks, compensation money paid to displaced persons in the form of Savings Certificates, Court funds in the control of Government Officers or local or statutory authorities or conversion to certificates of cash securities already pledged to Government Officers by contractors, etc. or investments required to be made in Small Savings Securities under any statute or by an express order of the Government or investments made by Institutions, Trusts, Companies, Associations etc. or such other investments as may be notified by the Government in this behalf from time to time. On holding invested in excess of the prescribed limit. If any commission is found paid to the authorized agent on the excess holdings, it should be recovered.
 - (ii) Where a redeposit of a matured Time Deposit is made in a new account under sub rule (3) of rule 6 of P.O. Time Deposit Rules, 1981 retrospectively from the date of maturity. The commission will, however, be payable in case of redeposit made under rule 6 (1) of the P.O. Time Deposit Rules, 1981.
- (14) **Payment of commission to heirs of deceased agents :-** In the case of death of the authorized agent, the commission admissible to him/her may be sanctioned and paid to his/her heir(s) by the Postmaster after establishing the claim.
- (15) **Issue of certificate of commission earned by authorized agent :-** A certificate of commission actually paid during the financial year should be issued to the authorized agent by the Postmaster annually at the end of the financial year on receipt of a written request to this effect from the authorized agent. Such certificate may be issued on charging a fee of Re. 1/- per certificate. The request for issue of such a certificate can be made on plain paper with postage stamp of Re. 1/- duly affixed which will be defaced by the date stamp of post office.

(16) **Facilities to be provided to agents by the Post Office :-** The Postmaster should fix separate business hours for agents after close of the business hours of Savings Bank so that the agents can come and transact their business during these hours. The agents should be provided cooperation by postal staff whenever they attend the post office to transact their business during business hours fixed for them. They should be treated with all courtesy and allowed to come inside the post office public hall during their business hours.

(17) **Report to National Savings Authorities :-** Deleted.

(18) **Recovery of Expenditure:-** The whole expenditure incurred on payment of commission to authorized agents for the sale of savings certificates and deposits in RD/TD/MIS/NSS/PPF accounts under the Standardized Agency System/MPKBY Agency/PRSG Leaders is debitable to Ministry of Finance (DEA). For this purpose this expenditure is booked by the Postal Accounts Offices direct under the final head "Major Head-8008-Income and Expenditure of National Small Savings Fund-03-Management Cost-103-Payment of Agency Commission to agents".

(19) **Procedure for Payment of Commission to SAS Agents**

Note 1:- Under the revised procedure, the commission will be paid to agents at source at the time of depositing money at the post offices. This is effective from 1.5.2000.

Note 2:- There is no change regarding issue of receipt books to the agents. The agents will keep the Investor's copy of the counterfoil duly signed by the investor in lieu of having received the certificate attached to his own copy in his receipt book for his record.

Note 3:- The agent will produce his receipt book containing the agent's copy of the counterfoil at the post office at the time of depositing money for further action by the post office as at present vide para 8(b) above. 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 receipt issued.

Note 4:- The particulars of the post offices with which the 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 procedure. For the purpose of drawal 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 5 :- The form of receipt ACG-17 should be supplied to the agents for their use.

PROCEDURE IN HEAD OFFICES

- (a) When any certificate is sold through an agent, the application for purchase is accompanied by the required amount either in cash or by cheque. The following entries will be made at the top of the application for purchase 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	

- (b) The agent will tender the net amount of investment 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 application for purchase, The agent will write his name and authority number below his signature on the receipt ACG-17. If the amount of investment is paid in cash, the gross amount will be credited under the Head "Sale of NSCs (VIII-Issue)/ KVP in all the accounts records after the certificates are issued to the agent. The amount of commission paid will be charged under the Head "Commission paid to SAS Agents for sale of NSC VIII Issue/KVPs",
- (c) If the amount of investment 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 the receipt ACG-17 will be entered in the register of commission paid to agents for investment by cheque as prescribed in para (5) below. The agent will be informed about the probable date on which he can collect the amount of commission. When the cheque is realised and accounted for, the date of realisation of the cheque will be noted in column 9 of the register. The payment may be made by cash or cheque on the receipt ACG-17 kept in deposit when the agent attends the post office. The amount paid will be accounted for in the accounts on the date of payment. 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 realised and accounted for in the H.O. on

Date.....
Head/Sub/Branch

Signature of

Postmaster with designation stamp.

- (d) The sub offices dealing with the bank directly will not send the local cheques to the head offices but will get the cheques realised from the bank. These sub offices will send other cheques to the HO for their realisation alongwith receipt ACG-17. The sub offices not dealing with the bank directly or branch offices in direct account will send the cheques and

receipt ACG-17 to the head offices for their realisation. After the cheques received from sub offices are realised and accounted for, the intimation of the date of realisation of the cheques and their accounting in the HO and the receipt 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.

- (e) 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.

SPECIMEN OF FORM

REGISTER OF COMMISSION PAID TO AGENTS FOR INVESTMENTS BY CHEQUES

Sl. No.	Name of agent	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 realised 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
1	2	3	4	5	6

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.

- (f) At the close of the day, the Head Office will prepare a schedule of commission paid to agents separately for each scheme in duplicate for transactions made at the Head and Sub Offices in the form ACG-6(n). The daily and progressive total of the schedule will be written upto the end of the month. The upper copies of the schedule for the month along with receipts (ACG-17) will be sent to the Postal Accounts Office along with the Monthly Cash Account. The second copy will be kept as office copy.

- (g) 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 these entries will be made in cash book and other account records.

- (h) A separate issue Journal for savings certificates sold through agents in form NC-48 new not be prepared. All the certificates sold directly or through agents will be included in the same issue Journal in form NC-18 w.e.f. 1.10.2000.
- (i) 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 schemes including savings certificates. A separate register will be maintained for each financial year.

**SPECIMEN OF FORM
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
1	2	3	4	5	6
Total					

Note:- The names of agents may be entered in 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

- (j) The register will be posted on daily basis from the respective schedules prepared for commission paid to agents scheme-wise. This will facilitate quick posting in the register.

PROCEDURE IN SUB AND BRANCH OFFICES

- (22) (a) If the amount of investment is tendered in cash by the agents, the procedure contained in para 1(1) and (2) above will be followed and the receipts ACG-17 attached to the list of

commission paid to agents will be sent to the Head/Account Office in support of the charge. The agent will write his name and Authority Number below the signature on the receipt ACG-17. The list will be prepared in the form given below in duplicate scheme-wise separately for each series of certificates. The duplicate copy will be kept as office record.

SPECIMEN OF FORM

List of commission paid to agents for investment in certificates

Sl. No.	Name of agent	No. of certificate of Authority	Sl. No. of certificates	Amount of investment	Amount of commission paid	Remarks
1	2	3	4	5	6	7
Total						

Date Stamp

Signature of Sub/Branch Postmaster

- (b) If the amount of investment is paid by cheque, the sub offices not dealing with the bank directly and branch offices in direct account will send the cheques and receipts ACG-17 to the Head Office. The Sub Offices dealing with the bank directly will send cheques other than local ones and receipts ACG-17 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 and its particulars will be noted in the said register. The payment will be made by cash or cheque on the receipt ACG-17 kept in deposit when the agent attends the post office. 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 Postmasterwith designation stamp"

The amount of commission paid will be accounted for in the accounts on the date of payment and receipt ACG-17 sent to HO/Accounts Office attached to the list of commission paid.

- (c) The Sub Offices dealing with the bank directly will not send the local cheques to the HO but will get the cheques realised from the bank and keep the receipts ACG-17 in deposit. On realisation 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.
- (d) 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 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 schemes for various agents will be maintained in the Sub/Branch Offices.

SPECIMEN OF FORM
REGISTER OF COMMISSION PAID TO AGENTS FOR INVESTMENT 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 commission paid to the agent on receipt ACG-17	Signature of the Sub/Branch Postmaster	Remarks
	8	9	10	11	12	13

- (e) The ED Sub Offices and Branch Offices which are not authorised to issue certificates independently will send the application form for purchase of certificates alongwith cheque for investment, if any, and receipt of commission of the agent in Form ACG-17 to the Head/Accounts Office. The net amount for investment will be taken from the agents for deposit by cash and gross amount for deposit by cheque and accounted for as such in their accounts. On receipt of certificates and receipt ACG-17 duly passed for the amount of commission for investments by cheque from the Head/Accounts Office, further action will be taken as described above.
- (f) A separate issue Journal for savings certificates sold through agents in form NC-47 need not be prepared. All the certificates sold directly or through agents will be included in the same issue journal in form NC-18(S) w.e.f. 1.10.2000.
- (23) **Documents to be discontinued :-** With the introduction of the new procedure the preparation and maintenance of the following documents will be discontinued and work connected with them will be saved.
- (i) The agents will not prepare the bills (NC-50) for commission for submission to the post offices and the work in connection with the scrutiny of the bills, payment of commission etc. will be saved.
- (ii) The register for keeping accounts of sales of certificates for each authorised agent (NC-49)

series wise and denomination wise in the HO will not be maintained.

- (24) A separate issue Journal for savings certificates sold through agents in sub offices and Head offices in form NC-47 and NC-48 respectively will not be prepared. Now all the certificates sold directly or through agents will be included in the same issue journal in form NC-18 and NC-18(S) by the head and sub offices. Preservation of records relating to payment of commission to agents :- Consequent to the introduction of the new procedure for payment of commission to various categories of agents, some new documents/records have been introduced.-The preservation period of these records have been fixed as under :-

Sl. No.	Details of records	Period of preservation
(i)	Register of commission paid to agents during the year	3 years
(ii)	Register of commission paid to agents for investment by cheques	3 years
(iii)	Schedule of commission paid to agents	3 years
(iv)	List of commission paid to agents	2 years

- (25) **Deduction of Tax at Source from the commission paid to agents:-** As per Section 194-H of Income Tax Act, 1961, TDS is to be deducted from the commission paid to agents by the authority paying the commission. The rate of tax at source to be deducted will be 10% of the commission paid from 1.6.2007. The surcharge will be levied at the rate of 10% of the income tax deducted where the income (commission) or aggregate of such incomes (commission) paid or likely to be paid to the agents exceeds Rs. 10 lakh during a financial year. The amount of tax plus surcharge, if any shall be further increased at the ratio of three percent of this amount for the purpose of education cess. This rate is subject to change as per provisions of Finance Bills of respective financial years.

Note :- As per finance Act 2010 increase of 3% for education cess has been discontinued.

MAINTENANCE OF THE APPLICATION FOR PURCHASE

18. The applications for purchase should be serially numbered and carefully preserved in a guard file in the office of issue.

Note: - In the case of a Branch Office, the office of issue of the certificate is the accounts office.

The guard file be bound securely in Volumes of 200 applications. The guard file of application when not in use should be kept under lock and key in the custody of the postmaster. Whenever a new series of certificates is introduced and an old series is discontinued the Postmaster will endorse the following remark on the last application for purchase of the old series: - "New Series of certificates issued from.....Last serial No. of application for this series is....." A fresh serial number should be given to application

for purchase received thereafter. A suitable remark about the date of introduction of the new series should also be made in the stock Register.

DISPOSAL OF APPLICATIONS RECEIVED AT BRANC OFFICES

- 19(1) An application for purchase tendered at a B.O. authorized to transact S.B. business should be submitted by the B.P.M. to the accounts office entered in the daily account. It should be examined in the accounts office in the manner prescribed in Rule 12. If it is found in order and the required amount has been credited in the B.O. accounts, the Accounts Office should prepare the certificate and send it to the B.O. entered in the B.O. slip for delivery to the purchaser. The accounts office must keep a watch on the receipt back of the preliminary receipt [Form NC-4(a)] granted by the B.P.M. to the purchaser.
- (2) The date of issue of a certificate purchased at B.O. will be the date of receipt by the B.O. of the application by the BO and the amount of investment. The date of maturity will be calculated from that date of issue. The certificate should, however, be impressed by the office of issue with the date stamp of the date of preparation of the certificate.
- (3) On receipt of the certificate from the accounts office, the B.P.M. will issue a call to the investor requesting him to take delivery of the certificate. If he does not attend the B.O. within a week of the receipt of the call, the B.P.M. will return the certificate to the accounts office duly entered in the B. O. daily account. The accounts office will dispose of the certificate in accordance with Rule 40.
- (4) When the investor attends the B.O., the certificates should be delivered to him on his surrendering the preliminary receipt duly receipted with date. The receipt should be sent to the accounts office, duly entered in the B.O. daily account. The registration number of the certificate shall be entered on the receipt by the B.P.M. before its despatch to the Accounts Office.

PREPARATION OF JOURNALS OF CERTIFICATES ISSUED

20(1)(i) The particulars of the certificates issued shall be entered in the Journals of certificates issued in Form NC-18 for H.O. and N.C.18(S) for S.Os. Separate Journals shall be prepared for each series and denomination of certificate. The entries will appear opposite an "Entry No." to be made in a consecutive monthly series and daily totals of all the entries will be made in the column for remarks against the last entry of the day in each Journal instead of below it, in order that the entries of the following day may be commenced from the next entry No. on the same sheet. Care must be taken to see that the serial number of certificates issued are entered clearly and distinctly and that the index letter and No. prefixed to the serial No. are invariably included as without these it will be difficult for Postal Accounts Office to write up their records correctly.

triplicates and the second sheet of the triplicate form signed by the S.P.M. cut off immediately below the total for the day and sent to the H.O. entered on reverse of the daily account in the place for remarks. The original copies of the journals of certificates issued must be sent to the H.O. The H.O. shall maintain a register of certificates in Form NC-12(a) for each S.O. as per Rule 5(2).

Note 6:- The S.Os. should show the balance of certificates in hand in the remarks column of the issue journals as and when any certificate is sold by them. On receipt of issue journal from the sub-office, the balance shown in the issue journal should be tallied in the head office with that arrived at in the stock register (NC-12a) of the concerned sub-office in order to see that the correct balance of certificates is maintained in the sub office. The entry of balance in the issue journal should be initialled by the A.P.M. in token of having carried out the check.

SPECIMEN OF FORM

NC-18

DEPARTMENT OF POSTS

H.O. Journal of Post Office National Savings Certificates (.....issue) Issued on
(A separate sheet to be used for each denomination)

Entry No. I in monthly series	Date of issue	Serial No. of certificate*	Name of Purchaser	Issue price realized	Remarks

*The distinguishing letter and number appearing before the serial number should be invariably prefixed thereto.

SPECIMEN OF FORM

NC-18(s)

DEPARTMENT OF POSTS

S.O. Journal of Post Office National Savings Certificates (.....issue)

Issued on

(A separate sheet to be used for each denomination)

Entry No. I in monthly series	Date of issue	No. of Preliminary Receipt	Serial No. of certificate*	Name of purchaser	Issue price realized	Remarks 9 Balance in hand after issue)

*The distinguishing letter and number appearing before the serial number should be invariably prefixed thereto.

PAYMENT OF CERTIFICATE BY BRANCH OFFICES AUTHORISED TO DO CERTIFICATEWORK INDEPENDENTLY

21. The B.P.M. will furnish on the reverse of the daily account particulars of discharged certificates including the amount of principal, interest and the total amount paid. The accounts office should verify the total amount of principal, interest and the total and see whether the amounts have been included in the account and charged under the head "Certificates discharged" in the B.O. daily account. The particulars of discharged should be incorporated in the journal of certificates discharged for the accounts office itself below the entry of the certificates discharged in the office.

IDENTITY SLIP

- 22(1) An adult individual purchasing a certificate on his own, on behalf of a minor or joint investors of certificates, may ask for an identity slip to be issued either at the time of purchase or at any other time thereafter.

Note :- There is no provision for the issue of Identity Slip in N.S.Cs VIII-Issue Rules, 1989.

- (2) If a person desires to obtain an identity slip at the time of purchase of the certificate, he will indicate his desire on the relevant column of the Purchase Application. In case the certificate is being purchased through a messenger or an agent, the investor should also give his "specimen signature" at the specified place of the application form. The purchaser will, if he so desires, also mention his special marks of identification below the specimen signature. In case this item in the application is left unfilled by the investor, the counter Assistant will then fill in the various entries in the counterfoil and the foil of the identity slip (NC-43). The stamp "Identity slip issued" will be affixed on the face of certificate as well as on the application for purchase and the number and date of identity slip issued will be noted in ink above this stamp impression. He will then place the book of identity slips along with the application, the Certificate and the issue journal before the Postmaster. The Postmaster will ask the investor to append his specimen signature on the identity slip in his presence and if the application has been received through an agent or messenger he will cut out the specimen signature of the purchaser furnished in the application form and firmly paste it on

the back of the form of the identity slip in the space provided for the purpose. The marks of identification if furnished by the purchaser will also be noted in the proper place in the identity slip. The Postmaster will then verify the entries in the Identity slip and its counterfoil, the continuity of the number and the signature with that on the application and authenticate the identity slip with his signature and oblong stamp. He should also authenticate counterfoil with his signature and date stamp. In case the specimen signature is pasted at the back of the identity slip, the stamp should be affixed in such a manner that one half of the stamp is impressed on the other pasted slip (without obliterating the specimen signature) and that other half cover a portion of the blank space. The identity slip may be delivered to the investor if he attends the Post Office personally or to the authorised agent or the messenger under receipt on the counterfoil of the identity slip in the space provided for the signature of the holder or the messenger. At the close of each day, the Postmaster will examine the book of identity slips to see that slips of consecutive numbers have been issued under his signature and initial the last counterfoil of the day to save recheck on the following day. He should keep the book of identity slips in his safe custody. During the working hours the book of identity slips in use may be kept in the custody of the counter Postal Assistant, if the number issued daily so justifies it.

- (3) If the holder of a certificate applies for the issue of an identity slip on a date subsequent to the date of purchase of the certificate, he will personally make an application to that effect at the office of issue mentioning in the application any special marks of identification he may wish to be recorded on the identity slip. The certificate will also be presented along with the application. The counter Assistant will take action as in the preceding paragraph. The Postmaster will in addition to the check prescribed in the preceding paragraph, scrutinize the application for purchase to see that an identity slip had not already been issued, obtain the signature of the holder on the back of the identity slip and verify the same carefully with his signatures on the application for purchase and other particulars before authenticating the identity slip.
- (4) In case of joint 'B' type certificate, if one of the joint holders is literate and the other illiterate, an identity slip may be issued bearing the signature of the literate holder only provided a written request is made jointly by both the holders in this behalf and the illiterate holder is identified to the satisfaction of the Postmaster.
- (5) No identity slip will be issued to a person other than the person (father or mother or either parents or legal guardian) authorized in the application for purchase in case of purchase on behalf of a minor.
- (6) If the holder of a certificate to whom an identity slip has been issued reports its loss and applies for a duplicate identity slip, the Postmaster will issue a duplicate identity slip after the holder has been satisfactorily identified. A remark to the effect that the original identity slip has been lost and a duplicate has been issued should be recorded on the certificate, the identity slip and the application for purchase.

Note 1:- *Whenever an identity slip is to be issued to the holder of a certificate it should not be*

prepared till the actual time of the delivery of the certificate to the purchaser so that the risk of the loss of the identity slip in the office is avoided.

Note 2:- *Under the existing rules the savings certificates accompanied by Identity slip can be encashed from any post office in India doing S.B. work and prior verification from the office of registration is not necessary. Since Identity slip is an important document for authorizing encashment without prior verification, care must be taken to ensure that only the proper and serially numbered format in NC-43 is issued and accepted as Identity slip for savings certificates.*

ENCASHMENT OF CERTIFICATE

23(1) A certificate may be presented for encashment at any Post Office in India doing S.B. work. If it neither stands registered at the office nor is it accompanied by an Identity slip, the holder will be requested to make an application expressing his desire to encash the certificate at that office giving therein the name of the Post Office at which it stands registered, the full particulars of the certificate, viz., the serial number with the prefixed letters, date of issue and the registration number and the full name and address as given in the application for purchase. Below his signature should be given his present address. The particulars of the certificate shall be verified by the Postmaster from the original certificate which shall be returned to the holder for presentation after about a week. The application thus obtained shall be date-stamped and sent to the office of registration for verification and return within 3 days. The office at which payment is desired by the holder should remind the office of registration if no reply is received within a week. In the meantime enquiries may be made at the local address about the identity of the applicant. On receipt back of the application from the office of registration, the holder will be informed of the fact and requested to present the certificate for encashment. For revised procedure in such cases see rule 31.

The certificate to be encashed should be examined to see : -

- (a) Whether the period of non-encashability has expired. In the following circumstances, however, a certificate may be encashed before the expiry of the period of non-encashability: -
 - (i) On the death of the holder or both of the holders in case of joint holders;
 - (ii) On forfeiture by a pledgee being gazetted, Government Officer;
 - (iii) When the holding is in excess of the prescribed limits;
 - (iv) When the certificate has been issued in contravention of the Rules;
 - (v) When ordered by a Court of law; and
 - (vi) On the death of one of the joint holders in case of KVP and N.S.C. (VIII-Issue)
- (b) That the name of the holder, the number of the certificate and date of its issue appearing in the application or the identity slip, corresponds with the entries on the certificate;
- (c) That the certificate is not the one which has been reported as lost or stolen before issue from Post Offices in the Postmaster General's Circulars;

- (d) That the certificate has not been attached by a Court of law;
- (e) That the identity slip if issued to the holder is surrendered, and it is in prescribed form. In case the identity slip is one on which the specimen signature of the holder is pasted, it should be carefully scrutinized to see that the specimen signature is not a substituted one and the stamp impression on it is intact;
- (f) That the certificate is not the one in lieu of which a duplicate has been issued;
- (g) If full maturity value is claimed, the correctness of the date of maturity should be verified with reference to the Date Stamp and the date of issue noted on the certificate and the application or the identity slip; and
- (h) That the certificate has not been reported at any time by the holder as having been lost, stolen or destroyed. In such cases procedure laid down in Note 2 below Sub-Rule(2) of Rule 43 will be followed.

Note :- Procedure for encashment of saving certificates accompanied by Identity Slips in office other than the office of registration :- *In case the holder presents Identity Slip, prior verification from the office of registration is not necessary. A reference may be made to the office of registration/issue to reconfirm the identity of the holder/genuineness of the Identity Slips. No undue harassment or delay should be caused to a bonafide investor/holder. If National Savings Certificates are presented for encashment with Identity Slip at an office other than office of registration after one year from the date of maturity of the certificate, a reference may be made to the office of registration for prior verification, if Postmaster considers it necessary.*

(2) If the counter Assistant is satisfied on all the above points, he will calculate the amount payable and then ask the holder to sign the endorsement on the certificate "Received payment of Rs....." in words and figures in his presence. If the certificate is presented for encashment through a messenger, the endorsement should have been signed already and the certificate accompanied by a letter of authority containing the specimen signature of the messenger. It should be seen whether the signature below the endorsement and the letter of authority if any, agrees with that on the application or the identity slip. The certificate will then be placed before the Postmaster who will satisfy himself about the authenticity of the certificate and the title of the holder. He will also ensure that the examination of the certificate has been carried out in the manner prescribed and that the amount payable as noted on the certificate is correct. He will then pass order 'Pay' under his signature at a suitable place above the place for the holder's signature to authorize payment. Payment will then be made by the counter Assistant. When payment is made to a messenger, his signature or thumb impression must be taken in addition to the signature of the holder, below the holder's endorsement, "Received payment of Rs.....".

In case the signature of the holder below the endorsement does not agree with that on record, payment will be made only after the holder has been identified and his signature has been

attested by the identifier (other than the agent or messenger of the holder) who is known to the post office or by anyone of the following indicated at items (i) to (v) below with whose signature and seal of office the post office is familiar or on production of any proof mentioned in item (vi) below :-

- (i) District organizers of the National Savings Organization;
- (ii) Justice of Peace, Magistrates (including honorary Magistrates) and Judges;
- (iii) Members of Parliament or a Legislative Assembly/Council, Presidents of Municipalities Local Bodies and Sarpanches of Panchayats;
- (iv) Principals of colleges and Head of high schools recommended by the Education Secretary or Directors of Public Institutions;
- (v) A Government officer under his seal of office; and
- (vi) A Postal identity card, a passport or any other identity card containing holder's photograph issued by a proper authority. The particulars of such a proof having been produced should be recorded on the certificate under the signature of the supervising officer

The attestation should be in the following terms :-

"The applicant is known to me and has signed/his thumb impression has been taken in my presence".

The date of discharge and payment of interest of each certificate will be entered against the entry relating to the certificate on the reverse of the application under the dated initials of the Postmaster.

Note 1 :- If the signature of the holder is attested by a Scheduled Bank, the form of attestation may be in the following terms:-

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

Note2:- A Scheduled Bank or a Cooperative bank can act as the agent of the holder for collecting the proceeds of the certificate. If the bank presents the certificate(s) duly signed by the holder and confirms the signature of the holder on the certificate and furnishes an endorsement thereon to the effect that the payee's account will be credited with the proceeds, of the certificate, a separate letter of authority need not be insisted upon from the holder. In such cases payment should be made by means of a crossed cheque in the name of the holder which will be handed over to the bank under receipt. Sub-Offices will obtain the cheque from the H.O. In case the bank desires immediate payment in cash, it should be asked to produce the usual letter of authority from the holder. A scheduled bank or a co-operative bank acting as the agent of the holder as above can also authorize another bank to collect the amount from the post office on its behalf. In such cases, the first bank, will, in addition to the endorsement referred to above, furnish a further endorsement in the form of an authority to the latter bank for collection only.

Payment in such cases would be made to the collecting bank in the same manner as for the agent bank.

Note 3 :- *Special care should be taken to identify the holder if payment is desired through a messenger.*

Note 4 :- *The attestation of the signature of a perdanashin lady, may be made by the husband or son even if the latter is acting as an agent. In such cases, the relationship should be specifically stated below the signature of the attester.*

- (3) **Encashment by illiterate & Blind holders:-** An illiterate or blind holder must attend the post office in person and payment will be made after verification of the certificate, as laid down in Sub-Rule (1) above and after he is satisfactorily identified in accordance with the rules for the payment of a money order to an illiterate payee. The endorsement referred to in Sub-Rule (2) will in this case be written by the identifying witness who must also attest the thumb impression or mark of the holder in token of payment having been made to him. If the holder is absolutely unable to attend personally, his thumb impression below the endorsement on the certificate must be attested by a respectable witness who is personally acquainted with him and the postmaster will make payment to the person presenting the certificate after satisfying himself, by such enquiry as he may think proper, of the inability of the holder to attend the post office personally and of the genuineness of his thumb impression. The receipt of the messenger should also be obtained on the certificate before payment, which must, at the same time, be attested by the signature of a respectable witness known to the post office. The attestation in such cases should be in the following terms :-

"The applicant is known to me and the thumb impression or mark has been taken in my presence".

- (4) **Payment to persons holding Power-of-Attorney:-** The postmaster will satisfy himself that the power-of-attorney is in order. The person receiving payment must grant the usual receipt for payment on the reverse of the certificate adding below his signature the words "duly constituted attorney for A.B. (Name of holder or certificate)". The Postmaster will make a note of the particulars of the power of attorney below the payee's receipt for payment and the fact that the power of attorney was examined by him and found to be in order. The above procedure will be followed for the encashment of certificates, belonging to lepers or invalids or an illiterate holder who has since become incapacitated. In these cases the power of attorney should be attested by a Magistrate.

- (5) **Encashment of Certificates purchased in excess of prescribed limit or in contravention of the rules:-**

The holder of the certificate should encash the certificate purchased or acquired in excess of the prescribed limit or in contravention of the Rules, as soon as this fact is discovered by him. When such a certificate is presented for encashment, no interest on the excess holding will be allowed from the date of purchase of the certificate which constitutes the excess holding. If any interest has been paid on the excess or irregular holding, it should be

recovered from the holder forthwith and if the holder refused to refund the interest irregularly paid, this fact will be reported to the Head of the Circle for recovery from any money payable by the Government to the investor or as an arrear of land revenue. If the holder has a Savings Account or other holding the fact should be brought to the notice of the head of the Circle.

Explanation: - A holding will not be considered in excess of the prescribed limit if it is due to the following reasons :-

- (a) Inheritance;
- (b) Award by the Government for meritorious services;
- (c) Survivorship in the case of joint holdings;
- (d) Statutory devolution;
- (e) Nomination; and
- (f) Value of certificate which has already matured and ceased to earn interest.

Note 1:- *When a certificate presented for discharge is found to have formed the excess holding for sometime, the interest on it will be allowed only from the date on which it was brought within the limit by discharge or transfer of part of the total holding. The calculation of interest on such a certificate will be made by application of the tables in force at the time of its actual issue. If an excess holding is noticed before the certificate held in excess is presented for discharge, a note will be kept on the back of the application of the particular certificate to ensure deduction of interest for the period of excess holding at the time of discharge.*

Note 2:- *In case all the certificates enumerated in the identity slip are not encashed, the identity slip shall be returned to the holder after deleting the entries relating to the certificate Slip which contained reference to other certificates has been returned to the holder, should be made in the journal of certificates discharged under the dated signature of the postmaster.*

(6) Loss of identity slip :-

- (a) If the holder reports the loss of an identity slip, a declaration of the loss in the form given below will be obtained from the holder and the certificate will be discharged at the office of registration after verifying the genuineness of the claim and identity of the holder.

Form of declaration to be executed by a holder at the time of encashment of certificate in respect of which an identity slip has been lost.

"I.....holder of the certificate(s) No.(s) serial No.(s).....hereby declares that the Identity slip/slips bearing Sl.No.....Book No.....which was / were issued from.....Post Office on.....in respect of the above said certificates.....has/have been lost from my custody.

Station.....

Date.....

Signature of holder

- (b) The certificate can also be discharged at the office other than the office of registration, where the identity slip is lost from the holder after the prior verification from the office of registration. The interest of the department can be safeguarded if the prior verification of certificate is made from the office of registration to which the application of the holder as well as the declaration of loss of identity slip will be sent by the office of payment. On receipt of these documents in the office of registration necessary remarks about the verification of the certificate and loss of identity slip will be made in the application for purchase so that duplicate certificate is not got issued by any person who may present the identity slip at later stage. In the office of payment, the certificate may also be discharged only on proper identification of the holder.
- (7) After a certificate is encashed, it will be impressed with the oblong M.O. Stamp of the office on the back side.
- (8) When a certificate is encashed on the strength of an identity slip, the office of payment should send the discharged certificate and the identity slip to the Postal Accounts Office along with the journal of certificates discharged.
- (9) **Advice of Payment:-** In all cases in which a certificate is encashed at any office other than the office of registration, an advice of payment (NC-10) should be sent to the office of registration vide Rule 31(6).
- Note:-** After a certificate is discharged, all the entries on the reverse which are not written in Hindi or English should be carefully translated into English.
- (10) **Credit of proceeds of certificates in Post Office Savings Account:-** In case the holder of a certificate desires that the proceeds of the certificate be deposited in his Savings Account instead of being paid to him in cash, the holder should write on the back of the certificate "By credit to Savings account No.

....." in addition to the existing entries over his signature. The Postmaster while affixing the oblong stamp in token of payment should add under his signature "Credited to P.O. Savings account No....." The amount will as usual be shown in the journal of certificates discharged with the remark "Paid by credit to S.B. account No....."

Note :-In case the certificate stands registered at an office other than the one where the holder has his P.O. Savings Account, the provisions of Rule 31 will be followed before the amount can be credited to the P.O. Savings Account. The date of credit in the S.B. Account for purpose of interest in such cases will be the date on which the certificate is actually discharged after verification from the office of registration and not the date of submission of application by

theholder.

- (11) **Issue of certificate of discharge:-** If the holder of a certificate desires to have a certificate of discharge, the same should be granted to him on realising fees as prescribed in the relevant rules of the different series of certificates.
- (12) **Cancellation of Nomination:-** In case a nomination had been made in respect of the certificate encashed by the holder, the office of registration will make the entry "Cancelled by discharge" in the application for purchase, the application for nomination and the Register of Nominations.
- (13) **Payment in Sub Office:-** In Sub-Offices, the S.P.M. will pass the order 'Pay' under his signature at suitable place above the place for the holder's signature before payment irrespective of the fact whether there is a separate counter Assistant for certificate work or not.
- (14) **Loss of application of purchase:-** When a certificate issued is presented for discharge and if the relevant application for purchase is found to be missing, the holder will be asked to submit a fresh antedated application for purchase and also a declaration that the certificate is not attached by a Court of Law. It will never the less be got verified from the Postal Accounts Office that the certificate stands undercharged and no duplicate has been issued. Identification of the holder will be necessary.

24 to 26 Deleted

ENCASHMENT OF CERTIFICATES BY MINORS

27(1) A certificate purchased by a minor himself can be encashed by him in the same manner as an adult.

(2) A certificate purchased on behalf of a minor can be encashed: -

- (i) **During the period of minority:-** By the person nominated by the purchaser in the original application for purchase. If no such nomination has been made, the certificate can be encashed by the guardian of the property of the minor appointed by a competent court or where no such guardian has been appointed either parents of the minor or where neither parent is alive by any other guardian of the minor on his furnishing a declaration that the minor is alive and that the money is required for his use. The paying Postmaster should satisfy himself about the identity of the person claiming payment. The relationship of the claimant should be noted below his signature.

- (ii) **After the minor has attained majority:-** The payment will be made to him after the Postmaster has, with reference to the date of birth as recorded on the application, satisfied himself that the ex-minor has attained the age of 18 years and that he is not a ward of Court or debarred from managing his own affairs. Before receiving payment, the ex-minor has to establish his identity and his signature should be attested by the person who purchased the certificate on his behalf or any other person known to the Postmaster.

28. Deleted

ENCASHMENT OF CERTIFICATES HELD IN JOINT NAMES

- 29(1) A certificate of joint A type can be encashed only under the signature of both the holders or by one of the joint holders if he produces a letter of consent from the other joint holder in the form given below:-

“I, the under mentioned joint holder of certificate dated.....for Rs.....registered atPost Office do hereby give my consent to the payment of the value thereof to.....who is the other joint holder”.

Signature of the joint holder

The letter of consent should be attached to the discharged certificate for transmission to the Postal Accounts Office.

- (2) A certificate of joint B type can be discharged under the signature of either of the joint holders presenting the certificate.
- (3) When one of the joint holders dies, the payment on a joint type certificate, both joint 'A' and joint 'B', will be made to the survivor, he being the sole owner of the certificate. If the survivor desires to avail of facility of nomination, he will have to get the certificate transferred in his name. A single type certificate will be issued in the name of the survivor. The cancelled certificate will be sent to the Postal Accounts Office along with the Issue Journal. [For such transfer of certificates governed by POSC Rules, NSCs (I Issue) Rule, 1956. NSCs (IV Issue) 1970-NSCs (V Issue) Rules, 1973 and ND Bonds Rules, 1977, no fee is due.]

D.G.Posts Instructions

It is clarified that in case of Joint-B type investments, no dispute over payment should be entertained and payment should be made in normal course to the “either or survivor” whichever present the savings instrument i.e passbook or certificate unless there is stay from

any competent court..

(D.G.Posts Letter No. 116-27/2008-SB dated 18.3.2009, SB order No.6/2009)

ENCASHMENT OF CERTIFICATES AT BRANCH POST OFFICES

- 30**(1) If a certificate is presented for encashment at a BO doing Savings Bank work and in account with the office at which it is registered, the BPM will enter the particulars of the certificates in the prescribed form of BO Memo of certificates for discharge (NC-6) and forward the same to the account office accompanied, in the case of a literate holder, by an application for encashment.
- (2) On receipt in the accounts Office, the certificate shall be verified from the particulars furnished in NC-6 and the investor's signature on the application for encashment and the particulars of the certificate compared with those on the application for purchase.
- (3) The warrant of payment on the reverse of the Memo (NC-6) will be written up and signed by the Postmaster. It will then be sent to the B.O. with the applicant's letter for payment. The warrant will remain current for a period of ten days from the date of receipt in the B.O. and if payment is not taken by that time, it will be returned to the accounts office. The lapsed warrant must be shown to the Postmaster and destroyed by him, a note being made on the application for purchase.
- (4) When the discharged certificate duly receipted on the reverse is received by the accounts office from the B.O. It will be entered in the journal of certificates discharged and annual Interest Paid [NC-19 or NC-19(s)] the name of the B.O. being noted in the column for remarks. The warrant of payment and the letter from the literate holder will be filed with the original applicant for purchase.

ENCASHMENT OF CERTIFICATE AT AN OFFICE OTHER THAN THE OFFICE OF REGISTRATION

31(1) When the holder of a certificate in respect of which no identity slip has been issued desires to discharge it at a post office other than the office where it stands registered, the procedure laid down in Sub-Rule(1) of Rule 23 shall be followed.

On receipt of the application at the office of registration, it should be examined in the light of the instructions contained in Rule 23. It should also be seen that no identity slip had been issued. The specimen signature shall also be examined in the manner laid down in Rule 23 and if it agrees and the particulars of the certificate are correct, the Postmaster shall endorse on the application itself "Verified, Pay to holder. No identity slip issued" under his full signature and date stamp. A note regarding this verification will be made in the remarks column of the application for purchase against the entry of the certificate. The verified application will then be returned by registered post to the office from which it was received within 3 days.

D.G.Posts Instruction

Checking of Post Office Savings Certificates with reference to the relevant records in post offices viz. Negative list, register of lost/stolen certificates before allowing their encashment/discharge after confirming their genuineness from the office of issue-change

of procedure regarding encashment of certificate at an office other than the office of registration :-

(i) Recently some incidents of fraudulent issue of lost/stolen savings certificates [lost/stolen in transit between ISP Nasik and various CSDs] and their subsequent fraudulent discharge by unscrupulous elements in various POs in the country have come to notice. The modus operandi adopted by the defrauders is that they use fake date/name/ designations stamps etc. of different POs in the country to defraud the Department. It has also been seen that our staff are not referring to the Negative List at the time of discharge and in respect of transferred certificates produced for encashment, the verification is not being done properly and there is sufficient reason to suspect connivance between staff and criminal elements.

(ii) In view of the above, as a preventive measure, it has been decided that henceforth verification of savings certificates produced by the holder at a post office other than the office of issue is to be done through the concerned Divisional Office instead of the existing practice of post offices directly verifying certificates from the post office of issue. Now post offices [including class-I HO] will consult the negative list or the register of lost/stolen certificates and after its satisfaction send such applications with details received from the holder to the concerned divisional office which in turn will forward to the parent divisional office of the post office which issued the certificates which will further verify the particulars given in the application from the post office of issue and return the same duly countersigned by the SPOs/SSPO's concerned to the Divisional Office of the post office where such certificates were presented for encashment. For the purpose, both the Divisional offices will maintain a separate register with details of such transfers allowed/disallowed. The transmission of the application of transfer at all levels should be made by registered post and particulars of the registered letter should not be disclosed to the applicant/investor etc. The above procedure should also be adopted in the cases of transfer of savings certificates from one post office to another post office, where the investor has submitted his application of transfer [NC-32] at the post office of registration.

(iii) Further, all payments on discharge of transferred certificates should be made through Account Payee Cheques only irrespective of the amount of discharge proceeds and payment should be effected only after proper verification of the local address of the payee.

(DG Posts letter No. 5-03/ASM-01/2004-INV dated 6.1.2005)

D.G.Posts Instructions

With reference to the Directorate letter No. 5-03/ASM-01/2004-INV dated 6.1.2005 on the subject/above. In order to further tighten the new verification procedure as prescribed vide above-referred letter so that it may not lead to unnecessary delays and give rise to public complaints, it has been decided to prescribe the below given time lines for the new verification procedure :-

Steps	Activity	Time Line
(a)	Postmaster after consulting the Negative list or the Register of lost/stolen certificates and after his satisfaction will send such	Within 24 hours of the receipt of the application in

	applications with details received from the holder to the concerned Divisional Office.	the Post Office.
(b)	The concerned Divisional Office will forward the application to the parent Divisional Office of the Post Office which issued the certificate.	Within 48 hours of the receipt of the application in the Divisional Office.
(c)	The parent Divisional Office will verify the particulars given in the application from the post office of issue and return the same duly countersigned by the SPOs/SSPOS concerned to the Divisional Office of the post office where such certificates were presented for encashment.	Within 7 days of the receipt of the application in the parent Divisional Office.
(d)	The concerned Divisional Office after receipt of the application from the parent Divisional Office after due verification, will communicate the same to post office where application was presented for payment and payment will be made after following due procedure as per the rules.	Within 24 hours of the receipt of the application in the concerned Divisional Office.

All the inspecting authorities who inspect the concerned Post Office and Divisional Office have to compulsorily check that the above time line is strictly observed by all concerned and strict action should be taken against the concerned officials in cases of default.

D.G.Posts Instruction

The negative list must be made available at all counters for savings certificates transactions and must be referred even in cases where certificates were issued by the same office as there have been instances of fake certificates encashed at post offices. The NC-12 register must be maintained properly and reconciled on monthly basis in HOs. CC returns must also be sent duly checked on a month to month basis as there is tendency of concealing fraudulent encashment by delaying the returns and sending incomplete or incorrect data. The certificate guard file must be kept in proper safe custody as instances of replacement of the entire NSC/KVP Purchase applications to facilitate fraudulent discharge have also been noticed. The PAO will take reconciliation work on priority and check whether returns are properly received with correct number of vouchers.

(2) In case the specimen signature of the holder does not agree with that on record in the post office of registration of the certificate and in the case of an illiterate holder where only thumb-impression will be available, the Postmaster of the office of registration will record a qualified endorsement on the application received for verification to the effect "Verified, pay to the holder on identification". This should however, not be made a matter of routine to record a justified endorsement.

Note :- *In case the certificate is presented for discharge by an ex-minor or a person other than the holder whose claim has been admitted or by a Bank or any other public body who holds the certificate(s) and whose incumbents change from time to time or by an official authorized to hold certificate in a fiduciary, the postmaster of the office of registration should make an endorsement on the application received for verification to the effect "Verified", under his signature and date stamp.*

One of the following endorsements as may be appropriate shall be made on the discharged certificate under the attestation of the Postmaster or other responsible official making the transaction: -

"Payment made on identification. Verified application attached". OR

"Payment made after verification. Verified application attached."

- (3) Payment shall be made to the holder in the usual manner. The date of payment of the certificate will be reported to the office of registration for noting the same in the application for purchase against the entry relating to the certificate. The verified application will be sent along with the discharged certificate to the Postal Accounts Office.
- (4) If the office at which payment is applied for is a B.O. the application for encashment and the certificate will be sent to its account office entered in a B.O. Memo. of certificate for discharged (Form NC-6). The account office will take action in the manner laid down above and return the certificate to the B.O. concerned for return to the holder on surrender of receipt granted to him by the B.O. On receipt of the application for encashment duly verified from the office of registration, the account office will return it to the B.O. with the necessary funds for payment. On receipt from the B.O. after payment, the discharged certificate will be attached to and its value entered in the H.O. or S.O. journal of certificates discharged [Form NC-19 or NC-19(s)], as the case may be along with the other certificates which have been repaid, care being taken to note in the remarks column the name of the office where the certificate was last registered.
- (5) If, for any reason, the holder does not wish to take immediate payment on the verified certificate, an intimation will be sent to the office of registration that the holder has not taken

payment. On receipt of such intimation in the office of registration a note of the cancellation of verification shall be made in the remarks column of the application against the entry relating to the certificate. The verified application will, however, be kept in a separate guard file by the office where payment was sought for after making a note of non-encashment. When the certificate is presented again for payment whether at the same office or at any other office, a fresh verification by the office of registration will be necessary. In case of a B.O. the verified application will be returned to its account office duly entered in the B.O. Daily account. The account office will follow the above procedure.

- (6) **Advice of payment:-** On discharge of the certificate the office of payment must at once prepare an advice of payment for the office of registration in triplicate by carbonic process in form NC-10. The upper pencil copy of the advice will be filed in the office of payment with the office copy of the journal of certificate discharged. The other two copies of the form will be sent immediately by registered post to the office of registration. The "Register No." of the certificate should be noted in the remarks column of the advice of payment against the entry of the certificate discharge. The office of registration on receipt of advice will forthwith note the discharge against the entries relating to the certificates in the remarks column of the application for purchase and the duplicate copy of advice will be attached with the application for purchase. The triplicate copy of the advice will there after be forwarded by the office of registration to its Postal Account Office with the certificate on the reverse duly completed. If, at the time of noting the discharge in the application, the office of registration finds that the certificates had been reported as lost or stolen or that it had been encashed already on production of declaration in lieu or duplicate certificate, it must forthwith report the matter telegraphically to the office of payment and the Head of the Circle.

SPECIMEN OF FORMS

NC-10

ADVICE OF PAYMENT

Advice of payment ofCertificates registered at.....Head/Sub Post Office under.....

No. of Savings Certificate	Denomination	Date of issue	Date of last transfer	Name of holder	Remarks

HO* and paid at.....Head/Sub Post Office under.....HO*.....on the
.....20.....

No.....

Date.....

Date stamp of office of payment

Forwarded to the

Postmaster.....

Postmaster
(Office of Payment)

* strike out when registered at HO.

**strike out when paid at Head Office.

(To be paid on triplicate only)

Endorsement

No.....Date.....

.....

Forwarded to the Director/Deputy Director of Postal Accountswith the certificate
that the discharge shown on the reverse have been noted against the original issues on
the.....200.....(Date).

Postmaster (Office of
registration)

Date stamp of office of payment

(7)(i) When after the release of a certificate from the pledge, the pledgee desires to encash the certificate at an office other than the office of registration, and presents the Certificate at that office, the holder will be requested to make an application expressing his desire to encash the certificate at that office giving therein the name of the Post Office at which the certificate stands registered, the full particulars of the certificate viz. the serial number with the prefixed letter, date of issue and the registration number, the full name and address, as given in the application for purchase and his present address, below his-signature. The letter of authority releasing the certificate from the pledge by the pledge should also be surrendered by the holder at the office where he desires to take payment. The particulars of the certificate as mentioned in the letter of authority shall be verified by the Postmaster from the original certificate which will be returned to the holder for presentation after about a week. The letter of authority releasing the certificate by the pledgee will also be returned to holder after examination. The application shall be sent to the office of registration for verification.

(ii) On receipt of the application at the office of registration, it should be examined in the light of

the instructions contained in Rule 23 above. If the specimen signature agrees and the particulars of the certificate are correct, the Postmaster shall endorse on the application itself "verified, pay to holder * Identity slip was/* was not issued" (* scored out which is not applicable) under his full signature and date stamp. A note regarding the verification will be made in the remarks column of the application for purchase against the original entry of the certificate. The verified application will then be returned within 3 days of its receipt by registered post to the office from where it was received. In case the specimen signature of the holder does not agree with that on record in the post office of registration of the certificate or the holder is illiterate and only a thumb impression is available, the procedure prescribed in Rule 31(2) above will be followed. The office of payment should remind telegraphically the office of registration if no reply is received within a week.

- (iii) On receipt back the application from the office of registration, the holder will be informed of the fact and requested to present for encashment the original certificate and the letter of authority releasing the certificate by the pledgee. Before the certificate is encashed, the certificate will, be retransferred to the pledger (holder). The Postmaster of the office of payment will make the following endorsement on the certificate "Retransferred to..... (name of the holder)". The letter of authority releasing the certificate from pledgee will be kept with the application of encashment. The certificate will then be encashed in accordance with the procedure laid down in Rule 23(1). Date of payment of the certificate "shall "be reported to the office of registration as provided for in Sub Rule (6) above.

PARTIAL PAYMENT AND EXCHANGE OF CERTIFICATES

- 32.** (1) At any time after the period of non-encashability, when the holder of a certificate or a duplicate certificate, desires in writing payment of a portion of his holding, wherever admissible under the rules, the Postmaster will, make payment in accordance with the procedure prescribed for encashment of certificate(s) (see Rule 23) and such fresh certificate(s) for the balance, to the holder. The columns in the issue journal relating to issue price realised will be left blank, a remark being recorded in lieu of certificate of Rs..... partially discharged. See entry No..... in Journal of certificates discharged. The date of issue to be noted on the fresh certificate will be the date of issue of the original certificate. The exchange of a certificate for a number of certificates of a lower denomination and of several certificates of lower denominations for one or more certificates of a higher denomination will also be regulated by the procedure described above.

Note :- Partial discharge is not admissible for KVP/IVP/NSCs (VIII Issue).

- (2) A note of partial discharge or exchange of a certificate should be recorded in the remarks column of the relative application against the entry relating to the certificate giving the particulars of fresh certificates issued.
- (3) In the above cases fees as prescribed in the relevant rules of the particulars cases should be recovered and credited to unclassified receipts, the particulars of the credit being noted in the application.
- (4) The following endorsement shall be made on the fresh certificate issued on partial

discharge of a "declaration in lieu".

"Issue in lieu of declaration No.....Dated..... on partial discharge thereof. Not encashable without verification from the Office of issue".

The particulars of fresh certificate issued should also be noted in the declaration.

- (5) In case of partial discharge of conversion of a duplicate certificate, a certificate in printed "Duplicate" for the residual or the actual amount shall be issued.

JOURNALS OF CERTIFICATES DISCHARGED

- 33(1)(a)** The Head and Sub Offices will prepare a "Journal of certificates discharged" in the prescribed form [NC-19 and NC-19(s)] respectively as soon as payment of the discharged or surrender value, as the case may be, of the certificate has been made to the holder. Separate journals should be prepared for certificates of each series denomination wise. The issue price and the amount of interest paid on each certificate should be shown separately in the appropriate columns of the journal. Daily total of all the payments made should be given in the remarks column against the last entry for the day in the journal instead of below in the column for the amount in order that the entry of the following day may be commenced from the next number on the same sheet. The journal will be prepared in duplicate in head offices.
- (b) In S.Os for each day on which certificate(s) are discharged or annual/six monthly interest is paid, a daily journal will be prepared in triplicate and second sheet after being signed by the S.P.M. cut off immediately below the total for the day and sent to the H.O. entered on the reverse of the daily account in the place or remarks. The discharged certificate(s) along with the identity slips, if any, or the receipt on account of payment of interest be forwarded to the H.O. attached securely to the daily journal.
- (c) The original copies of the Journals will be sent to the Head Office.
- (d) When a certificate is discharged under the sanction of an officer higher than Postmaster, the number and date of sanction should be noted in the remarks column of the discharge journal against the entry of the certificate as also on the application for purchase/transfer. The registration number of the relevant application for purchase/transfer relating to the certificate should also be entered in the column of the journal.
- (2) In Head Office, the daily journal of certificates discharged and annual/six monthly interest paid, received from sub offices will be checked to see whether the total amount shown as paid is correct and agrees with the entries in the daily account. The interest paid should also be checked in each case with reference to the dates of issue and discharge of certificates. The vouchers relating to annual/six monthly interest paid should be checked to see that they are in order in all respects.

(3) Deleted.

(4) In Head Offices, the discharged certificates along with the respective identity slips, if any, and vouchers on account of payment of annual/six monthly interest should remain in the custody of the Postmaster until the time of their despatch to the Postal Accounts Office when they should be despatched in his presence.

SPECIMEN OF FORM

NC-19

DEPARTMENT OF POSTS

--

**H.O. Journal of Post Office National Savings Certificates
(.....issue)
discharged on**

.....

(A separate sheet to be used for each denomination)

Entry No. (in monthly series)	Date of discharge	Serial No. of certificate	Date of issue or transfer of certificate	Name of holder	Amount of Issue price		Amount of interest		Remarks
					Rs.	P.	Rs.	P.	
1	2	3	4	5	6	7	8	8	

SPECIMEN OF FORM

NC-19 (s)

DEPARTMENT OF POSTS

--

**S.O. Journal of Post Office National Savings Certificates
(.....issue) discharged on.....**

(A separate sheet to be used for each denomination)

Entry No. (in monthly series)	Date of discharge	Serial No. of certificate	Date of issue or transfer of	Name of holder	Amount of Issue price		Amount of interest		Remarks
					Rs.	P.	Rs.	P.	

			certificate					
					Rs.	P.	Rs.	P.
1	2	3	4	5	6	7	8	

MEMO OF ADMISSION OF PAYMENT

34(1) Should a certificate be lost in the office of Payment after it has been discharged, a Memo of admission of payment will be prepared duly signed by the ex-holder in token of having received the value of the certificate and containing the following particulars :-

- (a) Number of certificate
- (b) Denomination
- (c) Name of Holder
- (d) Date of issue
- (e) Amount paid at the time of discharge.

The signature of the ex-holder on the Memo should be checked with the signature on the application for purchase or transfer as the case may be and attested by the Postmaster. If his signature cannot be obtained, the case will be reported to the Head of the Circle for orders if the amount involved is in excess of Rs. 500/-. The 1st class Head Postmaster and Superintendent of Post Offices will pass orders on such cases involving an amount upto Rs. 500/-.

(2) Memo of admission of transfer :- Should a certificate be lost in the post office after a fresh certificate has been issued to the transferee in lieu of it, a Memo of admission of transfer containing the following particulars will be prepared and got completed in the manner prescribed in sub para (1) above :-

- (a) No. of certificate
- (b) Denomination
- (c) Date of issue
- (d) Name of holder (transferer)
- (e) No. of fresh certificate issued (to the transferee)
- (f) Name of transferee
- (g) Date of transfer

NOMINATION

35(1) Nomination of a successor by holder of a Single type certificate:- An individual holder (an adult only) of a single type certificate may nominate either at the time of purchase or later but before the date of maturity or extended date of maturity of the certificate, any person, who in the event of his death, shall become entitled to the certificate and to receive the payment of the sum due thereon. There shall not be more than one nominee except in the case of a certificate of the denomination of Rs.500/- or more. During the period, a savings certificate is pledged as security for any purpose, the nomination shall remain effective but the right of the nominee shall be subject to the right of the pledgee. The nomination once made can be cancelled or varied. If the nominee is a minor, the holder of the certificate making the nomination can appoint any person to receive the value of the certificate in the event of his death during the minority of the nominee. At the time of issuing the certificate(s) the counter Assistant should bring the facility of nomination to the notice of the investor and specifically ask him if he wishes to make a nomination which will avoid difficulties for his heirs.

Note :-*The joint holders of National Savings Certificates (VIII Issue) and Kisan Vikas Patrascan also nominate any person either at the time of purchase or at any other time after the purchase of certificates under the relevant rules of these series of certificates.*

- (2) **Procedure for nomination:-** The holder (an adult and not a minor) of a certificate who desire to make a nomination will apply in Form NC-51 duly signed in the presence of two witnesses and submit the application along with the certificate at the office of registration. Separate application for nomination should be submitted in respect of certificates included in each application for purchase or when different persons are to be nominated in respect of different certificates. No fee is levied for the nomination made for the first time.
- (3) The signature of the holder in the application for nomination will be verified with his signature on the application for purchase. In case the signature of the holder does not agree with that on records, the nomination will be accepted only after the holder has been identified and his signature has been attested by the identifier (other than the agent or messenger of the holder whose signature is known to the post office or by anyone of the authorities indicated at item (i) to (v) of sub-rule (2) of Rule 23 or on production of any proof mentioned in item (vi) of that sub-rule.) In the case of illiterate holders, the witnesses will be persons whose signatures are known to the post office and are acceptable for identification as in the case of SB withdrawals. Care should be taken to see that the full address of the witnesses is given in the application. If the application is found to be in order, the nomination will be accepted under the dated signature of the Postmaster. It will then be registered in the Register of Nomination (Form NC-52) and the application filed in a serially numbered guard file which will be preserved as a permanent record. The serial number of the application should correspond to the serial numbers of registration in the register of nominations. A special rubber stamp "Nomination Registered under No.....on (date)" will be offered on the certificates and the relevant application for purchase under the dated signature of the Postmaster. In case nomination is to be registered in respect of some of the certificates only

the stamp will be affixed against the entry relating to these certificates. The acknowledgement portion of the application for nomination duly completed will be handed over to the holder or his agent or messenger.

- (4) Whenever a holder desires to vary or cancel a nomination, he has to submit an application in the prescribed form (NC-53) along with the certificates and the prescribed fee of rupee one in the shape of postage stamps affixed to the application. The application will be verified in the same manner as an original application for nomination. If found in order, the variation/cancellation will be accepted by the Postmaster under his dated signature and Postage stamps affixed on the application will be defaced with the date stamp of the office.
- (5) In case of cancellation, a rubber stamp "Nomination cancelled" will be affixed on (i) the original application for nomination; (ii) application for purchase (iii) the certificates and (iv) in the remarks column against the entry in the register of Nomination under the dated signature of the Postmaster. The application for cancellation will be filed with the original application for nomination. The acknowledgement portion of the application duly completed and signed by the Postmaster will be handed over to the holder or his agent or messenger.
- (6) In case of variation, a rubber stamp "Nomination altered No..... (on date)" will be affixed on (i) the original application for nomination; (ii) the application for purchase; (iii) the certificate; and (iv) the entry in the Register of nominations under the dated signature of the Postmaster. The revised nomination will be registered under a fresh serial number in the Register of Nominations. The application will be filed in the guard book in its serial order. The acknowledgement portion of the application duly filled in and signed by the Postmaster will be handed over to the holder or his agent or messenger.
- (7) Every care and precaution will be taken to maintain the register of nomination (NC-52) properly. When it is not in use, the Postmaster shall keep it in his own custody.

Note 1 :- *If the nomination in respect of savings certificates is otherwise in order, the concerned Post Office can register it even after the death of the depositor and it will be valid. Further, the nomination which was not registered in the usual course due to omission on the part of the Head Office, can also be registered at a later date even after the death of the depositor.*

Note 2:- *Use of Automatic numbering stamp for writing numerical numbers of registration on the nomination form/application for National Savings Certificates : (i) If the application for nomination of NSCs is found to be in order, it will be accepted under the dated signature of the Postmaster. It will then be registered in the register of nominations [Form NC-52] and filed in a serially numbered guard file which will be preserved for the prescribed period. The serial number given on the application should correspond to the serial of the registration in the register of nominations. A special rubber stamp 'Nomination registered under No..... on (date)' will be affixed on the certificate as well as on the relevant application for purchase under the dated signature of the Postmaster. The acknowledgment portion of the application for the nomination duly completed will be*

handed over to the holder or his agent or messenger.

- (ii) For writing numerical digits against the registration number, automatic numbering stamp should be used on certificate as well as on the relevant application for purchase.

SPECIMEN OF FORMS

NC-51

DEPARTMENT OF POSTS

Serial No.....

Form for application for nomination under Section 6 of the Governments Savings Certificates Act, 1959.

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

To
The Postmaster
.....

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

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

As the nominee(s) or serial No.....above is/are minor(s), I/We appoint Shri.....(name and full address) as the person to receive the sum due thereon in the event of my /our death during the minority of the nominee(s).

Sl. No. of Certificates	Denomination	Date of Issue	Office of issue

Address:-
 (In case of illiterate holder(s)
 Father's name should be
 given)

Yours faithfully,

Signature (thumb impression if illiterate) of holder(s)

Witnesses:

1 Name.....

Address.....

.....

2 Name.....

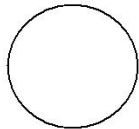
Address.....

.....

Note:- In the case of illiterate holders, the witnesses shall be persons whose signatures are known to the post office.

Date Stamp of Post Office

Order of the Postmaster accepting the nomination



Signature of Head/Sub Postmaster

ACKNOWLEDGMENT

To

.....

.....

Your application dated.....

Nomination in respect of the certificates detailed in column 1 on the reverse in favour of persons mentioned in column 2 have been registered in this office under

No.....dated..... The certificates are returned herewith

Particulars of certificates	Name and address of nominee/person appointed to receive payment on behalf of minor nominee

Date Stamp of Post Office
 Postmaster

Signature of the Head/Sub

SPECIMEN OF FORM

NC-53

DEPARTMENT OF POSTS

Serial
No.....
.....

Application for cancellation or variation of nomination previously made in respect of Savings Certificates under Section 6 of the Governments Savings Certificates Act, 1959.

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

To

The Postmaster

Space for Postage Stamps

.....

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

dated.....

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

* To be filled up in case of variation only

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

As the nominee(s) ar serial No.....above is/are minor(s), I/We appoint Shri..... (name and full address) as the person to receive the sum due thereon in the event of my /our death during the minority of the nominee(s).

The certificates are enclosed.

Sl. No. of Certificates	Denomination	Date of Issue	Office of issue

Address:-

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

Yours faithfully,

Signature (thumb impression if illiterate) of holder(s)

Witnesses:

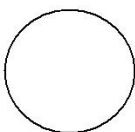
1 Name.....
Address.....
.....

2 Name.....
Address.....
.....

Note:- In the case of illiterate holders, the witnesses shall be persons whose signatures are known to thepost office.

Date Stamp of Post Office
Nomination

Order of the Postmaster accepting the



Signature of Head/Sub Postmaster

ACKNOWLEDGMENT

To

.....

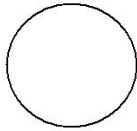
.....

Your application dated.....

Nomination in respect of the certificates detailed in column 1 on the reverse in favour of persons mentioned in column 2 have been registered in this office under No.....dated.....

The certificates are returned herewith
Date Stamp of Post Office

Signature of the Head/Sub Postmaster



Particulars of certificates		Name and address of nominee/person appointed to receive payment on behalf of minor nominee
1	2	3

**SPECIMEN OF FORM
DEPARTMENT OF POSTS**

NC-52

Register of Nominations by holder of Savings Certificates

Serial No.	Date	Name and address of holder	Particulars of Certificates		
			Serial No. of certificates	Denomination	Sl.No. of application for purchase/transfer
1	2	3	4	5	6

Name and address of nominee (Date of birth	Person appointed under Section 6 (3) of Government	Signature of Postmaster	Remarks (Including cancellation, variation,
--	--	-------------------------	---

in case of minor nominee should be noted	Savings Certificate Act, 1959 in case of minor. Name to be recorded against the entry of minor in column (7)		transfer, issue of sanction for payment, date of payment, etc)
7	8	9	10

CHANGE OF NAME OF HOLDER OF A CERTIFICATE

36 (1) In Head Offices:- When the holder of a certificate alters his name in any legal manner or a female holder changes her name on marriage and desires that the ownership of the certificate be registered in the new name, the holder should be required to present the certificate with a written application for such registration signed in both the original and the changed name and accompanied by evidence of the alteration of name at the office of issue of the certificate. He should also be required to record his address on the application.

(2) On receipt of the application, the Head Postmaster (if the office of issue be a H.O.) after verifying the certificate should endorse under his dated signature on the face thereof "Holders name changed to

..... see application No The entry of the name of the purchaser in the application for purchase should be corrected recording at the same time, the reason for doing so. The application for change of name should be filed with the original application for purchase.

(3) Where the discharge of a certificate is sought by a holder who has not registered the change of his name with the post office, the discharge may be allowed on the holders signing the acquittance in both the old and new names, provided that his signature in the old name tallies with the original signature on the application for purchase.

(4) **In Sub Offices :-** The application should be forwarded to the H.O. with its accompaniments entered on the daily account, with a note by the S.P.M. that the certificate and the signature have been verified. If he is satisfied that the matter is in order, the Head Postmaster will endorse the certificate as already described above and return it to the S.O. entered in the S.O. slip for delivery to the holder. The application, on which he will record his sanction to the registration of the change of name, should also be returned to the S.O. at the same time. The application for change of names should be filed in the S.O. In the same way as in the H.O. and the application for purchase corrected in the same manner.

TRANSFER OF CERTIFICATES FROM ONE POST OFFICE TO ANOTHER

37(1) When an application for transfer of a certificate in the prescribed Form (NC-32) is received in the office of registration either direct or through the office to which transfer is desired, the Postmaster of the office of registration must satisfy himself that the certificate sought to be

transferred actually stands in the applicant's name and that the particulars of the certificate as well as serial Number and the date of the original application for purchase of the certificate have been correctly entered in the application for transfer. If the applicant is illiterate, his thumb impression attested by the signature of a witness known to the Post Office must appear on the application. The signature or signatures in case of joint holders on the application for transfer should be compared with that on record. If the signature agrees the intimation of transfer on the reverse of the application for transfer will be signed and stamped with the date stamp and forwarded by registered post to the office to which the certificate is sought to be transferred. If the transfer is to be made to B.O. the application will be forwarded to its Accounts Office. If the signature does not tally it should be got attested as provided for in the case of discharge of a certificate.

- (2) The certificate will be returned to the holder who should be directed to present it at the post office to which it is transferred for necessary endorsement thereon. It should be noted that in no circumstances the certificate is to be retained in the post office where transfer application is presented.
- (3) The remark "Transferred to..... (name of office) Post Office on..... (date)" will be written in the column for remarks in the application for purchase against the entry of the certificate.
- (4) When an application for transfer of a certificate from one post office to another is presented at the office to which the certificate is sought to be transferred, the Postmaster of the receiving office will scrutinize the application with reference to the original certificate. After satisfying himself that the application has been filled in properly and correctly, he will return the certificate to the holder and forward the transfer application with a covering letter to the office of Registration. In the covering letter it will be specifically stated that the particulars of the certificate as entered on the transfer application have been checked and found correct.
- (5) The office to which the certificate has been transferred will number the application for transfer in a separate series maintained for the purpose immediately on receipt. The application for transfer will be treated in the new office in every respect like an application for purchase. An intimation shall be sent to the holder on the address given in the application for transfer (Form NC-32) informing him of the transfer and requesting him to present the certificate at the post office for proper endorsement of transfer etc. thereon. When the certificate is presented a remark "Transferred to the Books of..... office and registered under No....." will be recorded on the certificate under the dated signature of the Postmaster and the certificate stamped with the date stamp of the office.

Note :- When the investor has submitted the application of transfer (NC-32) either at the office of registration or other than the office of registration, the procedure prescribed vide (D.G.Posts Letter No. 5-3/ASM-01/2004-INV dated 6.1.2005) as printed below Rule 31 should be followed.

- (6) Transfer of a certificate in respect of which nomination exists :-When a holder desires to transfer his certificate from one post office to another, he should mention in the application form whether a nomination has already been made. The Postmaster while sending the

application to the new office will also send an extract from the register of nomination keeping a note of the fact of transfer on the original application for nomination and the register of nominations. In the receiving Post Office the same procedure will be followed as in Sub-Rule (3) of Rule 35(3) in registering the nomination and noting the revised registration number in the application for transfer and the certificate, when prescribed by the holder as per Sub-Rule (4). The extract from the register of nominations will take the place of the application for nomination.

- (7) In case an application for purchase of certificate in respect of which transfer has been applied for is found to be missing for any reason, a fresh ante-dated application for purchase will be obtained. Before allowing the transfer the Postmaster will ascertain from the Postal Accounts Office whether the particulars of the certificate are correct, whether the certificate is attached by a Court of Law and whether it remains undercharged. The identity of the holder and the genuineness of the application for transfer should also be established by independent enquiry.

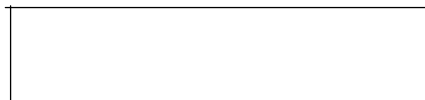
Note :- *Transfer of a certificate after it ceases to earn interest from one office to another shall not be allowed.*

- (8) When after release of the certificate from the pledge, the holder presents an application for transfer of the certificate in the prescribed form (NC-32) at the office of registration either direct or through another office to which the transfer is desired, the Postmaster of the office of registration must satisfy himself that the certificate sought to be transferred actually stands in the applicant's name and the particulars of the certificate as well as the serial number and date of the original application for purchase of the certificate have been correctly entered in the application for transfer. The letter of authority releasing the certificate by the pledge shall also be obtained from the holder to see that the particulars of the certificate have been correctly mentioned therein. The letter of authority should be pasted to the application for purchase. The office of registration will make the following endorsement on the certificate "Retransferred to (Name of the Holder). Other formalities for transfer of certificate from one post office to another as laid down in Rule 37 (1) above should be observed. When a certificate released from pledge and presented for transfer at an office other than the one where it is registered, the postmaster of the transferee office will scrutinise the particulars written on the application for transfer (NC-32) and those written in the letter of authority releasing the certificate by the pledgor with the original certificate. After satisfying that the application for transfer has been properly and correctly filled in, the Postmaster of the transferee office will return the original certificate and the letter of authority to the holder for presentation after about a week. The application for transfer will be sent to the office of registration with a covering letter specifying therein that the particulars of the certificate as entered in the application for transfer have been checked and found correct. The particulars of the authority releasing the certificate from pledge will also be intimated. The office of registration will take necessary action as in Sub-Rule (1) above. On receipt back of the application of transfer from the office of registration, the holder will be requested to present the original certificate and the letter of authority

releasing the certificate issued by the pledgee. The transferee office will then make the following endorsement on the certificate "Retransferred to (name of the holder)". The letter of authority will be pasted to the application for transfer (NC-32). The endorsement regarding the transfer of the certificate from one post office to another as required in Sub Rule (5) above will be made. The transferee office should remind telegraphically the office of registration if no reply is received within a week. The transferee office will send an intimation of the transfer to the Postmaster of the office of registration who will make a remark "Transferred to..... (name of the post office) on....." in the column for remarks in the application for purchase against the entry of the certificate. The particulars of the letter of authority releasing the pledge should also be noted in the remark column of the application for purchase.

SPECIMEN OF FORM NC-32

**APPLICATION FOR TRANSFER OF POST OFFICE.....CERTIFICATES
FROM ONE POST OFFICE TO ANOTHER**



Oblong MO Stamp of Transferee office



Sl. No. and date of original application
for purchase of the certificate
To

Sl. No. and date of transferee office

The Postmaster
.....

I/We.....request that the undermentioned Certificate

(s) in my/our name/the name of minor(Name.....) which is/are registered in the books of your office may be transferred to the books of the.....Post Office.

Particulars of.....Certificates.....

No. and Type	Date of issue	Denomination	If purchased on behalf of minor				
			Date of birth	Name of guardian authorized to encash	Sl.No. of identity slip issued	Date of Discharge and initials of the Postmaster	Every change effecting a Certificate such as transfer, spoilt issue of Duplicate Certificate etc. should be noted here under the dated initials of the Postmaster
1	2	3	4	5	6	7	8

Signature (not thumb impression of nominee(if any)
As per clumn 5 above

Signature of the nominee mentioned in column 5 attested

Signature (with date) of the Postmaster of the Transferring office

PARTICULARS OF NOMINATION UNDER SECTION 6(1) OF GOVERNMENT SAVINGS CERTIFICATE ACT 1959, AS RECORDED IN THE APPLICATION FOR PURCHASE.

Sl.No.	Name of the nominee	Full address	Date of birth of nominee if minor	Name of the nominee with full address in case of death of minor mentioned in column 2	Signature of Postmaster of the office of Registration attesting the particulars in column 1 to 5

Address.....
.....
.....

Signature (or thumb impression, if illiterate) of holder/applicant
(In case of illiterate applicant father's name is to be mentioned)

TRANSFER OF CERTIFICATE FROM ONE HOLDER TO ANOTHER

38(1) A certificate may be transferred from one person to another after the expiry of one year from the date of issue of the certificate on the holder making an application in the prescribed form (NC-34) at the office of registration. Transfer can be applied only once from date of issue to date of maturity. In the following cases transfer is permissible even before the expiry of one year from the date of issue of the certificate :-

- (i) To a near relative out of natural love and affection.
- (ii) In the name of the heir of a deceased holder on the admission of his claim.
- (iii) From a holder to a court of law or to any other person under the orders of a court of law.
- (iv) Transfer as security under rule 39.
- (v) Transfer in the name of the survivor in the event of the death of one of the joint holders; and
- (vi) Transfer of a certificate purchased under items (iii) and (iv) of the Table below Rule 6 of the P.O. Savings Certificate Rule 1960 from the name of the person or body who purchased the certificate to the name of the person or body on whose behalf it was purchased.

Explanation :- 'Near relative' means a husband, wife, lineal ascendant or descendant, brother or sister.

Note 1:- *A Head Postmaster may authorize transfer of a certificate held on behalf of a minor, only if the parent or guardian certifies in writing that the minor is alive and such transfer is in his interest.*

Note 2 :- *A certificate purchased by a minor in his own name can be transferred to another person.*

D.G.Posts Instruction

A certificate purchased in joint names can also be transferred to other person(s) vide rule 11(2) of NSCs (VIII-Issue) Rule and relevant rule applicable to KVP Rules. For this purpose only the Head Postmaster will be competent to sanction the transfer.

(D.G.Posts Letter No. 62-4/2001-SB dated 24.6.2001)

(2) Procedure in Head Offices:- If the transfer is sanctioned by the Head Postmaster, In every case of transfer, name of previous holder shall be rounded and name of new holder shall be written under the dated signature of the authorized Postmaster along with his designation and

date stamp of the post office. The application for transfer shall be attached with the original application for purchase.

(3) In case the holder of a certificate, who had made a nomination, transfers the certificate, the nomination is automatically cancelled and the words "cancelled by transfer" will be noted on the application for nomination, application for purchase and in the register of nominations.

(4) The cases where transfers can be permitted by a Head and Sub Postmaster have been detailed in the relevant rules of each series of certificates as issued from time to time. Where transfer cannot be permitted by the Sub Postmaster, the application, after verification of the particulars of the certificate, will be forwarded to the Head Office for further disposal. The certificate returned to the holder for presenting it on receipt of intimation.

(5) On receipt in the H.O. the application for transfer shall be put up to the Head Postmaster for orders. If the transfer is sanctioned, the application will be returned to the S.O. with the sanction of the Postmaster for effecting the transfer in the manner indicated in sub paras 2 and 3 above.

SPECIMEN OF FORM

NC-34

DEPARTMENT OF POSTS

APPLICATION OF TRANSFER OF SAVINGS CERTIFICATES FROM ON PERSON TO ANOTHER (EXCEPT AS PLEDGE)

(a separate application is required for each series of certificate)

To
Postmaster
.....

Sir,
I/We.....(Name in block capitals of person/institution, etc) request you to transfer the under mentioned Savings Certificate (s)*/Duplicate Certificate (s)* held in my/our* name(s) in the name of the minor (*) Shri/Kumari.....under the Rules governing the Certificates,

* Delete whichever is not applicable

* I/We certify that the minor is alive and the transfer is in his/her interest.

* Strike out if the Certificate is not in the name of the minor.

*Circumstances in which transfer is sought.....

.....
.....

2. Particulars of Savings Certificates/Duplicate Certificates

Series and Sl. No. of Certificates	Denomination	Date of Issue

* Only if applied within one year from the date of issue.

3. Fee of Rs.....is paid herewith.

Yours faithfully,

Signature of transferor(s) For certificate(s)
Held by a minor to be signed by the parent/guardian

Date.....
Address.....
.....

DECLARATION BY TRANSFEREE(S)

1. I/We.....hereby agree to the transfer of above mentioned certificate(s) in my/our name(s) and to abide by the Rules governing these certificates as amended from time to time.

Signature or thumb impression

Date.....

(If illiterate) of transferee of certificate (s)

PLEDGING OF CERTIFICATES AS SECURITY

39(1) The holder of certificate may at any time on his making an application in Form NC-41 pledge the certificate to (i) the President of India or Governor of a State; (ii) to the Reserve Bank of India or a Scheduled Bank or a Cooperative Society including a Cooperative Bank; (iii) a Corporation or Govt. Company; and (iv) a local authority. The application form NC-41 will be signed by both the pledger and the pledgee and in case the pledgee is a Government Officer, it will be accompanied by a certificate by the officer accepting the Savings certificate as security on behalf of the President of India or Governor of a State that he is duly authorized under Article 299 of the Constitution vide Notification No.....dated.....by the Govt. of India, in Ministry of...../State Government of..... to execute such instrument or deeds on behalf of the President of India/Governor of the State. The Assistant will verify the application with reference to the application for purchase and if found to be in order make the endorsement "Transferred as security to....." on the certificate in red ink under the dated signature of the postmaster. A remark to the effect that it is a transfer as security will also be made in the remarks column of the application for purchase.

(2) A certificate purchased on behalf of a minor can be transferred as security only if the

purchaser of the certificate certifies that the minor is alive and the transfer is for the benefit of the minor.

Note 1:- Tenders for contracts in any Department of Government will not be treated as contractors. Certificate will not, therefore, be allowed to be pledged in payment of earnest money other than the standing money.

Note 2:- An officer of the Reserve Bank of India or scheduled bank or a co-operative society including Co-operative Bank, a corporation or a Government company or a local authority, as the case may be, accepting the certificates as security under Sub-Rule (i) or releasing the pledge under Sub-Rule(4) on behalf of the respective Institution, shall certify under his dated signature and seal of office that he is duly authorised under the articles of the said institution to accept or release the security or to execute such instrument or deeds on its behalf.

Note 3:- Transfer of certificates as security to an individual, association, institution, private company, a body registered as a society under any law for the time being in force, a firm registered under the Indian Partnership Act, 1962 (9 of 1962) is not allowed.

(3) The pledgee will be deemed to be the holder of the certificates until such time he releases the certificates from pledge in writing. On receipt of the release authority from the pledgee, the certificate will be re-transferred to the pledger. The Assistant of office of registration will make the following endorsement on the certificate in red ink under the dated signature of the Postmaster.

"Re-transferred to..... (Name of the holder)"

In cases where certificates are already pledged and transferred before 30.10.1961 in the official designation of a Gazetted Officer and not on behalf of the President or a Governor, no certificate as required in Sub-Rule(1) and (3) above is to be furnished by the pledgee.

(4) Where as a result of several endorsement about pledging and releasing of pledges on a certificate, no space is available for making further endorsements a fresh certificate will be issued by the Postmaster of office of registration in lieu of such certificate. A remark "Issued in lieu of certificate No..... of (Name of Series) will be made on the new certificate and in the Issue Journal. The old certificate will be made on the new certificate and in the Issue Journal. The old certificate will be sent to Postal Accounts Office along with the Issue Journal after making an endorsement thereon "Treated as cancelled Certificate No..... has been issued in lieu".

(5) Application for transfer of Savings Certificates as security (NC-14) should be allotted the same registration number as is borne by the application for purchase (NC-1)/transfer (NC-34) with suffix 'A', 'B', 'C' and so on for the first, second, third, etc. endorsements of Transfer. These applications as also the letter of authority from the pledgees releasing the certificates from pledge should be pasted to the original application for purchase or transfer. In cases, where the S.O. has to issue fresh certificate for want of space on a certificate for making endorsement of pledge and there is no certificate in stock, the SPM should call for the same from the HO which will keep a watch over the return of the original one. The remarks "Cancelled. Fresh certificate No..... dated..... issued in lieu" will be made

on the face of the original certificate.

- (6) Pledging or releasing of pledge constitutes a transfer for the purpose of charging fee where so prescribed in the rules governing the series.
- (7) A separate Issue Journal of pledging and releasing of the pledge showing the particulars of the certificate, name of the pledger, etc. when certificate is cancelled, should be furnished to the Postal Accounts Office along with other Journal of the month.

SPECIMEN OF FORM

NC-41

**(OBVERSE) DEPARTMENT OF POSTS
APPLICATION FOR THE TRANSFER OF POST OFFICE SAVINGS CERTIFICATES AS
SECURITY**

Note 1:- *Transfer of Certificates as security to an individual, association, institution, private company, anybody registered under the Indian Partnership Act, 1962 (9 of 1962) is prohibited.*

Note 2:- *A Certificate purchased on behalf of a minor can be transferred only if the purchaser of the certificate certifies that the minor is alive and the transfer is for the benefit of the minor.*

Note 3:- *Certificates will not be allowed to be pledged in payment of earnest money other than standing earnest money.*

Registration No.....

Serial No. and date of original
Application for purchase of certificates.

To
The Postmaster

.....

Sir,

I/We.....(Name in the Block Letters) am/are required to deposit an amount of Rs.....as security to the President of India/Scheduled Bank/Co-operative Bank/Co-operative Society/Corporation/Government Company/Local authority.

I/We therefore request you to transfer the under mentioned Post Office Savings Certificates/Duplicate Certificates of which I am/We are the holder(s) as security to.....(the President of India/ Governor of State/Reserve Bank of India/Scheduled Bank/Co-operative Bank/Corporation/Governemnt Company/Local Authority) vide declaration of the pledge on the reverse of this form.

I/We.....hereby declare that on the transfer of the under mentioned Post Office Certificates/Duplicate Certificates, the transferee, (the pledge) shall, until it is/these are re-transferred or released to me/us, be deemed to be the holder of the certificate(s). I/We also agree that the certificate(s) shall be encashable by the pledgee when the security has been

forfeited.

Particulars of Certificates/Duplicate Certificate(s)

No. & date of letter from the pledge calling for security	Serial No. of Certificates	Date of issue	Name of office of issue	Registration No. of Certificate(s)	Denomination of certificate(s)

Total No. of Certificates/Duplicate Certificates.....

Yours faithfully,

Signature of transferor(s) of Certificates/(Pledger)

Date.....

Address.....

.....

REVERSE

DECLARATION BY TRANSFEREE (PLEDGEE)

* I.....(Official designation of Government Officer) hereby accept the savings certificates particularized on the obverse of this form as security on behalf of the President of India/Governor of State ofin his official capacity and hereby certify that I.....(Official designation of Government Officer) am duly authorized under Article 299 of the Constitution vide Notification No.....dated.....by the Government of India in the Ministry of...../State Government..... and to execute such instrument or deeds on behalf of the President of India/Governor of.....State.

*** I.....(Official designation of Government Officer) hereby accept the savings certificates particularized on the obverse of this form as security on behalf of the Reserve Bank of India/Scheduled Bank/Co-operative Bank/Co-operative Society/Government Company/Local Authority.....and I hereby certify that I am duly authorized to accept or release or to execute such instrument or deeds on behalf of the Reserve Bank of India/Scheduled Bank/Co-operative Bank/Co-operative Society/Government Company/Local Authority.....

Date.....

Signature of the transferee (Pledgee)

Official designation of the officer

accepting the pledge on behalf
of the pledgee (Stamp and Seal)

Address.....

.....
.....

Serial No. of Head/Sub Office

Oblong MO Stamp of Head Post Office

Sub Office

NB:- Certificates can be transferred as security only to (a) the President of India /Governor of a State in his official capacity(b) Reserve Bank of India or a Scheduled Bank or a Co-operative Society including a Co-operative bank (c) a Corporation or a Government Company and (d) a Local Authority.

To be filled in by the Postmaster of Head Office/Sub Office

Sl.No. of certificate with date of Issue	Denomination	Office of issue	Date of pledging of certificates	No. and date of letter of authority releasing the pledge	Date of discharge	Initials of the Postmaster /Sub Postmaster
1	2	3	4	5	6	7

Date.....

Signature of Head/Sub Postmaster

* To be filled in by the officer authorized to accept or release the security on behalf of the President of India/Governor of a State (To be deleted if not applicable)

** To be filled by the officer of the RBI, Scheduled Bank etc. authorized to accept or release the security (To be deleted if not applicable)

DISPOSAL OF UNCLAIMED AND UNDELIVERABLE CERTIFICATES

40. When a certificate is unclaimed or remains undelivered at a H.O. or S.O. for any reason and all efforts to deliver the same to the holders have failed, the same will be sent by the H.O. for safe custody to the Postal Accounts Office alongwith the monthly returns. The H.O. or S.O. will make a remark on the original application for purchase/transfer as follows: "Sent to Postal Accounts Office on.....for safe custody". Or sent to H.O. on.....for being sent to Postal Accounts Office for safe custody". The Postal Accounts Office will acknowledge the receipt of such certificates. The H.O. will paste this acknowledgement to the application for purchase/transfer and if it relates to more than one application it should be pasted on one of the applications after noting the particulars of the acknowledgement on other applications. Where the certificates involved stand registered at SOs, the particulars or the acknowledgement will be intimated to the SOs concerned for making a note in the relevant application(s) for purchase/transfer.

Note :- A B.O. will send such certificates to its Accounts Office duly entered in the reverse of the B.O. dailyaccount.

CERTIFICATES SPOILED BEFORE ISSUE

- 41 If a certificate is spoilt before issue, the Postmaster will write the word "spoiled" in red ink on the certificate and affix the oblong M.O. Stamp and send the same to the Postal Accounts Office duly attached to the monthly journal of certificates issued. The serial number of the certificate will be shown in the Stock register as issued with the remarks "Spoilt" under the dated signature of the Postmaster. In S.Os, spoiled certificates will be forwarded to the H.O. with the daily journal of certificates issued for transmission to the Postal Accounts Office after following the above procedure.

Note:- If spoilt certificates are detected at CSD, that may be sent to local HPO (to be decided by PMG/DPS)under a special invoice and Postmaster will take action as prescribed in Rule 41.

LOSS OR THEFT OF A CERTIFICATE BEFORE ISSUE AND FROM THE CUSTODY OF THE POST OFFICE AFTER ISSUE

- 42(1) If a certificate is lost, stolen or destroyed before issue or from the custody of the Post Office after issue but before delivery to the holder or received from the holder and kept in the custody of the post office, the loss, etc. should be reported by the Postmaster to the Divisional Supdt., Head of the Circle and the Postal Accounts Office concerned. The Sub Postmaster will submit the report through the Head Office. The Head of the Circle shall investigate the matter in order to fix the responsibility and notify the loss/theft etc. in his monthly circular and send a report to the Director General, Posts indicating the circumstances under which the certificate were lost. Where the identity slip has also been lost in the Post Office along with the certificate, the particulars of the lost certificate(s) should be circulated promptly by the Head of the Circle to his subordinate units with an endorsement to all other Heads of Circles for further circulation to all Post Office under their control to guard against their encashment from any Post Office with the help of the identity slip.

- (2) (i) If the loss theft or destruction of a certificate takes place either before issue or after

issue but before delivery to the depositor, the serial number of the certificate(s) will be entered in the Head or Sub Office in the stock register as issued with appropriate remarks.

- (ii) The particulars of the lost certificate(s) shall be noted in a separate register of certificates lost either before issue or after issue from the custody of the Post Office to be opened in manuscript in the following form so that the register is consulted at the time of discharge:

SPECIMEN OF FORM

REGISTER OF CERTIFICATES LOST FROM THE CUSTODY OF THE POST OFFICE

Sl. No.	Name of post office of issue (SO/HO)	Name of investor (in full)	Date of loss	Particulars of series of certificates	Serial No. of certificate(s) Lost
1	2	3	4	5	6
Denomination	Date of issue	Particulars of identity slip issued	Date on which loss reported to the Divisional Supdt. / Head of the Circle	Initials of Postmaster/ Sub Postmaster	Remarks
7	8	9	10	11	12

(3) In addition to above where the certificate (s) issued has been lost or stolen from the custody of that Post Office before delivery to the holder the following procedure will be followed :-

- (i) A note of loss, etc. will be made in the 'remarks' column of the "Application for Purchase" of the certificate against the relative entry. A fresh certificate (not a duplicate certificate) will be issued for delivery to the purchaser in the usual manner, and the official responsible for the loss shall execute a Bond in the prescribed form indemnifying the Deptt. against any loss caused by the encashment of the certificate lost. The following remark will also be made in the 'Remarks' column of the Journal of certificates issued: "Issued in lieu of certificate No.....lost before delivery". The bond will be executed at the request and cost of the government and no stamp duty will be payable. The bond should be preserved alongwith the confidential records of the official.
- (ii) All Head and Sub Post Offices and Divisional Superintendents of Post Offices will maintain a Register containing the details of all such issued certificates lost/stolen before delivery in the proforma given in para (2) (ii) above and keep it corrected upto date. The Divisional Supdts. will ensure during inspection of Post Offices that the Register is kept corrected upto date. Whenever a Branch Office is upgraded into a Sub Office, the Divisional Supdt. should furnish an extract from this Register for the use of the new Sub Office.

(iii) The Register should be maintained by the Postmaster/Supervisor who should check that the certificates presented for encashment, transfer etc., are not those which have been reported as lost or stolen; otherwise action should be taken as laid down in Note below Sub- Rule (2) of Rule 43.

(4) If a consignment of certificates despatched by the Controller of Stamps, Nasik to a Circle Stamp Depot is lost in transit due to theft/accident or any other reason, the intimation of non-receipt of consignment/short supply of certificates should immediately be sent by the Officer-In-Charge of the CSD to the Controller of Stamps, Nasik. The particulars of the lost or short supplied certificates will be available in the invoice received from the ISP, Nasik. If the said authority reconfirms the despatch of the certificates, the case should be treated as one of loss/theft of certificates and be brought to the notice of the Head of the Circle by the Incharge of the CSD for circulation of the loss to other Circles for similar action at their end in their monthly circulars immediately. A report should also be sent to DG (Posts) by the Head of the Circle indicating the circumstances under which the certificates were lost.

(5) In cases where the certificate(s) already issued to the holder and received from him has been lost from the custody of the Post Office, the following procedure should be followed :-

- (i) Action detailed in sub para (1) above will be taken. When the identity slip has also been lost in the Post Office, the particulars of the lost certificate(s) should be circulated promptly by the Head of the Circle to his subordinate unit with an endorsement to all other heads of Circles as provided in sub para (1) above.
- (ii) If any Identity slip had been issued for the certificate(s) lost from the custody of the P.O. it should be taken back from the holder, cancelled and affixed to the original Application for Purchase. In case the identity slip is not produced by the holder though issued, and unless the same is also lost alongwith the certificate while in the custody of Post Office, the usual procedure as laid down in Sub-Rule(2) of Rule 43 should be followed and indemnity bond obtained from the holder.
- (iii) Immediate enquiries should be made and responsibility for the loss of the certificate fixed. An Indemnity Bond in the prescribed form should be obtained from the official or officials at fault from whose custody the certificate was lost. The bond will be executed at the request and cost of the Government and no stamp duty will be payable. This bond should be preserved along with the Confidential Records of the official.
- (iv) The "Application for Purchase" should be detached from the Guard File and preserved in the personal custody of the Head Postmaster, a suitable note being kept in its place in the Guard file. In case of loss from a sub office, the application for purchase should be sent to the Head Postmaster for safe custody.
- (v) A close watch will be kept on the work and conduct of the official or officials who have been responsible for the loss of the certificate and they should not be given heavy monetary responsibility.

(vi) In all such cases duplicate certificate will be issued without the payment of the prescribed in Sub-Rule (1) of Rule 43.

(vii) In cases where Indemnity Bond cannot be obtained promptly, the duplicate certificate(s) should be issued without insisting upon the execution of an Indemnity Bond by the Postal Official before the issue of the duplicate certificate. The Indemnity Bond will, however, be taken subsequently without fail. The Supdt. of Post Offices will personally ensure that the Indemnity Bond is obtained from the official held responsible but in the case of Head Offices directly under the Head of the Circle, it will be the personal responsibility of the Postmaster to do so.

LOSS THEFT, DESTRUCTION, MUTILATION OR DEFACEMENT OF THE CERTIFICATE IN THE CUSTODY OF THE HOLDER

43(1) When the holder of a certificate reports the loss, theft, destruction, mutilation or defacement of a certificate in his custody, he will be asked to furnish a statement in writing giving particulars of the certificates explaining the circumstances in which the theft, loss, destruction, mutilation or defacement occurred besides giving the particulars of the certificate such as the number the amount and the date of purchase etc., if available. If the holder had been issued an identity slip, the same should be obtained from him if available. The application for the issue of duplicate certificate may be made either at the office of registration or at any other office. If the application is received at an office other than the office of registration, the Postmaster will forward it to the Postmaster of registration for necessary action. The holder shall pay the prescribed fee for each certificate. This fee will be realised in cash and credited under unclassified receipts as general revenue of the Govt. of India. A remark to this effect should be given by the Postmaster in Form NC-29.

Note :- *In the case of loss, destruction, etc., of a certificate issued in joint names whether of Class 'A' or Class 'B' the statement must be signed by both the joint holders if both of them are alive.*

(2) The Postmaster of the office of registration will compare the signature of the holder on the statement with that on the application for purchase and if it is found to agree the holder of the certificate will be called upon to furnish an Indemnity Bond in the prescribed form with one or more approved sureties with a Bank's Guarantee provided that no such surety or Banks guarantee will be necessary where the face value of the certificates does not exceed Rs. 500. In case where mutilated or defaced certificate is surrendered along with the Identity Slip, If any, and the certificate is capable of being identified as the one originally issued, duplicate certificates will be issued without any Indemnity Bond irrespective of the amount involved. A note of the loss, theft or destruction and of the fact that the Indemnity Bond for the issue of the duplicate certificate has been obtained and kept on record in the Post Office will be made on the application for purchase. A guard book shall be maintained for the purpose of keeping the Indemnity bonds which shall be preserved in the personal

custody of the Head Postmaster for the period specified in Appendix No. VII. He will also certify that the applicant is known to him or that he has been identified by a person known to the Post Office. In SOs, the application of the holder and the identity slip, if any, will be forwarded to the H.O. after making a note in the relevant application for purchase of the loss, theft or destruction of the certificate. On receipt of the form of Indemnity Bond from the H.O., the SO will get the bond completed and send it to the HO for issue of duplicate certificate.

Note 1 :- *The following checks will be exercised by the post office in connection with the execution of the indemnity bond :-*

- (i) The bond is drawn up in the prescribed form.
- (ii) The person who furnishes the bond is the person entitled to the proceeds of the certificate for which duplicate is sought for.
- (iii) The bond is duly stamped with non-judicial stamps of the required value according to current Stamp Act, correctly assessed on the basis of the secured value i.e. full matured value of the certificate involved (inclusive of the interest accruable thereon upto the end of the extended period).
- (iv) Particulars of the certificate are correctly noted in the bond and these tally with those contained in Form NC-29.
- (v) Name of the surety has been mentioned in the bond.
- (vi) The surety is adequately solvent or, if a bank's guarantee is furnished, the guarantee is in order. The Postmaster may require production of solvency certificate where he is not personally satisfied. Solvency of a surety if he is an employee of the Central or State Government or of a local body Government aided educational Institution; the Reserve Bank of India, a public sector undertaking or any other body controlled by the Government, to the extent of his salary for 12 months excluding allowances, as certified by the employer is acceptable. In other cases, the solvency certificate should be from the revenue authority having jurisdiction over the estate of the surety.
- (vii) Date of execution of the bond is entered therein.
- (viii) Bond has been signed by the holder of the certificate as well as by the surety and each signature has been attested by two witnesses.
- (ix) The bond is accepted by the Gazetted PM/Supdt. of POs.

Note 2 :- *When a certificate is presented for discharge at the office of registration and it is found that the certificate was reported as lost, stolen or destroyed, payment shall not be made and the case at once reported to the police and the Head of the Circle. Care should be taken to see that the person presenting the certificate for discharge does not run away. If, payment is claimed at any other post office, the Postmaster of the office of registration will, on receipt of the application for verification, inform, the Postmaster of*

the office from which the application was received that the certificate had been reported as lost/stolen/destroyed and ask that office to make an immediate report to the police and the Head of the Circle. This information will be given by letter, if the office at which the certificate was presented is less than a day's post distant otherwise by telegram. In case payment has already been made without previous verification from the office of registration, the Postmaster of the office of registration should on receipt of the advice of payment forthwith report the matter by telegram to the Postmaster of the office of payment and to the Head of the Circle. When a telegram is issued, the serial number, denomination and the date of issue of the certificate must be given and the prescribed code words used to denote that the certificate had been lost either by the Post Office or from custody of the holder, remarks being added as to the action to be taken. Reports whether by letter or telegram must receive immediate attention at the receiving end.

Note 3 :- *In cases where the original applications for purchase are also missing from the records of the postoffice, the Postmaster should before issuing the duplicate certificate, obtain a no-discharge certificate, from the Postal Accounts office that the certificate stands undischarged and no duplicate certificate has been issued. He should also obtain a fresh antedated application for purchase and an indemnity bond (NC-61) containing a recital to the effect that it is being executed at the request and the cost of the Government as also a declaration that the certificate is not attached by a court of law. Identification of the holder will be necessary.*

- (3) If the holder of a certificate reports the falling of the certificate standing in his name in the hands of an unauthorized person and applies for the issue of a duplicate certificate, a registered notice shall be issued by the H.O. to the unauthorized person that a duplicate certificate will be issued unless he produces within a period of one month, an order of a competent court restraining such an issue. If no court order is received within the stipulated time, action may be taken to have a duplicate certificate issued in accordance with Sub-Rule (1) and (2) above. An indemnity bond shall be obtained from the holder to the effect that he would keep the Government safe from loss and indemnify and pay to the President of India for any financial losses which the Government might suffer as a result of the issue of the duplicate certificate.
- (4) If a holder insists on the loss/theft of a certificate, from his custody, being notified to all Post offices in India, his attention may be drawn to the Provisions of Rule 30 of NSCs (VI Issue/VII Issue) Rules, 1981 or rule 33 of the P.O. Savings Certificates Rules, 1960 or rule 26 of NSCs (VIII Issue) Rules, 1989, as the case may be, according to which the post office bears no responsibility in this regard.
- (5) In case where the certificate(s) has/have been lost from the custody of an officer of the Central Government accepting the same as a pledge, no indemnity Bond will be got executed from that officer and no fee for Issue of duplicate certificate(s) will be charged. In case of lose of certificate(s) from the custody of an officer of the State Government working as a pledgee, Indemnity Bond will be got executed without any approved sureties. Stamp

duty can also be exempted with prior approval of the State Government. In cases of loss of certificate(s) from the custody of Panchayat, execution of Indemnity Bond is necessary.

- (6) (i) In case where a certificate held by a District Savings Officer/ Regional Director of National Savings Organization in his official capacity is lost from his custody, he will furnish its details along with the identity slip, if any, to the post office where the certificate stands registered. The District Savings Officer/Deputy Regional Director National Savings will simultaneously execute an Indemnity Bond in the prescribed form and send it to the National savings Commissioner who will send an intimation of this to the post office concerned. The Officer concerned should thereafter apply to the post office of issue of the duplicate certificate in lieu of original certificate. It will then be issued by the post office without payment of the fee prescribed under the relevant rule of each series.
- (ii) In cases where a certificate before its delivery to the investor is lost from the custody of an authorized agent, he will report the loss promptly to his appointing authority, local police, Post Office where the certificate stands registered and the Head of the Postal Circle. He will execute an indemnity bond in the prescribed form and send it to his appointing authority who will send an intimation of this to the P.O. concerned. On receipt of this intimation further action will be taken to issue the duplicate certificate. The authorized agent shall pay the stamp duty on the indemnity bond and postal fee for the issue of duplicate certificate.

ISSUE OF DUPLICATE CERTIFICATE

- 44(1)** The Head Postmaster should make necessary enquiries in connection with the issue of duplicate certificate(s) and satisfy himself by a reference to the original application for purchase/transfer that the certificate(s) still stands un-discharged.
- (2) As soon as the necessary enquiries are complete, an indemnity bond obtained and no discharge certificate received where necessary, the Postmaster will issue a duplicate certificate(s) overprinted with the words "Duplicate issued in lieu of". The original certificate No. and date of issue should be noted on the top of the duplicate certificate.

D.G. Posts Instructions

It is clarified after consultation with Ministry of Law that only Head Postmaster of a HPO is competent to issue Duplicate Certificates pertaining to post offices under its jurisdiction including HPO.

(DG Posts Letter No. 77-2/83-SB dated 25.8.1984)

- (3) After the duplicate certificate(s) is/are issued, the Head Office will prepare separate issue Journals for the duplicate certificate(s) issued by it. Such Issue Journals should indicate, inter alia, the serial number(s) of the original certificate(s) with a prefixed alphabets and should contain the following certificate over the signature of the Head Postmaster :-

Certified that :-

- (i) Necessary remark regarding the loss/destruction of the certificate(s) and issue of duplicate certificate(s) in lieu thereof has been made in the remarks column of the Application for purchase/Transfer of the certificate(s). .
 - (ii) The Indemnity Bond has been obtained from the holder and
 - (iii) The fee of..... for the issue of the duplicate certificate(s) has been received and credited under unclassified receipts on.....
- (4) Where the holder of a certificate applies for issue of duplicate certificate at an office other than the office of registration, indemnity bond should be obtained from him and forwarded along with the application to the office of registration. The office of registration will take the same action, as it would, on an .application presented at the office. The duplicate certificate will be sent by the office of registration to the concerned post office for delivery to the holder. That office will forward the receipt for the certificate, obtained from the holder, by registered post to the office of registration which will paste the receipt to the application for purchase.
- (5) Cases arising at S.Os. for the issue of duplicate certificate(s) will be referred to the H.O. by the S.O. for further action as indicated above. Form NC-29 will be filled in for each case of issue of duplicate certificate(s) and filed with the case.
- (6) Where a holder applies for issue of duplicate certificates purchased at different post offices, he will execute only one indemnity bond covering the maturity value of all the certificates. He may apply for issue of duplicate certificates at a post office where at least one of the certificates issued to him stands registered and the Postmaster in charge of the office where the holder desires to get the duplicate certificates, will get the old certificates- transferred to the books of this office before issuing the duplicate certificates in lieu thereof. The holder will be asked to fill in the necessary application for Transfer. The only departure from the normal procedure for transfer of certificates laid down in the above mentioned rule will be that it will not be necessary for the holder to produce the original certificates for examination. In order to cover the risk, the holder should be duly identified by a person known to the post office before his application for transfer is entertained.
- (7) A receipt, in token of the delivery of the duplicate certificate will be obtained from the holder in the application for purchase. If the duplicate certificate is delivered to the Agent of the holder on a written authority of the latter, such receipt will be obtained on the letter of authority which shall be pasted to the application for purchase.
- (8) A duplicate certificate will be treated as equivalent to the original certificate for all purposes

except that it is encashable at an office other than the office of registration only after prior verification by the office of registration. No identity slip shall be issued in respect of a duplicate certificate. If a declaration has been issued by the Director/Deputy Director of Postal Accounts concerned in lieu of a certificate issued before partition from a post office now in Pakistan and transferred to a post office in India, the payment will be made only on the execution of an indemnity bond referred to in the Sub-Rule (2) above.

- (9) If the original certificate lost, stolen or destroyed is subsequently traced by the holder and made over to the post office, it should be cancelled and a note 'duplicate issued' made in the application for purchase. The cancelled certificate should be sent to the Postal Accounts Office.
- (10) Indents for the stock of certificates of each denomination and series over-printed with the word "Duplicate" should be sent by H.Os. to their Stamp Depots, who in turn should obtain them from the Controller of Stamps, Nasik Road. The Certificates when received should be kept by the Postmaster under lock and key in his custody and a separate stock register maintained for the accounting of such certificates.
- (11) A register of Duplicate Certificate issued in the prescribed proforma be maintained in the H.Os. and the particulars of the duplicate certificates issued should be noted in it. The mutilated or defaced certificates for which duplicate certificates have been issued should be produced before the Inspecting Officer at the time of annual inspection along with the register of duplicate certificates issued. The Inspecting Officer after verifying the particulars noted in the register, will arrange to destroy the mutilated or defaced certificates, in his presence and not down the date of destruction in the relevant column of the register and also place his initials in the register in token of having carried out this check. The officer-in-charge in the context of issue of duplicate certificate shall be construed to be the Head Postmaster who alone shall be competent as hitherto, to issue duplicate certificates pertaining to the Post Offices including Head Office falling under its jurisdiction.

Note 1:- *The duplicate certificates should be issued within 15 days, if the application from the investor is received at the office of registration. The time limit would be 30 days if the investor intends to obtain it from another post office.*

Note 2:- *The post office should not make lodging an FIR with the Police for the loss/theft a pre-condition for issue of a duplicate certificate even though Form NC-29 seeks information relating to date of furnishing report of the certificates to the Police Station/Post Office of Registration.*

SPECIMEN OF FORMS

DEPARTMENT OF POSTS

PERSONAL BOND OF INDEMNITY

[To be executed by the Postal Official(s) responsible for the loss of certificate(s) at the time of issue of a Duplicate Certificate(s) in favour of the holder of National Savings Certificates]

KNOW ALL MEN BY THESE PRESENTS that I/We-----[name of the postal official (s) am/are held and firmly bound unto the President of India (hereinafter referred to as the "President") in the sum of Rs of lawful money of the Indian Union together with the all costs, charges and damages as hereinafter mentioned to be paid to the President, his certain attorneys, successors or assigns for payment well and truly to be made I/We bind (*jointly and severally) myself/ ourselves, my/our heirs, executors and administrators and representatives firmly by these present.

* To be inserted where executed by more than one person .

WHEREAS on theday of20 the saidwas /were entrusted with the custody of a National Savings Certificate (-Issue) numbered.....of the denomination (s) of Rs.....(.....) respectively issued in the name of.....(name of the holder) along with / without identity slip in respect of the above mentioned National Savings Certificate(s).

AND WHEREAS the said has/have represented that the aforesaid National Savings Certificate (s) and the identity slip (s) have been lost or misplaced while in the custody of the said.....

AND WHEREAS the said.....has/have further represented to the Postmaster.....H.O that aforesaid certificate (s) and identity slip (s) have not been transferred ,sold, pledged or deposited or otherwise parted with by way of security or otherwise.

AND WHEREAS the holder of the National Savings Certificates (s) has applied for Duplicate Certificates of the National Savings Certificate (s) represented to have been lost or misplaced and the Postmaster H.O. on behalf of the president has agreed to issue Duplicate Certificates but for the better protection of the President requires that the saidshould execute an indemnity bond agreeing to indemnify the Government in the manner hereinafter provided.

Now the condition of the above written bond is such that if that saidhis heirs, executors, administrators, and representatives shall when required so to do pay to the President, his successors or assigns the sum of Rs.....together with all costs as between attorney and client and all charges , losses, damages and expenses that shall or may have been incurred by or occasioned to the President, his successor or assigns or any of the servants of the Government by reason or consequent upon a being issued, and further if the said

his/their heirs, executors, administrators, representatives , shall and do from time to time and at all time hereafter well and sufficiently save, defend , keep harmless and indemnified the

President , his successors and assigns and officers and servants of the Government and each and every of them from and against all claims made by any person whatsoever and all manner of action and actions, suit and suits and other legal proceedings, costs , charges, damages and expenses whatsoever which shall or may at any time or times hereafter be brought, commenced or sued by any person or body corporate whatsoever or whatsoever against or happen or be occasioned to the President, his successors or assigns or any of the officers or servants of the Government for or on account of in respect of by reason of declaration in lieu of the aforesaid National Savings Certificates (s) being issued then the above written bond shall be void and of no effect otherwise the same shall be and remain in full force and virtue PROVIDED ALWAYS and it is hereby expressly declared and agreed by the said with and to the president, his successors or assigns that in the defence and prosecution of any action, suit or other legal proceedings referred to in the foregoing clause for indemnity or maintained in virtue thereof the President, his successors or assigns shall not be responsible or accountable to the said..... or hid/their heirs, executor, administrators and representatives for any act, omission or mistake in the defence or prosecution of such action, suit or other legal proceedings and that in the defence or prosecution of such action, suit or other legal proceeding the President , his successors or assigns and his and their officers and servants shall be required to do such acts and take such steps only, as shall in that behalf be approved and advised by the Law Officers of the Government of India .

PROVIDED AND IT IS HEREBY EXPRESSLY DECLARED AND AGREED by the said.....with and to the President , that without prejudice to his other rights and remedies the President may recover all sums due hereunder by deductions from the salaries, gratuities or other sums but not from pension or Provident Fund due to the said either in one lump sum or in such installments as the President may in his absolute discretion decide.

PROVIDED LASTLY AND IT IS EXPRESSLY DECLARED that the Stamp Duty payable on this bond shall be borne by the President.

Signed by the above named

in the presence of _____

.....
(Two witnesses to sign here)

Signature(s)

1. _____
2. _____

ACCEPTED

.....

*(Signature and designation of the officer for and on behalf of the President of India)

* To be signed by an officer duly authorized under Article 299 (1) of the Constitution. [Gazetted Postmaster/Senior Supdt. of Post Offices/Supdt. of Post Offices]

Note:- The above bond has been prescribed by the D.G. Post vide his letter No. 15-10/59-F/KW dated 6.9.1961 and further amended vide letter No. 27-1/74-SS dated 9.9.1974

SPECIMEN OF FORM

NC-29

DEPARTMENT OF POSTS

Application for the issue of Duplicate Savings Certificates in lieu of the loss, theft, destruction, mutilation or defacement of the Savings Certificates in the custody of the Holder.

To
The Postmaster,
.....

Sir,

I/We(name in Block Capitals) request you to issue Duplicate Certificates in lieu of the lost/destroyed/stolen Savings Certificates detailed below of which I am/We are the holder(s). I am/We are hereby furnishing the following information which is true to the best of my/our knowledge and belief :-

- (i) PARTICULARS OF CERTIFICATES :
- (A) Name of issue of the certificates :
 - (B) Serial Numbers of the Certificates :
 - (C) Date of issue :

- (D) Denominations :
- (E) Name of the office of issue :
- (F) Type (Single/Joint-A/Joint-B):
- (G) Registration No. :

(ii) How the above noted particulars of the certificates could be ascertained.

(iii) Whether the identity slip was issued, if yes, the same is to be enclosed.

(iv) Circumstances in which the theft/loss/destruction occurred.

(v) Date of furnishing first report of the certificates to the police Station/Post Office of registration.

(vi) Result of Police enquiries.

Name.....
Date.....

Signature of the Holder(s)
Address.....

Note :- while it may be in the interest of the investor to lodge an FIR with the Police regarding loss of certificates, the post office should not make this a precondition for issue of a duplicate certificate

[D.G. Posts letter No. 61-16/2000-SB dated 12.12.2000]

CERTIFICATE OF IDENTIFICATION

Ido hereby certify that Shri..... is/are known to me and has/have signed this application in my presence.

Full address.....
.....

Holder(s) known to me/Identification accepted.

Signature of Identifier

Signature of
Postmaster

Date.....

Report on application for duplicate certificates in lieu of lost/destroyed

Certificates detailed overleaf.

1. Name of investor in full. (In Block Capitals)
2. Serial No. of P.O. Certificate(s).

3. Denomination.
4. Office of Issue.
5. Date of Issue.

CERTIFIED

1. That the original application for purchase/transfer has been checked.
2. That the signature has been found to agree with that on record.
3. That the particulars of the certificate are correct.
4. That remark regarding the loss/destruction of the savings certificates has been made in the remarks column of the application for purchase or transfer of the certificates against the entry of the certificate under the Postmaster's initials.
5. That the fee of Rs.for the issue of the duplicate certificate has been recovered and credited under unclassified receipts on
6. That the certificate(s) stand(s) still un-discharged as verified from the application for purchase/transfer.
7. The Identity slip was/was not issued; and it has been obtained from the holder and pasted to the original application for purchase/it is also reported to have been lost.
8. That the holder is known to me/identified by.....who is known to me.
9. That the indemnity bond referred to in rule 43 of P.O.S.B. Manual Volume II has been obtained from the holder(s) and kept on record.
10. That the certificate(s) is/are not Court of Law.

Date.....

Postmaster/Sub Postmaster

11. Orders of Head Postmaster

Date.....

Head Postmaster

SPECIMEN OF FORM

NC-54(a)

**DEPARTMENT OF POSTS
BOND OF INDEMNITY**

[To be executed by the holder of certificate (s) with one surety at the time of the issue of a duplicate certificate (s) in lieu of lost, misplaced, spoilt or mutilated certificate]

Know all men by these presents that I/We (A).....(holder/holders) of the.....and (B).....Surety are held and firmly bound unto the President of India (hereinafter called the President) in the sum of Rs.

together with all costs, charges and damages as hereinafter mentioned, to be paid to the President, his certain attorneys, successors or assigns for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators and representatives jointly *(and every three of us bind ourselves, our heirs, executors and administrators and representatives jointly and every two of us bind ourselves, our heirs, executors, administrators and representatives) and each of us binds himself, his heirs, executors, administrators and representatives severally firmly by these presents sealed with our respective seals dated theday of.....in the year one thousand nine hundred and.....

*To be altered as required

Whereas onday ofthe said (A)..... purchased from.....Post Office, acertificate(s) numbered.....of the denomination of Rs.....(respectively) and obtained/did not obtain identity slip(s) in respect of the above mentioned certificates.

And whereas the said(A).....has/have represented to the Postmaster..... Head Post Office that the aforesaid certificates and the identity slip(s) have been lost or misplaced or spoilt or mutilates while in the custody of the said (A).....AND WHEREAS the said(A).....has/have further represented to the Postmaster.....Head Post Office..... that the aforesaid certificate (s) and identity slip (s) have not been transferred ,sold, pledged or deposited or otherwise parted with by way of security or otherwise; and

Whereas the said (A)declares that he/they is /are solely entitled to receive the money due on the above certificates and has/have applied for the issue of a Duplicate Certificate(s) ; and Whereas Postmaster.....Head Post Office has on behalf of the President acceded to the said application on condition of the said (A).....and one sufficient surety executing such bond as above written and the said (B).....has accordingly as such surety agreed to execute the said bond with such condition as is hereunder written. Now the condition of the above written bond is such that if the said(A)his/their heirs, executors, administrators, and representatives do and shall when required so to do pay to the President, his successors or assigns the sum of Rs.....together with all costs as between attorney and client and all charges , losses, damages and expenses that shall or may have been incurred by or occasioned to the President, his successor or assigns or any of the servants of the Government by reason or consequent upon a Duplicate Certificate(s) in respect of the aforesaid certificates being issued, and further if the said (A).....and (B)..... their heirs, executors, administrators, representatives , shall and do from time to time and at all time hereafter well and sufficiently save, defend , keep harmless and indemnified the President , his successors and assigns and officers and servants of the Government and each and every of them from and against all and all manner of action and actions, suit and suits and other legal proceedings, costs , charges, damages and expenses whatsoever which shall or may at any time or times hereafter be brought, commenced or sued by any person or body corporate whomsoever or whatsoever against or happen or be occasioned to the President, his successors or assigns or any of the officers or servants of the Government for or on account of in respect of aforesaid

Certificates (s) being issued. THEN the above written bond shall be void and of no effect otherwise the same shall be and remain in full force and virtue PROVIDED ALWAYS and it is hereby expressly declared and agreed by the said(A).....and (B)..... with and to the president, his successors or assigns that in the defence and prosecution of any action, suit or other legal proceedings referred to in the foregoing clause for indemnity or maintained in virtue thereof the President, his successors or assigns shall not be responsible or accountable to the said(A).....and (B).....or any or either of them , their or either of their heirs, executor, administrators and representatives for any act, omission or mistake in the defence or prosecution of such action, suit or other legal proceedings and that in the defence or prosecution of such action, suit or other legal proceeding the President , his successors or assigns and his and their officers and servants shall be required to do such acts and take such steps only, as shall in that behalf be approved and advised by the Law Officers of the Government of India .

PROVIDED FURTHER that the liability of the surety hereunder shall not be impaired or discharged by reason of time being granted or any forbearance, act or omission of the President or any person authorized by him (whether with or without the consent or knowledge of the surety) nor shall it be necessary for the President to sue Shri.....before suing the surety for amounts due hereunder.

Signed, sealed and delivered by the
Above-named (A).....in the
Presence of (two witnesses to sign here)

Seal

1.....
2.....

Signed, sealed and delivered by the
Above-named (B).....in the
Presence of (two witnesses to sign here)

Seal

1.....
2.....

ACCEPTED

Station.....

Signature.....

Date.....

*Designation.....

For and on behalf of the President of India

*Under clause (i) of item 4 of Part XXIII of the Government of India in the Ministry of Law Notification No.GSR 585 dated 1.2.1966, Postmaster (Gazetted)/Senior Supdt. of Post Offices/ Supdt. of Post Offices is competent to sign this bond for and on behalf of the President of India.

SPECIMEN OF FORM

NC-54(b)

DEPARTMENT OF POSTS

BOND OF INDEMNITY

[To be executed by the holder of certificate..... with a Bank's Guarantee at the time of the issue of a duplicate certificate (s) in lieu of lost, misplaced, spoiled or mutilated certificates]

Know all men by these presents that I/We (A).....(holder/holders) of the.....certificate(s) am/are held and firmly bound unto the President of India (hereinafter called the President) in the sum of Rs. together with all costs, charges and damages as hereinafter mentioned, to be paid to the President, his certain attorneys, successors or assigns for which payment well and truly to be made I/We bind myself/ourselves, my/our heirs, executors and administrators and representatives jointly *(and every three of us bind ourselves, our heirs, executors and administrators and representatives jointly and every two of us bind ourselves, our heirs, executors, administrators and representatives) and each of us binds himself, his heirs, executors, administrators and representatives severally firmly by these presents sealed with my/our respective seals dated theday of.....in the year one thousand nine hundred and.....

*To be altered as required

Whereas onday ofthe said (A)..... purchased from.....Post Office, acertificate(s) numbered.....of the denomination of Rs.....(respectively) and obtained/did not obtain identity slip(s) in respect of the above mentioned certificates.And whereas the said(A).....has/have represented to the Postmaster..... Head Post Office that the aforesaid certificates and the identity slip(s) have been lost or misplaced or spoilt or mutilates while in the custody of the said (A).....

AND WHEREAS the said(A).....has/have further represented to the PostmasterHead Post Office..... that the aforesaid certificate (s) and identity slip (s) have not been transferred ,sold, pledged or deposited

or otherwise parted with by way of security or otherwise; and

Whereas the said (A)declares that he/they is /are solely entitled to receive the money due on the above certificates and has/have applied for the issue of a Duplicate Certificate(s) ; and

Whereas Postmaster.....Head Post Office has on behalf of the President acceded to the said application on condition of the said (A).....executing such bond as above-written and furnishing a Bank's Guarantee as endorsed on this bond and whereas the said (A).....has agreed to execute the said bond with such condition as is hereunder written.

Now the condition of the above written bond is such that if the said(A)his/their heirs, executors, administrators, and representatives do and shall when required so to do pay to the President, his successors or assigns the sum of Rs.....together with all costs as between attorney and client and all charges , losses, damages and expenses that shall or may have been incurred by or occasioned to the President, his successor or assigns or any of the servants of the Government by reason or consequent upon a Duplicate Certificate(s) in respect of the aforesaid certificates being issued, and further if the said (A.....his/ their heirs, executors, administrators, representatives , shall and do from time to time and at all time hereafter well and sufficiently save, defend , keep harmless and indemnified the President , his successors and assigns and officers and servants of the Government and each and every of them from and against all and all manner of action and actions, suit and suits and other legal proceedings, costs , charges, damages and expenses whatsoever which shall or may at any time or times hereafter be brought, commenced or sued by any person or body corporate whomsoever or whatsoever against or happen or be occasioned to the President, his successors or assigns or any of the officers or servants of the Government for or on account of in respect of or by reason of a duplicate certificate(s) in respect of the aforesaid Certificates (s) being issued. THEN the above written bond shall be void and of no effect otherwise the same shall be and remain in full force and virtue PROVIDED ALWAYS and it is hereby expressly declared and agreed by the said(A) with and to the president, his successors or assigns that in the defence and prosecution of any action, suit or other legal proceedings referred to in the foregoing clause for indemnity or maintained in virtue thereof the President, his successors or assigns shall not be responsible or accountable to the said(A).....his/ or either of them , their or either of their heirs, executor, administrators and representatives for any act, omission or mistake in the defence or prosecution of such action, suit or other legal proceedings and that in the defence or prosecution of such action, suit or other legal proceeding the President , his successors or assigns and his and their officers and servants shall be required to do such acts and take such steps only, as shall in that behalf be approved and advised by the Law Officers of the Government of India .

Signed, sealed and delivered by the above-named (A).....in the presence of (Two witnesses to sign

here)

1.

2.

BANK'S GURANTEE

In consideration of the President issuing a duplicate certificate in respect of the aforesaid certificate to the said (A)as stated in the above Bond we.....(name of the Bank) hereby guarantee to the President ,his successors or assigns the payment of the sum of Rs.....together with all costs as between attorney and client and all charges , losses and damages and expenses that shall or my have been incurred by or occasioned to the President , his successors or assign or any of the servants of Government by reasons of or consequent upon a duplicate certificate in respect of the aforesaid certificates being issued as referred to in the above Bond.

Provided that the liability of the bank hereunder shall not be impaired or discharged by reason of time being granted or any forbearance , act or omission of the President or any person authorized by him(whether with or without the consent or knowledge of the Bank) or any other matter or thing whatsoever under the law relating to sureties shall, but for this provision, have the effect of so releasing the Bank from its such liability nor shall it be necessary for the President to sue Shri..... before suing the bank for amounts due hereunder.

Dated this.....day of200.....

(To be executed by the Bank in the manner provided by its Articles of Association)

ACCEPTED

Station.....

Signature.....

Date.....

*Designation.....

For and on behalf of the President of India

*Under clause (i) of item 4 of Part XXIII of the Government of India in the Ministry of Law Notification No. GSR 585 dated 1.2.1966, Postmaster (Gazetted)/Senior Supdt. of Post Offices/ Supdt. of Post Offices is competent to sign this bond for and on behalf of the President of India.

SPECIMEN OF FORM

**NC-61
ISSUE OF DUPLICATE CERTIFICATES
DEPARTMENT OF POSTS
BOND OF INDEMNITY**

[To be executed by the holder of..... certificate(s) at the time of discharge of original certificate (s) or issue of duplicate certificate (s) in lieu of lost, misplaced, spoiled or mutilated certificates (s), where original application for purchase is missing]

Know all men by these presents that I/We (A).....(holder/holders) of the

.....certificate(s) am/are held and firmly bound unto the President of India (hereinafter called the President) in the sum of Rs. together with all costs, charges and damages as hereinafter mentioned, to be paid to the President, successors or assigns for which payment well and truly to be made I/We bind myself/ourselves, my/our heirs, executors and administrators and representatives jointly severally firmly by these presents sealed with my/our respective seals dated theday of.....in the year one thousand nine hundred and.....

Whereas on.....day of.....the said (A).....purchased from.....Post Office..... certificate(s) numberedof the denomination of Rs.....(respectively) and obtained/ did not obtain identity slip(s) in respect of the above mentioned certificates.

And whereas the original application for purchase of the aforesaid certificate (s) is missing from the records of the Post Office.

*And whereas the said(A).....has/have represented to the Postmaster..... P.O. that the aforesaid certificates and the identity slip(s) has/ have been lost or misplaced or spoilt or destroyed or defaced or mutilates while in the custody of the said (A).....

AND WHEREAS the said(A)has/have further represented to the PostmasterP.O. that the aforesaid certificate (s) and identity slip (s) have not been transferred ,sold, pledged or deposited or otherwise parted with by way of security or otherwise; and that the aforesaid certificate (s) has/have not been attached by any Court of Law.

And whereas the said (A) _____ declares that he/they is /are solely entitled to receive the money due on the above certificates and has/have applied for the discharge of the original certificate (s) issue of a Duplicate Certificate(s) in respect of aforesaid certificate(s) and whereas the Postmaster (Gazetted)_____/Head of the Postal Division has on behalf of the president acceded to the said application on condition of

the said

(A) _____ has agreed to execute the said bond with such condition as is hereunder written.

Now the condition of the above written bond is such that if the said(A)his/their heirs, executors, administrators, and representatives do and shall when required so to do pay to the President, his successors or assigns the sum of Rs.....together with all costs as between attorney and client and all charges , losses, damages and expenses that shall or may have been incurred by or occasioned to the President, his successor or assigns or any of the servants of the Government by reason or consequent upon a Duplicate Certificate(s) in respect of the aforesaid certificates being issued, and further if the said (A).....his/ their heirs, executors, administrators, representatives , shall and do from time to time and at all time hereafter well and sufficiently save, defend , keep harmless and indemnified the President , his successors and assigns and officers and servants of the Government and each and every of them from and against all and all manner of action and actions, suit and suits and other legal proceedings, costs ,charges, damages and expenses whatsoever which shall or may at any time or times hereafter be brought, commenced or sued by any person or body corporate whomsoever or whatsoever against the President, his successors or assigns or any of the officers or servants of the Government for or on account of in respect of or by reason of a duplicate certificate(s) in respect of the aforesaid Certificates (s) being issued. THEN the above written bond shall be void and of no effect otherwise the same shall be and remain in full force and virtue PROVIDED ALWAYS and it is hereby expressly declared and agreed by the said(A) _____ with and to the president, his successors or assigns that in the defence and prosecution of any action, suit or other legal proceedings referred to in the foregoing clause for indemnity or maintained in virtue thereof the President, his successors or assigns shall not be responsible or accountable to the said(A).....his/ or either of them , their or either of their heirs, executor, administrators and representatives for any act, omission or mistake in the defence or prosecution of such action, suit or other legal proceedings and that in the defence or prosecution of such action, suit or other legal proceeding the President , his successors or assigns and his and their officers and servants shall be required to do such acts and take such steps only, as shall in that behalf be approved and advised by the Law Officers of the Government of India .

This bond is being executed at the request and cost of the Government of India who has agreed to pay and bear the Stamp Duty.

Signed, sealed and delivered by the above-named (A).....in the presence of (Two witnesses to sign here)

1.

2.

ACCEPTED

Station.....

Signature.....

Date.....

*Designation.....

For and on behalf of the President of India

*by a Gazetted Officer of Indian Posts and Telegraphs Department, subject to such conditions as may be laid down by the posts and Telegraphs Board vide item 4(i) of Part XXIII of the Government of India in the Ministry of Law Notification No. GSR 585 dated 1st Februray,1966.

SPECIMEN OF FORMS

Register of duplicate certificates issued in lieu of lost, stolen, destroyed, mutilated or defaced certificates.

Sl.No.	Name of the investor (in full)	Date of application for issue of duplicate certificate(s)	Sl. No. of certificate(s) lost, stolen, destroyed, mutilated or Defaced	Denomination	Office of issue	Date of issue
1	2	3	4	5	6	7
Particulars of duplicate certificate issued		Initials of Postmaster	Date of destruction of mutilated/defaced certificate(s)	Initials of the Inspecting officer	Remarks	
Sl.No.	Date of issue					
8	9	10	11	12	13	

Register of certificates lost from the custody of the Post Office

Sl.No.	Name of post office of issue	Name of investor (in full)	Date of loss	Particulars of series of certificates	Sl. No. of certificate(s)

Denomination	Date of issue	Particulars of identity slip issued	Date on which loss reported to the Divisional Supdt./ Head of the Circle	Initials of postmaster/ Sub Postmaster	Remarks

**ISSUE OF DUPLICATE CERTIFICATES
DEPARTMENT OF POSTS**

PERSONAL BOND OF INDEMNITY

[To be executed by the Officer of the National Savings Organization (DSO/Dy. RD) responsible for the loss of certificate(s) at the time of issue of a duplicate certificate (s) in the favor of the holder of National Savings Certificate]

Know all men by these presents that I/We[name of the officer (N.S.O.) am/are held and firmly bound unto the President of India (hereinafter called the President) in the sum of Rs.

..... of lawful money of the Indian Union together with all costs, charges and damages as hereinafter mentioned, to be paid to the President, successors or assigns for which payment well and truly to be made I/We bind (*jointly and severally) myself/ourselves, my/our heirs, executors and administrators and representatives firmly by these presents.

*To be inserted where executed by more than one person.

Whereas onday of19.....the said was/were entrusted with the custody of a National Savings Certificate(s) (-Issue) numbered.....of the denomination of Rs.....(respectively) issued in the name of(name of the holder) alongwith /without identity slip(s) in respect of the above mentioned certificates.

And whereas the said.....has/have represented that the aforesaid National Savings Certificate(s) and the identity slip(s) has/ have been lost or misplaced or spoilt or destroyed or defaced or mutilates while in the custody of the said.....

AND WHEREAS the said(A)has/have further represented to the PostmasterH.O. that the aforesaid certificate (s) and identity slip (s) have not been transferred ,sold, pledged or deposited or otherwise parted with by way of security or otherwise.

And whereas the holder of the National Savings Certificate(s) has applied for Duplicate Certificates of the National Savings Certificate(s) represented to have been lost or misplaced and the Postmaster.....H.O. on behalf of the President has agreed to issued Duplicate Certificate(s) but for the better protection of the President requires that the said..... Should execute an indemnity bond agreeing to indemnify the Government in the manner herein after provided.

Now the condition of the above written bond is such that if the saidhis/their heirs, executors, administrators, and representatives shall when required so to do pay to the President, his successors or assigns the sum of Rs.....together with all costs as between attorney and client and all charges , losses, damages and expenses that shall or may have been incurred by or occasioned to the President, his successor or assigns or any of the officers and servants of the Government by reason or consequent upon a Duplicate Certificate(s) of the aforesaid National Savings Certificates being issued, and further if the saidhis/ their heirs, executors, administrators, representatives , shall and do from time to time and at all time hereafter well and sufficiently save, defend , keep harmless and indemnified the President , his successors and assigns and officers and servants of the Government and each and every of them from and against all claims made by any person whatsoever and all manner of action and actions, suit and suits and other legal proceedings, costs , charges, damages and expenses whatsoever which **shall or** may at any time or times hereafter be brought, commenced or sued by any person or body corporate whomsoever or whatsoever against or happen or be occasioned to the President, his successors or assigns or any of the officers or servants of the Government for or on account of in respect of or reason of declaration in lieu of the aforesaid National Savings Certificates (s) being issued. THEN the above written bond shall be void and of no effect otherwise the same shall be and remain in full force and virtue.

PROVIDED ALWAYS and it is hereby expressly declared and agreed by the said _____ with and to the president, his successors or assigns that in the defence and prosecution of any action, suit or other legal proceedings referred to in the foregoing clause for

indemnity or maintained in virtue thereof the President, his successors or assigns shall not be responsible or accountable to the said.....his/ their heirs, executor, administrators and representatives for any act, omission or mistake in the defence or prosecution of such action, suit or other legal proceedings and that in the defence or prosecution of such action, suit or other legal proceeding the President , his successors or assigns and his and their officers and servants shall be required to do such acts and take such steps only, as shall in that behalf be approved and advised by the Law Officers of the Government of India.

PROVIDED AND IT IS HEREBY EXPRESSLY DECLARED AND AGREED by the said..... With and to the President, the without prejudice to his other rights and remedies the President may recover all sums due hereunder by deductions from the salaries, gratuities or other sums but not from pension or Provident Fund due to the said..... Either in one lump sum or in such installments as the President may in his absolute discretion decide.

PROVIDED LASTLY AND IT IS EXPRESSLY DECLARED that the Stamp Duty payable on this bond shall be borne by the President.

Signed by the above named

In the presence of _____

(Two witnesses to sign here)

Signature(s)

1. _____

(Signature, name and address)

2. _____

(Signature, name and address)

ACCEPTED

.....

*(Signature and designation of the officer for an on behalf of the President of India)

*To be signed by an officer duly authorized under Article 299(1) of the Constitution [Gazetted Postmaster/ Senior Superintendent of post offices/ Superintendent of Post Offices].

Note:-The above bond has been prescribed by the D.G. Posts vide his letter No.15-10/59-F/KW

dated 6.9.1961 and further amended vide letter No. 27-1/74-SS dated 9.9.1974.

ISSUE OF DUPLICATE CERTIFICATES

BOND OF INDEMNITY

[To be executed by the Authorized Agent responsible for the loss of certificate(s) in his/her custody at the time of issue of a duplicate certificate (s) in the favor of the holder].

KNOW ALL MEN BY THESE PRESENTS THAT I/We son of Shri....., resident ofhaving our Registered Office at.....an authorized Agent appointed under the Small Savings Schemes hereinafter referred to as the obliger(s) am/are held and firmly bound unto the President of India (hereinafter referred to as the 'President') in the sum of Rs..... (in words) together with all costs, charges and damages as hereinafter mentioned, to be paid to the President, his certain attorneys, successors or assigns for which payment well and truly to be made I/We bind myself/ourselves,(To be inserted here if executed by more than one person, jointly and severally) my/our respective heirs, executors and administrators and representatives firmly by these presents.

WHEREAS onday of20.....the obliger(s)..... was/were entrusted with the custody of a National Savings Certificate/KVPs numbered..... of the denomination of Rs..... (Rupees... ..)(respectively) issued in the name of(name of the holder) alongwith /without identity slip(s) in respect of the above mentioned NSCs/KVPs. certificates.

And whereas the obliger(s) has/have represented that the aforesaid Certificate(s) and the identity slip(s) has/ have been lost or misplaced while in the custody

AND WHEREAS the obliger(s)has/have further represented to the PostmasterH.PO. that the aforesaid certificate (s) and identity slip (s) have not been transferred ,sold, pledged or deposited or otherwise parted with by way of security or otherwise.

And whereas the holder of the Certificate(s) has applied for Duplicate Certificates of the National Savings Certificate(s)/KVPs represented to have been lost or misplaced and the President has agreed to issue duplicate certificates on contention of the obliger(s) executing Bond to indemnity the Government in the manner herein after provided.

Now the condition of the above written bond is such that if the obliger(s), his/their heirs, executors, administrators, and representatives shall when required so to do pay to the President, his successors or assigns on demand and without a demur the sum of Rs.....(in figures).....(in words)together with all costs as between attorney and client and all charges ,losses, damages and expenses that shall or may have been incurred by or occasioned to the President, his successor or assigns or any of the officers and servants of the Government by

reason or consequent upon a Duplicate Certificate(s) of the aforesaid NSCs /KVPs being issued, and further if the obliger(s) his/ their heirs, executors, administrators, representatives , shall and do from time to time and at all time hereafter well and sufficiently save, defend , keep harmless and indemnified the President , his successors and assigns and officers and servants of the Government and each and every of them from and against all claims made by any person whatsoever and all manner of action and actions, suit and suits and other legal proceedings, costs , charges, damages and expenses whatsoever which **shall or** may at any time or times hereafter be brought, commenced or instituted by any person orbody corporate whomsoever or whatsoever against or happen or be occasioned to the President, his successors or assigns or any of the officers or servants of the Government for or on account of in respect of or reason of duplicate(s) of the after said NSCs / KVPs being issued. THEN the above written bond shall be void and of no effect otherwise the same shall be and remain in full force and virtue.

PROVIDED ALWAYS and it is hereby expressly declared and agreed by the obliger(s) with and to the president, and assigns that in the defence and prosecution of any action, suit or other legal proceedings referred to in the foregoing clause for indemnity or maintained in virtue thereof the President, his successors or assigns shall not be responsible or accountable to the obliger(s) his/ their heirs, executor, administrators and representatives for any act, omission or mistake in the defence or prosecution of such action, suit or other legal proceedings and that in the defence or prosecution of such action, suit or other legal proceeding the President , his successors or assigns and his and their officers and servants shall be at liberty to do such acts and take such steps only, as shall in that behalf be approved and advised by the Law Officers of the Government of India.

PROVIDED AND IT IS HEREBY EXPRESSLY DECLARED AND AGREED by the said..... With and to the President, the without prejudice to his other rights and remedies the President may recover all sums due hereunder in the same manner as an arrear of land revenue.

In witness whereof these presents have been executed by the obliger (s) and accepted for and on behalf of the President.

Signed by the above named obliger(s)_____ In the presence of _____

_____ Signature(s)_____

(Two witnesses to sign here)

1. _____

2. _____

ACCEPTED

Accepted for and on behalf of the President of India

*(Signature and designation of the
officer for and on behalf of the
President of India)

*To be signed by an officer duly authorized under Article 299(1) of the Constitution.

ATTACHMENT OF A CERTIFICATE BY A COURT OF LAW

45(1) (a) In Head Offices :-The attachment by order of a Court of a certificate standing in the name of an investor must be at once noted, but until an express order is received requiring him to pay the value of the certificate attached into the court or to any other person, the Postmaster will confine his action to (a) pasting the order of the Court to the relative application for purchase (b) recording the remark " Discharge prohibited owing to attachment by Court vide letter No.....dated.....against the entries relating to the certificate in the remarks column of the application for purchase and (c) refusing to encash the certificate if presented by the holder or any other person. The Postal Accounts Office concerned may also be informed immediately regarding the attachment of the certificate. The Postal Accounts Office will then also make a suitable note in its Stock and Issue Register.

(b) If the order of attachment relates to a certificate pledged as security the Head Postmaster should at once inform the Court or the authority that the value of the certificate is held by the Post Office on behalf not of the judgment debtor (holder), but of the person to whom it is pledged as security and should request the Court or the authority before issuing an order for payment to allow him (Head Postmaster) and the pledgee an opportunity of showing cause why the amount of the certificate should not be paid. The Head Postmaster, at the same time, should report the case to the Head of the Circle.

(2) So long as the payment of the certificate attached is not ordered by the Court, the Head Postmaster has the opportunity of representing to the Court any objection there may be to such payment. If the order of attachment relates to a certificate standing in the name of a deceased holder, the Head Postmaster must at once inform the Court that the holder is dead and request the court to allow him (the Head Postmaster) and the heirs an opportunity of showing cause why the attachment order should be vacated by the Court. The Head Postmaster must at the same time make enquiries enjoined in Rule 50 in case this has not already been done, and report the case to the Head of the Circle for orders. To enable the Head Postmaster to carry out the above instruction regarding the certificate of deceased holder, he must, on receipt of an order of attachment at once take steps to ascertain whether the holder is alive or not.

- (3) If the Court orders payment of the certificate attached, payment should be made to the Court and the courts receipt obtained for the payment. It is not necessary to insist that the court should produce the original certificate duly discharged on the reverse. In the case of a certificate for which identity slip was issued, the court should be informed before making payment that the certificate can be encashed by the holder at any other post office with the help of the identity slip and the Department will have to honour such payment. If the court still insists, the payment may be made to the court under receipt. In such cases, the particulars of certificates should be immediately notified to the Head of the Circle who will circulate the fact of encashment to all the post offices in his jurisdiction with an endorsement to all other Heads of Circles for further circulation to all Post Offices under their control.
- (4) If the order of attachment relates to a certificate issued by a S.O., instructions in the matter must be issued at once to the S.P.M. concerned.
- (5) **In Sub Offices:-** In S.O. if a certificate standing in the name of an investor is attached by order of a Court, the S.P.M. will receive the instructions of the H.O. as to the procedure to be followed in respect of the discharge of the certificate. If the order of attachment is issued by a Court direct to the S.P.M., he will send the order to the H.O. and ask for instructions. To prevent discharge of the certificate, the S.P.M. will also write in red ink in the column for 'Remarks' of the application for purchase the words "Attached by Court, discharge prohibited" against the entry of the certificate attached.

CONFISCATION BY CUSTOMS OR EXCISE AUTHORITIES

46. When Certificates are confiscated under Seal Customs Act and the Foreign Exchange Regulations Act, intimation will be sent by the Customs Authority to the Office of issue of the certificate informing it of the seizure so that the holder(s) may not obtain duplicate certificates. The proforma in which this intimation will be sent and which has to be acknowledged by the Post Office is given in Appendix III. As soon as any such intimation is received a suitable remark in red ink should be passed on the application for purchase/transfer and the fact intimated to the Postal Accounts Office. Orders of the Customs/Excise Authorities for the payment of the proceeds of the certificates to them should be complied with, as per Rule 45 above.

PAYMENT OF PROCEEDS OF SAVINGS CERTIFICATES HELD BY HOLDER(S) TO AN AUTHORITY EMPOWERED UNDER THE LAW TO DEMAND SUCH PAYMENT

- 47(1) If an order is received by the postmaster for payment of the proceeds of a Savings Certificate to an authority vested with the power under any law for the time being in force to demand such payment, the paying Postmaster shall make the payment under receipt to such authority in case the original certificate is not presented. If the original certificate is presented, receipt be obtained as usual on the certificate. The notice/order received from

the authority shall be attached with the original certificate/receipt. In respect of a certificate issued with Identity Slip, the procedure laid down in Rule 45 will apply mutatis mutandis.

If the certificate in respect of which the notice/order has been received for payment stands already attached by a court of law, the position may be explained to the concerned authority.

CLERICAL OR ARITHMETICAL MISTAKES IN THE ISSUE O CERTIFICATES

48. Any clerical or arithmetical mistake with respect to a certificate can either suo moto or upon an application by any person interested in that certificate be rectified by the Head of Postal Circles and Divisions in the manner indicated in the following tables provided no financial loss is caused to Government or to any such person by such ratification.

TABLE 'A'

Irregularities to be regularized by the Postmaster General

Sl. No.	Nature of irregularity	Procedure to be followed after the irregularity is regularized by the Competent authority
1.	names of a minor and an adult or two minors jointly or in the names of two adults on behalf of a minor or in the name of an adult purchasing a certificate on behalf of a minor or a single type certificate issued instead of a joint 'A' or 'B' type or a certificate of joint 'A' type issued instead of 'B' type or the vice versa.	Fresh certificate may be issued to the proper person treating the original certificate as 'spoiled'. The procedure laid down in Rule 41 will be followed. Fresh application may be obtained from the party concerned and kept along with the original application if it was incorrectly filled up in the first instance.
2.	Irregular issue of a certificate in the name of others instead of in the name of individuals in contravention of Rules.	No further action is to be taken except that a copy of the sanction regularizing the irregularity may be kept with the purchase application.

3.	Wrong filling up of the name in the application for purchase by the investor in cases where certificate stands un-discharged.	Fresh application for purchase may be obtained from the investor and pasted to the original application.
4.	Irregular issue of a certificate due to wrong filling up to the name of the investor in the application for purchase.	Fresh certificate may be issued in the name of proper person treating the old certificate as 'spoiled'. The procedure laid down in respect of item (1) of table 'B' below will be followed. Fresh application for purchase may also be obtained from the party and pasted to the original application.

TABLE 'B'

Irregularities to be regularised by the Heads of Postal Divisions

Sl. No.	Nature of irregularity	Procedure to be followed after the irregularity is regularized by the Competent authority
1.	Irregular issue of a NSC in the name of a person other than the holder, application for purchase having been signed by the Agent or person other than the holder.	Fresh certificate may be issued in the name of proper holder treating the old certificate as 'spoiled'. Procedure laid down in item (1) above will be followed. Written consent may also be obtained from the person who signed the application for purchase and from his heirs if the former is dead.
2.	Irregular making of a certificate where the application for purchase has been correctly filled in.	Fresh certificate may be issued treating the old certificate as 'spoiled'. Procedure laid down in item (1) above will be followed.
3.	Issue of a certificate in the name of the pledgee instead of the pledger in contravention of Rule 19 of the Rules.	Fresh certificate may be issued in the name of the pledger and the endorsement 'transferred as security to.....' as required under the Rules may be given on the certificate by the

		Postmaster. The old certificate may be treated as 'spoiled' adopting the procedure laid down in respect of item (1) above.
4.	Issue of a Certificate without the date-stamp or signature of the Postmaster of the Office of issue.	The date stamp will be affixed by the Postmaster incharge of the office of issue and the date will be altered by him in manuscript under proper attestation. The certificate if not already signed will also be signed by the Postmaster with fresh date.

All other cases of irregularities including those referred to as in Table 'A' and 'B' above in respect of all certificates issued in Pakistan and finally transferred to India including the certificates the liability of which falls on the Government of Pakistan and certificates which are discharged without prior verification from Pakistan will be referred to the D.G. Posts for orders.

Note 1:- *The irregularities as per Table 'A' and 'B' above can also be rectified by the competent authorities even though the irregularities come to notice after the discharge of the certificate.*

Note 2:- *A question has been raised as to which circle will regularise the irregular issue of certificates after they are transferred from the jurisdiction of one circle to another and the irregularity comes to light after transfer in the transferee office.*

In case of transfer of certificates from one Post Office to another, the application for transfer is treated in the new office in every respect like an application for purchase. Responsibility for regularization of any kind of irregularity which could not be detected before effecting its transfer to the new Post Office in another circle devolves on the transferee office. In view of this, the Divisional Superintendent or the Postmaster General of the transferee office will regularize the irregularity. If considered necessary, an attested copy of the original application for purchase may be obtained from the transferring Post Office by the transferee Post Office.

ENCASHMENT OF CERTIFICATES HELD BY ARMY AND AIR FORCE PERSONNEL

49. If the holder of a certificate who is subject to the Army Act of 1950 or the Air Force Act of 1950 or the Navy Act of 1957 dies or deserts his post, the Commanding Officer of the Corps department or detachment or unit or ship to which the deceased or deserter belonged or the Committee of deserter by applying to the office of Registration and signing on the reverse of the certificate in token of having received the payment. The Post Office will accept the signature of the Commanding Officer or the Committee of Adjustment as valid signature of the holder and encash the certificate.

PAYMENT OF THE VALUE OF CERTIFICATE IN THE NAME OF DECEASED HOLDERS

50(1) A claim to the value of a certificate standing in the name of a deceased holder may be

made on Adjustment as the case may be can encash the certificate standing in the name of deceased or the basis of :-

- (a) Nomination
- (b) Legal evidence
- (c) Without the production of legal evidence at the discretion of sanctioning authority up to the limit fixed by Min. of Finance which is Rs. 1,00,000/- at present. If the claim exceeds the prescribed limit which is now 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 shall be treated as separate and the prescribed limit shall be applied separately for each account or purchase application.

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)(i) Certificate in respect of which nomination exists:- In case the deceased holder of the certificate has made a nomination and registered the same with the Post Office, the claimant should be advised that the nominee/nominees of the deceased holder may either : -
 - (a) take immediate payment of the value of the certificate; or
 - (b) allow the certificate to continue in the name of the deceased holder; or
 - (c) If there is only one nominee, have fresh certificate issued in his own name; or
 - (d) If there are two or more nominees, sub-divide the certificate and have fresh certificates issued in their individual names in appropriate denomination; or
 - (e) where there are two adult nominees, have fresh certificate of Joint 'A' or Joint 'B' type issued in their joint names.
- (ii) Where the sum due on a Savings Certificate is payable to two or more nominees and either or any of them dies, the sum shall be paid to the surviving nominees. On the death of the last surviving nominee or the sole nominee, the claim in respect of the certificate will be settled in favour of the legal heir of the deceased nominee and not in favour of the heir of the deceased holder.
- (iii) The nominee should be requested to make an application in the prescribed format given below (printed or in manuscript) to the Postmaster of the office from where certificates were purchased along with the proof of death of the deceased holder in original and that of any other nominee, who may have also died intimating at the same time his choice at sub-para 2(ii) above.

FORMAT

Claim application form for settlement of Savings Certificates of the deceased holder who died on..... where nomination has been registered with Post Office.

To

The Postmaster,
.....

Sir,

In connection with the settlement of claim of Post Office Certificates standing in the name of the deceased.....in the books of.....(name of Post Office).

I hereby claim the payment of the value of the Post Office Certificate(s) No..... in support of the claim, I hereby submit:-

(i) Proof of Death of the deceased issued by appropriate authority in original.

(ii) Proof of Death of other nominee(s), if any issued by appropriate authority in original.

The nomination was registered atPost Office under No.....Dated
.....

Yours faithfully,

Witness (1).....(Signature)
Address.....
.....

Signature or thumb impression
of the claimant if illiterate.

Address.....

Witness(2).....(Signature)
Address.....
.....

.....

Witnesses accepted

Signature of Sr. PM/PM/SPM
appointed to receive the amount
on behalf of minor nominee(s)

Signature of the Guardian

Address of the Guardian.....

NOTE - Whenever copies of the original documents are produced, the claimants should get them attested by a Gazetted Officer/Sarpanch Gram Panchyat.

(iv) On receipt of the application at the Post Office, the Sr. Postmaster/ Postmaster/Sub Postmaster shall take ID and Address proof of the claimant and accept the witnesses on the claim forms. The Sr PM/PM/SM will verify the claim with the nomination register maintained by him and if the same is in order shall issue a sanction even before the expiry of three months for payment of the value to the nominee(s) after keeping a suitable note in the Register of nomination as well as on the application for

nomination and application for purchase. In case of more than one nominee, all the nominees shall have to give a joint discharge. No further enquiries are necessary once the claimant is identified through two witnesses and ID as well as Address proof.

(V) In case, the nominee(s) has lost the original certificate(s) or is otherwise not in possession of it, he/they may apply for issue of certificate(s) in his/their own name after his/her claim has been admitted and sanction issued by the competent authority. The procedure as laid down in Rules 43 and 44 will apply mutatis mutandis.

Note 1:- The Sub Postmasters whether Time-Scale or Selection Grade are competent to issue sanction insuch cases irrespective of the amount involved.

Note 2:- The Extra Departmental Sub Postmaster should in all cases submit the application alongwith theproof of death in original to the Superintendent of Post Offices certifying that the certificate stands registered in his office. The Branch Postmasters who are authorized to do Savings Certificates work independently will also follow the same procedure and send the documents to the Accounts Office. The Head Office will take necessary steps to settle the claim and issue the sanction order.

Note 3 :- Payment in the cases of deceased depositors of Savings Accounts/Savings Certificates on thebasis of Nomination or Succession Certificate, etc :- The post office is required to give precedence tothe nominee over all other persons staking claims on the amount while settling deceased claims cases and such payment to the nominee absolves the post office from all future liability in respect of the deposit. However, if any legal heir preferred claim on the basis of a Succession Certificate, Probate of Will or Letter of Administration of the deceased estates issued by any court of law before sanctioning of claim in favour of nominee, claim shall be settled in favour of Succession Certificate/Probate of Will or Letter of Administration holder.

Claims supported by Legal Evidence

(3)(i) When the claim is received supported by legal evidence such as succession certificate issued under the Indian Succession Act, 1925 or a probate of will or letters of administration of the deceased Estate, the claimant will be requested to fill in the claim application in the prescribed format as given below. (either printed or in manuscript).

FORMAT

Claim application form for settlement of savings certificates of the Deceased holder where the claim ispreferred on legal evidence of heirship.

To

The Postmaster,
.....

Sir

In connection with the settlement of claim of Post Office Certificate(s) standing in the name (deceased). in the books of. (name of Post Office)

I.....(State the full relationship) of the deceased, who died on.....

Hereby claim the payment of the value of the post office certificate(s) No..... in support of the claim, I hereby, submit the original/certified/attested copy of the following:-

(i) A succession certificate granted by.....under No.....
Dated.....

(ii) Probate of will granted by.....under No.....

(iii) Letter of Administration of the Estate of the deceased granted by.....under No.....
.....Dated.....

Yours faithfully,

Witness (1).....(Signature)

Address.....

Witness(2).....(Signature)

Address.....

Witnesses accepted

Signature or thumb impression
of the claimant if illiterate.

Address.....

.....

Signature of Sr. PM/PM/SPM
appointed to receive the amount
on behalf of minor nominee(s)

Address of the Guardian.....

Signature of the Guardian

NOTE - Whenever copies of the original documents are produced, the claimants should get them attested by a Gazetted Officer/Sarpanch Gram Panchyat.

(ii) The claim up to Rs. 1000/- will be sanctioned by the Department Time Scale Sub Postmaster in whose office the certificates stand registered. In the case of LSG and HSG Sub Offices, the Sub Postmaster and in the case of Head Offices, the Head Postmaster can sanction the claim in respect of Savings Certificates of deceased holders without any limit of the amount when legal evidence of heirship is produced by the claimant. All claims in the case of Extra-Departmental Sub Offices and claims for amount exceeding Rs.1000/- in the case of Time Scale Sub Offices, though supported by the legal evidence of heirship, will be

forwarded to the Superintendent of Post Offices for issue of necessary sanction. The branch postmasters will send the claim to the account office for further necessary action.

(iii) Claims supported by legal evidence can be sanctioned even before the expiry of three months from the date of death of holder. There will be no necessity of making further enquiries either as to the fact of death or the date of death of the holder (if it is noted in documents) The Postmaster/Sub Postmaster will, however, before making payment satisfy himself about the genuineness of the legal evidence produced. The Postal Accounts Office will be informed of the claim having been admitted by endorsing to it a copy of the Memo sanctioning the payment. All such claims should be settled/disposed off within 7 days of the receipt of such claims by post offices/administrative offices concerned.

NOTE :- 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 a remark on the attested copy 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)(i) **Without production of legal evidence:** -If a person who is not a nominee and has not produced legal evidence mentioned in item (ii) above prefers a claim he will be requested by the Postmaster to fill in the prescribed claim form format of which is given below along with three Annexures. If the claimant calls personally, he may be given the necessary guidance. If the claimant resides in a village, he may be asked to seek necessary guidance from the nearest S.P.M. to whom a copy of the letter forwarding the application form may be endorsed.

FORMAT

Claim application form for settlement of Savings Certificates of the deceased holder who died on..... where there is no nomination or legal evidence and total amount of all certificates in the name of deceased holder does not exceed Rs. 1,00,000/-.

To
The Postmaster,
.....

Sir,
In connection with the settlement of claim of Post Office Certificates standing in the name of the deceased..... I hereby claim the payment of the value of the Post Office savings Certificates detailed below:-

Sl.No.	Scheme	Registration No.&	Office of issue	Amount
--------	--------	-------------------	-----------------	--------

		Date of issue		

In support of the claim, I hereby submit :-

(i) Proof of Death of the deceased issued by appropriate authority in original.

(ii) Letter of indemnity in original duly attested by Notary Public.

(iii) Affidavit and letter of disclaimer on affidavit duly attested by Oath Commissioner.

Yours faithfully,

Witness (1).....(Signature)

Address.....

.....

Witness(2).....(Signature)

Address.....

.....

Witnesses accepted

Signature of Sr. PM/PM/SPM

Signature or thumb impression
of the claimant if illiterate.

Address.....

.....

ANNEXURE-I

(Letter of indemnity)

To

The Postmaster,

..... (Name of the Post office)

In consideration of your payment or agreeing to pay me / us

.....[name(s) of legal heir(s)] the sum of Rs.....

(Rupees.....) pertaining to NSC/KVP

certificates registered under No..... with your

office in the name ofwithout

production of letters of administration or a succession certificate to the estate of the

deceased.....(name of the depositor),

I/We.....and we.....

..... (sureties) do hereby for

ourselves and our heirs, legal representatives, executors and administrators jointly and severally

undertake and agree to indemnify you and your successors and assigns against all claims,

demands, proceedings, losses, damages, charges and expenses which may be raised against or incurred by you by reason or in consequence of having agreed to pay/or paying me/us the sum as aforesaid.

In witness whereof we have hereunto set my/our hands at this.....day of.....in the presence of witnesses,

Signed and delivered by the above named heir/heirs of the deceased.

Signed and delivered by the above named sureties (Signature, names and address)

- 1.
- 2.

Signature, names and address of witnesses:

- 1.
- 2.

ATTESTED (NOTARY PUBLIC)

ANNEXURE-II

(Affidavit)

To

The Postmaster,

.....(Name of the Post office)

I / We.....Husband
of/wife of late

.....aged.....aged.....aged.....sons/da
ughters of the said late

..... resident of.....do

hereby declare and solemnly affirm as under :-

1. That I / we am/are the only heir(s) of the deceased.....who died at..... on..... I / We alone represent the estate of Shri/Smt.....

2. That the deceased.....did not leave any Will and therefore I / We

are the only successor(s) to the estate of the said deceased.

1.

2.

3.

DEPONENTS

Verification: I / We, the above-named deponents do hereby verify on solemn affirmation in..... (name of place) that the contents of this affidavit are true to the best of my/our knowledge and nothing material has been concealed.

Dated.....

1.

2.

3. DEPONENTS

ATTESTED

OATH COMMISSIONER/ NOTARY PUBLIC

ANNEXURE-III

(Letter of disclaimer on Affidavit)

To

The Postmaster,

.....(Name of the Post office)

I / We (i)Husband of / wife of.....Resident

of.....son/daughter ofson/daughter of do

hereby declare and solemnly affirm as follows :-

(1) That Shri/Smt.....died intestate on leaving behind us.....his/her only heirs.

(2) That we.....heirs of our late father/mother for ourselves and on behalf of our heirs, executors, representatives and assigns to hereby

relinquish our claims to the NSC/KVPs with maturity value of Rs.....in issued by

.....(name of post office) in the name of the estate of the said..... deceased and we have no objection whatsoever in the balance in the above-referred account together with interest, if any, accrued thereon being paid by the Post office to Mrs./Mr.....

- 1.
- 2.
- 3.

DEPONENTS

VERIFICATION: I / We, the above-named deponents do hereby verify on solemn affirmation that the contents of this affidavit are true to the best of my/our knowledge and nothing material has been concealed.

Dated.....

- 1.
- 2.
- 3.

DEPONENTS

I identify the deponent(s) who is/are personally known to me and who has/have signed in my presence.

Dated.....

Oath Commissioner/ Notary Public

Note 1:- The Annexures must be filled in by the persons who are 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). If any person entitled under the Law is a minor, the claim form should be filled in by the guardian appointed by the court of law. Where there is no such guardian, by the natural guardian of the minor.

Note 2:- The claimant will be requested to submit the following documents alongwith the claimapplication and three annexures:-

(a) The savings certificate or receipt of the certificate.

(b) Proof of Death issued by appropriate authority in original.

(c) 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).

(ii) If the claim does not exceed Rs. 1,00,000/-, the claimant should be asked to submit an application duly completed to the authorities mentioned below who are competent to sanction claims without production of legal evidence up to the limit noted against each after the expiry of three months from the date of death of the holder if no succession certificate or probate of will or letters of administration is produced during that period or up to the date of sanction.

Sl. No.	Name of Authority	Limit in (Rs.)
(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

NOTE 1:- Cases presenting special features, such as lacuna in rules, etc. shall not be disposed of as a matter of course and all such should be referred to the Postal Directorate for orders.

NOTE 2:- The power for sanctioning claims beyond Rs. 10000/- will be exercised personally by the heirs mentioned against items (iv) to (vii) of the Table

NOTE 3:- The Gazetted Postmaster will not sanction the deceased claim cases of the sub offices under his jurisdiction which are beyond the powers of the S.P. Ms. The Divisional Superintendent concerned will sanction the deceased claim cases of sub offices functioning

under his jurisdiction which are beyond the powers of the Sub-Postmasters.

- (iii) In case the certificates stand registered at different offices, the claim may be preferred to anyone of the Head Postmasters under whose jurisdiction, at least one of the certificates stands registered. The sanction shall, however, be issued by the competent authority only after verification of the certificates from the offices of registration concerned. A copy of the sanction mentioning therein the name of the office of registration of each certificate and the registration number of the application shall be endorsed to the concerned offices.
- (iv) Savings Certificates are settled under the provisions of the different Acts namely, Government Savings Bank Act, 1873 and the Government Savings Certificates Act, 1959 and statutory rules made thereunder. The limits upto which competent authority can sanction claim as well as the limit of Rs 1,00,000 for insisting on legal evidence are to be applied to settlement of Savings Bank and Savings Certificates claim separately, i.e. independently of each other.

NOTE: -For the purpose of determining the sanctioning authority, the limits should be the maturity value of the certificate i.e. the face value plus the amount of interest accrued upto the last completed year or half year, as the case may be, prior to the death of the deceased holder.

- (v) Section 7(4) of Government Savings Certificates Act, 1959 vests the various sanctioning authorities with full discretion to pay to whosoever appears to them to be entitled to receive the sum due to a deceased holder and gives the department immunity from a bonafide wrong payment.

Sanction of claim

- (vi) In all cases, the decision with reasons for it, will be recorded on the file relating to the case and an order will be issued by the competent authority in the prescribed format given below, copy being sent to the Postal Accounts Office, accompanied by the certificates of the deceased holder on their discharge or surrender for fresh certificate within 7 days of receipt of the claim.

SANCTION MEMO

From

No.

To,

.....
.....

Dated.....

Dear Sir/Madam,

1. Sanction of the undersigned is hereby accorded to the payment to you of the amount due on the Postal Savings Certificate(s) detailed below standing in the name of..... who is reported to have died on.....
2. The amount due will be paid to you on your presenting the Savings Certificate(s) duly receipted for payment at the..... Post office on surrendering the original sanction order.
3. You are, however, at liberty not to accept payment of the amount due on the Savings Certificate(s) before the date of maturity entered therein, in which case the Savings Certificate(s) in question shall be transferred to your name subject to the conditions laid down in the Rules governing the Savings Certificate(s) in question.
4. The sanction is valid for accepting payment or for getting the certificate(s) transferred in your name for a period of one year only from the date of its issue.

Yours faithfully,

Sanctioning Authority

*Details of the Saving Certificates			
Number	Denomination	Date of Issue	Name of the office of Registration

Copy forwarded for information to the :-

1. *The Postmaster/SPM.....Post Office. The date of payment may be communicated as soon as the payment is effected.*
2. *The Director/Dy. Director of Postal Account..... The value of the Post Office Certificate including interest accrued up to the last completed year or half year, as the case may be, prior to the death of the holder does not exceed Rs.1000/2000/5000/10,000/20,000/50,000/ 75,000/1,00,000* as per the claimant's statement in the claim application.*

** score out which is not applicable*

Sanctioning Authority

(viii)In every sanction issued for payment of the amount of a Post Office Certificate held by a

deceased holder without obtaining legal evidence of heirship the following certificate should be endorsed by the sanctioning authority: -

"The value of post office certificate(s) including interest accrued up to the last completed year

or half year, as the case may be, prior to death of the deceased holder does not exceed Rs. 1000, 2000, 5000, 10,000, 20,000/50,000/75,000/100,000 as the case may be, as per the claimant's statement in the claim application".

N.B.: -- Strike out the limits not applicable.

(5) **Payment to minor claimant:** -Where the claimant is a minor nominated by the holder, payment of the sum due may be made to the person appointed in the nomination to receive it. In case there is no such person or the minor claimant is not a nominee, payment of the sum due may be made to :-

(a) the guardian appointed by a court of law;

(b) Where there is no such guardian, to the natural guardian of the minor. The person receiving payment on behalf of the minor shall furnish a certificate that the minor is alive and the money is required on behalf of the minor.

(6)(i) Payment of claim:- While admitting the title, the applicant will be informed that it is not incumbent upon him to receive payment of the amount due before maturity of the certificate and that it may be got transferred to his name in accordance with the procedure laid down in Rule 38 even if the holding shall exceed the prescribed limit as a result of this transfer, Further purchase of transfer of any other certificate in his name shall not, however, be made.

(ii) The claimant will present the sanction in original alongwith the certificates discharged and signed on the reverse. The Postmaster will record a remark "Payment made to the claimant on _____ under his dated signatures and designation stamp on the claimant's copy of the sanction. The claimant's copy of the sanction along with discharged certificates will be sent the Postal Account Office with the discharge Journal.

(7)(i) In case of all types of claim i.e either in case of nomination registered, or legal evidence

produced or no legal evidence produced, payment should be made only through cheque. Payment through cheque will be made by means of a crossed cheque which will be handed over to the claimant if attended personally or 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 of which will be endorsed to the claimant. The particulars of the cheque will be noted in the application for purchase, the certificate discharged and the remarks column of the discharge Journal against the relevant entry. When the claimant calls for the collection of the cheque, the post office will obtain a receipt for the same from him and forward the same to the postmaster issuing the cheque who in turn will forward the receipt to the Postal Accounts Office with covering letter after keeping a suitable note on the application for purchase.

(ii) If the claimant desires the certificate to be transferred to his name, the particulars of the

certificate to be transferred should be noted on the application for transfer from one person to another (Form NC-34) quoting the number and date of the authority admitting the claim. The recognized heir should then be required to sign the declaration on the reverse of the form of application for transfer on which the particulars of the fresh certificates issued in lieu of the old certificate should be noted under the Postmaster's signature. The application should then be filed in the office of issue of the fresh certificate and treated in every respect like the original application for purchase of certificates.

(8) Partial discharge of certificates held in the names of deceased holders:- cases where a necessity for partial discharge arises will be disposed of as indicated hereunder :-

(i) Cases where the claim of all the heirs have not been admitted:-

(a) The paying Postmaster will make the following endorsement on the reverse of the certificate under his dated signature, viz. :-

"Claim for*share sanctioned by.....vide his no.....
Dated.....total amount payable Rs.....Amount of Rs.....
.....(in words).....paid to the claimant and certificates
for balance, viz. Rs.....(issued in the name of deceased
holder and Rs.....have been credited today under unclassified receipts less
than Rs.....

*Portion of share i.e. one-third, half etc.

A note on the fresh certificate will be made regarding the payment of Rs.....as share of...
..(name of the claimant).

(b) The receipts for the amount paid to the claimant will be taken in Form ACG-17 and the balance left over if any, after the issue of the fresh certificate, credited to unclassified receipts with the following remarks

"Remarks as in (a) above, preceded by the words Total amount payable Rs..... on certificate No..... dated..... for Rs.....

(c) Remarks as at (a) above will be made in the relevant application for purchase giving the date and details of the fresh transaction.

The Postmaster will intimate the sanctioning authority of the action mentioned above so that he will keep a note of it in the claim file to enable him to include the date of credit, the amount credited and the fresh certificates issued in the orders sanctioning the claims of the other heirs.

(9) Cases where some claimants are desirous of encashing their share while others

desire to have fresh certificate issued in their names :-

(a) *The paying postmaster will make the following endorsement on the reverse of the certificate under the dated signature :-*

Amount payable on this certificate Rs.....to be paid to.....
Claimant(s). Paid Rs.....(in words Rs.....) to*.....
Claimant(s) and certificate for Rs.....issued and cash Rs.....
Paid to.....claimant(s).*

**No. of claimants*

(b) *The receipt of the claimant(s) desiring payment in cash will be obtained in Form ACG-17.*

(c) *Fresh certificates will be issued in favour of other claimants with the original date of issue. A transfer application with suitable charges therein will be obtained.*

(d) *The column in the Issue Journal relating to "Issue 'Price realised, will be left blank and a remark "In lieu of share of certificate No..... .. dated for Rs....." be recorded in the remarks column.*

(e) *In case the entire share amount cannot be issued in certificates, the balance will be paid in cash.*

(f) *Detailed remarks will be made in the application for purchase.*

(iii) *An intimation of the date of payment of the value of the certificate should be sent to the sanctioning authority.*

(iv) *Discharge journals in both the types of cases should be prepared at the time of first payment on the original certificate. The amount to be charged in the discharge journal should be the total of cash payment made to the payees and the amount to be charged in the discharged journal should be the total of cash payment made to the payees and the amount (if any) credited in the schedule of unclassified receipts. This charge should be supported by the discharged certificate bearing the Postmaster's remarks above the details of discharge.*

(10) **Entry of request for settlement of claim in register and grant of receipt:-** (i) Whenever a request from the holder for sanction of claim is presented at any Post Office, his request should be acknowledged in the prescribed format given below:-

ACKNOWLEDGMENT OF CUSTOMER REQUEST

.....**SO (Name of post office where request received)**

Date of receipt of request.....

Time of receipt of request.....

Name of Holder.....

NSC/KVP Registration No.....

Name of scheme.....(NSC/KVP)

Request No;-(SI. No. of register in case of non-computerized office)

Date Stamp of PO

Signature of Postmaster

(ii) All such requests should be entered in the register on the day of receipt format of which is given below:-

Register to be maintained by Post Offices

Date of receipt	Sl.No.	Name of Holder	NSC/KVP Registration No.	Name of scheme NSC/KVP	Date of disposal	Detail of disposal

Note:- After issue of sanction, the status in the register should be updated.

Maintenance of Register of Deceased claim cases:- As soon as Claim Form along with required documents is received in the post office where the certificates stand, entry should be made in the register of deceased claim cases format of which is given below. In order to keep a watch on the expeditious disposal of claim cases this register should be maintained by all the sanctioning authorities (including the circle office). 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, is taken immediately. All deceased claim cases irrespective of the nomination registered or not, should be sanctioned/disposed off within 7 days of the receipt of the same in any post office or administrative office. All inspecting officers while visiting/inspecting any post office or administrative office should examine this register to see that no case is delayed beyond 7 days and if any such case is noticed, separate report should be sent to higher authority for fixing responsibility.

FORMAT

Name of Office

Register for watching expeditious settlement of claims relating to Savings Certificate standing in the names of deceased persons

Sl. No.	Case Mark	Date of receipt of claim application	Name and address of claimant with particulars of relationship to the deceased	Name of deceased holder and date of death	Particulars of certificates
1	2	3	4	5	6
Value of cfts.	Date on which claim form sent to higher authority for sanction	Date of receipt of sanction from Higher authorities with particulars of sanction/Date of Sanction	Date of payment/Particulars of cheque issued.	Remarks if any	
7	8	9	10	11	

(12)(i) **In case of EDSO/EDBO:-** In case of EDSO/EDBO, the EDSPM/BPMs should in all cases submit the application to the Head Postmaster/Account Office as the case may be, alongwith connected documents after certifying that the certificate stands registered in their office. An entry regarding the claim will be made in the application of purchase.

(13) **Claims of holders not heard for 7 years:-** For the purpose of this Rule the holders who have not been heard of for more than 7 years will be treated as dead and the claims in respect of their holdings settled in accordance with the foregoing sub-rules of the Rule, provided the disappearance of the holder of the certificate has been established and the claimant is prepared to indemnify the Government against any adverse claim.

(14) **Settlement of claims where the claimants or near relatives are residing abroad :-**

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 disclaimer 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. Submission of above documents alongwith claim application duly authenticated by the Indian Consular office is the duty of the claimant.

Under the HAGUE APOSTILLE CONVENTION, reciprocal arrangement with following countries (ii) are in place:-

Albania	Argentina	Australia	Austria	Belarus	Belgium
Bosnia	Bulgaria	China	Costa Rica	Croatia	Cyprus
Czech Republic	Denmark	Ecuador	Finland	France	Georgia
Greece	Hungary	Iceland	India	Israel	Italy
Japan	Korea	Latvia	Lithuania	Luxembourg	Malta
Mauritius	Mexico	Montenegro	Netherland	New Zealand	Norway
Panama	Peru	Poland	Portugal	Romania	Russian Federation
Serbia	Slovakia	Slovenia	South Africa	Spain	Suriname
Sweden	Switzerland	The Former Yugoslav Republic of Macedonia	USA	Venezuela	Ireland

The documents such as Death Certificate, Power of Attorney etc. executed before a Notary, Solicitor, agency or any other person or authority competent under the law of the State of origin of the above countries need no authentication from the Indian Consular office in that country.

When duly signed and stamped document from any of the above countries is submitted, no further verification is required. The sanctioning authority should compare the original document with the self attested photocopy (if the same is not attested by a Gazetted Officer) and record under dated signatures with stamp "Compared with original". As such, there is no need for verification of either Death Certificate or Power of Attorney issued by the above noted countries.

(iii) Any depositor/investor who opened account or purchased certificate in India and went abroad thereafter, he/she can give Power of Attorney to anybody in India to receive payment on his behalf. In case anybody presents Power of Attorney issued from any of the above noted countries, there is no need of any further verification or authentication before making payment. However, proper identification of the Power of Attorney holder should be taken before making payment.

(15) **Revival of sanction for payment:-** Where it is necessary to revive or revise a sanction for payment of the deceased depositor's certificate, the reviving or revising authority may permit payment of interest on the certificate where admissible up to the month preceding the month of revival or revision of the sanction provided he/she is satisfied that the delay was entirely beyond the control of the claimant.

(16) **Reconciliation Certificate:-** If there is a difference in the name of the deceased depositor/investor, the claimant will apply to the concerned Head of the Postal Divisional /Head of the GPO/Gazetted HO for issue of reconciliation certificate by giving an application in manuscript declaring the facts supported by documentary evidence(s) if any and two witnesses with their ID and Address proof. Head of the Postal Divisional /Head of the GPO/Gazetted HO, after satisfying

himself through the documantry evidence(s) submitted or after conducting any inquiry, which he deems necessary, shall issue Reconciliation Certificate in the following format:-

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

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

Date /Place.....

Signature

Name (in block letters)

Designation stamp

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

HEAD OFFICE MONTHLY SUMMARIES

- 51(1) Each Head Office will prepare from the information contained in the Head Office and sub-office daily Journals of certificates issued and discharged, separate monthly summaries in Forms NC-30 and NC-31 of certificates issued and certificates discharged by the Head Office itself and by its Sub-Offices. The summaries will be despatched to the Postal Accounts Office in the first week of the following month accompanied by the daily Journals of certificates issued and discharged to which they relate. Only one summary should be prepared separately for each series showing the number and amount of the certificates issued /discharged relating to all the denominations. The Postmaster should verify the monthly summary figures not only with the aggregate totals of the daily Journals but also with the figures depicted in the monthly cash account under each series.
- (2) The monthly summary must be submitted to the Postal Account Office even if there be no transaction at the Head Office or any sub-office under it during a month.

SPECIMEN OF FORMS

DEPARTMENT OF POSTS

HEAD OFFICE MONTHLY SUMMARY OF CERTIFICATES ISSUED

Summary of Post Office..... Years National Savings Certificates(_____Issue) issued by the _____ Head Post Office and its Sub Offices for the month ending _____ 20_____

Name	Rs.100	Rs.500	Rs.1000	Rs.5000	Rs.10000	Rs.50000	Remarks
------	--------	--------	---------	---------	----------	----------	---------

of HO/SO													
	No.	Value	No.	Value	No.	Value	No.	Value	No.	Value	No.	Value	
Total													

SPECIMEN OF FORMS

DEPARTMENT OF POSTS

HEAD OFFICE MONTHLY SUMMARY OF CERTIFICATES DISCHARGED

Summary of Post Office..... Years National Savings Certificates(_____ Issue) discharged by the _____ Head Post Office and its Sub Offices for the month ending _____ 20_____

Name of HO/SO	Rs.10			Rs.50			Rs.100			Rs.500		
	No.	Issue Price Rs.	Interest Rs. P	No.	Issue Price Rs.	Interest Rs. P	No.	Issue Price Rs.	Interest Rs. P	No.	Issue Price Rs.	Interest Rs. P
Total												
Name of HO/SO	Rs.1000			Rs.5000			Rs.10000			Rs.50000		
	No.	Issue Price Rs.	Interest Rs. P	No.	Issue Price Rs.	Interest Rs. P	No.	Issue Price Rs.	Interest Rs. P	No.	Issue Price Rs.	Interest Rs. P
Total												

Dated _____

Postmaster

Note:- Discharge of certificates of the other denomination should be entered in manuscript after correcting the appropriate columns in the form

Totals of columns 1 to 7			
Issue Price		Interest	
Rs.	P.	Rs.	P.

STATISTICAL REGISTER

- (3) A statistical register in form EST-88(a) is required to be maintained both in the Head and Sub Post offices in order to keep the statistics relating to savings certificates transactions. The register is closed on monthly basis. The Postmaster/Sub Postmaster should ensure that the register is maintained properly as per instructions given on the inside page of the front cover and kept up-to- date. The register will be filled up daily and checked by the Postmaster/Sub Postmaster. The register is useful for the periodical revision of the establishment of the Savings Certificates work and furnishing of statistical information to higher authorities as and when required.

SPECIMEN OF FORMS

Statistical Register of Savings Certificates Transactions Issue (Number of Certificates)

Date	At the Office	At the BOs	At the Sos in account Including Bos
1	2	3	4

Discharge (Number of Certificates)

5	6	7	8

Issue (Amount)

9	10	11	12

Discharge (Amount)

13	14	15	16

General

17	18	19	20

CERTIFICATES VOUCHER LIST

52(1) In Head Offices:- The certificate documents and vouchers for despatch to the Postal Accounts Office should be entered in the voucher list Form NC-31(A), in accordance with the direction printed on the list, whether they relate to entries in the journal with which they are submitted, or to journals previously despatched, or to references received from the Postal Accounts Office. The total number of pages of the certificate Journals forming each despatch should be noted on the voucher list.

(2) These lists should be numbered in a consecutive annual series, signed by the Head Postmaster and despatched with the documents and vouchers attached under the same cover as the Post Office Certificate journal. If there are no documents for despatch, a blank list with the word "NIL", written in it and signed by the Head Postmaster should be submitted. Copies of the voucher lists prepared by means of carbonic paper should be kept on record.

Note :- *Should intimation be received from the Postal Accounts Office, whether by code-message or letter of the non-receipts of a voucher or documents entered in a voucher list, the Head Postmaster must give his personal attention to the matter and take immediate steps to trace and forward the*

missing voucher or document.

53. DELETED

54. DELETED

55. DELETED

Chapter-2

KISAN VIKAS PATRAS (Discontinued from 1-12-2011) (Re-introduced from 23.9.2014)

56(1) A new series of saving certificates known as Kisan Vikas Patras was put on sale through Departmental Post Offices doing Savings Bank work with effect from 1.4.1988. The certificates will also be sold through ED Branch Post Offices which are authorised for this purpose by the Head of the Circle. The salient features and procedure of the certificates are as under :-

- (i) DELETED.
- (ii) DELETED
- (iii) The sale of certificates to trusts has been discontinued with effect from 13.5.2005 and now can be issued to Individuals only. The KVPs issued before 13.5.2005 to Trusts (registered under any law) will continue till maturity and will not be extended further. The maturity value or premature value as the case may be of these certificates will be paid in accordance with the existing rules.
- (iv) The maturity period and the maturity value (Rs.1000 denomination) of the certificates issued from time to time will be as under. The maturity value of other denomination will be proportionate of the above value.

Date of Issue	Maturity Period	Maturity Value
2.9.1993 ti 31.12.98	5 ½ Years	Rs.2000
1.1.1999 to 14.1.2000	6 Years	Rs.2000
15.1.2000 to 28.1.2001	6 ½ Years	Rs.2000
1.3.2001 to 28.2.2002	7 ¼ Years	Rs.2000
1.3.2002 to 28.2.2003	7 Years and 8 months	Rs.2000
1.3.2003 to 30.11.2011	8 Years 7 months	Rs.2000
23.9.2014 to 31.03.2016	8 Years 4 Months	Rs.2000
1.4.2016 onwards	9 Years 2 Months	Rs.2000

- (v) DELETED
- (vi) DELETED
- (vii) DELETED
- (viii) The certificate may be encashed at any time after expiry of 2 years and 6 months from

- the date of purchase of certificate. The certificates can also be encashed before 2 ½ years at anytime under conditions laid down in rule 13 of the K. V.P. Rules.
- (ix) For matters, on which on provision has been made in the KVP Rules, the corresponding provisions of Post Office Savings Certificate Rules 1960 will apply.
 - (x) Separate Accounts Head for issue and discharge of these series of certificates as detailed below will be opened in the accounts of Post Offices.

Receipt Side	Payment Side
Purchase of KVP	Discharge of KVP
Issue Price	Issue Price Interest

- (xi) The procedure relating to NSCs as laid down in foregoing rules shall apply mutatis mutandis to the new series of certificates.
 - (xii) DELETED
 - (xiii) The facility of making nomination by single and joint holders of the K.V.Ps is allowed.
 - (xiv) DELETED
 - (xv) DELETED
 - (xvi) The partial discharge of these certificates is not allowed.
 - (xvii) There is provision for the grant of post maturity interest on these certificates.
 - (xviii) The payment of discharge value of the certificates of Rs. 20,000 or more will be made by cheque only.
 - (xix) The facility of encashing these certificates by the investor through bank or messenger are available.
 - (xx) DELETED
- (2) **Sale of Kisan Vikas Patras through E.D. Branch Offices :- DELETED**

Premature encashment of Kisan Vikas Patras pledged to Banks :- The premature encashment of KVPs is allowed after the expiry of 2½ years from the date of issue under the rules. The banks to whom these certificates are pledged cannot take premature encashment before the expiry of 2½ years in the event of default on the part of the loanee. Only a Gazetted Government Officer to whom the KVPs are pledged can take premature encashment before the expiry of 2½ years on forfeiture of the pledge.

- (3) **Fee for various transactions in Kisan Vikas Patras:-** The fee for Kisan Vikas Patra in respect of transactions pertaining to transfer of certificate from one person to another, including pledging, issue of duplicate certificate, issue of certificate of discharge and conversion from one denomination to another is governed by Post Office Saving Certificates Rules, 1960. The fee is Rs. 0.25 in the case of a certificate of denomination of Rs. 100 and Re. 1 in any other cases.
- (4) **Issue of duplicate KVPs in lieu of lost, mutilated, defaced and destroyed KVPs :-** When the stock of certificates printed 'duplicate' is exhausted in the post office, the instructions contained in D.G. P&T letter No. 25-68/67-F(SS) dated 30.9.1969 may be followed until over printed certificates are received from the Controller of Stamps, Nasik. The procedure is applicable in the case of KVPs also.
- (5) **Introduction of "Kisan Vikas Patra" of the denomination of Rs. 50,000/- :-**
DELETED
- (6) **Issue of KVPs to Non-Resident Indians (NRIs): -** DELETED
- (7) **Date of maturity of KVPs purchased on 29th, 30th and 31st of the month :-** If the KVPs are purchased on 29th, 30th and 31st of the month and these dates do not come in the month of maturity, the date of maturity to be recorded on the Patras will be the last date of the month of maturity. For example, if the Patras are purchased on 31.8.1997, the date of maturity to be recorded on the Patras will be 28.2.2003.
- (8) **Issue of separate form for application of purchase of KVPs through agents and direct investment :-**
DELETED
- (9) KVP of Den.100/-, and 500/- discontinued from 1.12.2011 and Den. 1000/-, 5000/-, 10000/- and Rs.50000/- re-introduced from 23.9.2014. Following will be discharge value of KVPs issued from 23.9.2014 till 31.03.2016:-

Table showing premature encashment value of KVP for Denomination of Rs.1000/- (for other denominations, at a proportionate rate of Denomination of Rs.1000/-)	
After	Amount Payable
2 and half years but less than 3 years	1201
3 years but less than 3 and half years	1246
3 and half years but less than 4 years	1293
4 years but less than 4 and half years	1341
4 and half years but less than 5 years	1391
5 years but less than 5 and half years	1443
5 and half years but less than 6 years	1497
6 years but less than 6 and half years	1553
6 and half years but less than 7 years	1611
7 years but less than 7 and half years	1671
7 and half years but less than 8 years	1733
8 years but before maturity of the certificate	1798
On maturity i.e on 8 Years and 4 Months	2000

Note:- KVPs will be issued through New Account Opening Form introduced with Annexure_i and II as applicable.

(10) Following will be discharge value of KVPs issued from 01.04.2016 onwards:-

After		Amount payable
	(1)	(2)
1.	2 and half years but less than 3 years	1180
2.	3 years but less than 3 and half years	1220
3.	3and half years but less than 4 years	1261
4.	4 years but less than 4and half years	1303
5.	4and half years but less than 5 years	1347
6.	5 years but less than 5and half years	1392
7.	5 and half years but less than 6 years	1439
7.	6 years but less than 6and half years	1487
8.	6 and half years but less than 7 years	1537
9.	7 years but less than 7and half years	1589
10.	7and half years but less than 8 years	1643
11.	8 years but less than 8 and half years	1698
12.	8 and half years but less than 9 years	1755
13.	9 Years but before maturity of certificate	1814
14.	On maturity of Certificate	2000

Note:- KVPs will be issued through **New Account Opening Form** introduced with **Annexure_i** and **II** as applicable.

FORM C
DEPARTMENT OF POSTS

Serial No.....

Form of application for cancellation or variation of nomination previously made in respect of Savings Certificates under Section 6 of the Government Savings Certificates Act, 1959

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

To

The Postmaster

.....

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

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

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

* To be filled in case of variation only.

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

Yours faithfully

No. of Certificates	Denomination	Date of Issue	Office of Issue

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

Address.....
.....

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

Name

Address (1)

Name

Address (2)

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

Orders of the Postmaster accepting the nomination

Signature

Date Stamp of Post Office
Of Head/Sub Postmaster

- (10) **Issue of KVPs to Institutions, Trusts and HUF:-** KVPs cannot be issued in the name of HUF. Up to 31.3.1995, investment by Institutions was allowed but after w.e.f 1.4.1995, it was discontinued but investment by registered trusts was allowed up to 12.5.2005 and w.e.f 13.5.2005 it was also discontinued. From 13.5.2005, KVPs can only be issued to Individuals.
- (11) **Partial discharge of KVPs:-** Partial discharge of KVPs is not admissible vide note below Rule 32(1). Partial discharge means splitting of certificate of one denomination into parts. It does not mean discharge of one certificate out of four if purchased through one purchase application. The other certificates may remain intact and can be discharged later on as and when desired by investor.
- (12) **Post maturity Interest:-** Post Maturity Interest:- Where repayment of the amount inclusive of interest under Rule 15 has become due but not been made, interest shall be allowed on the amount (Principal plus interest) from the date of maturity to the date of repayment of the amount subject to the following conditions, namely:-
- (i) The interest shall be simple and shall be calculated at the rate applicable to Savings Account at the time of maturity of certificates.
 - (ii) For the purpose of payment of interest, any part of the period which is less than one month shall be ignored.
 - (iii) The interest shall be paid to the depositor in lump sum at the time of repayment of

amount due.

(13) Payment of maturity value when becomes Rs.20,000/- or above:- The payment of maturity value or premature encashment of KVPs inclusive of interest if becomes Rs.20,000/- or above, that should be paid only either by crossed cheque or by credit into savings account stands or newly opened in the same post office subject to the condition that the maximum limit of balance to be retained prescribed for single as well as joint account should not be crossed after the credit.

(14) Entry of maturity period:- As and when maturity period of KVPs is changed, the new maturity period should be noted on the KVPs before issue either by an entry in manuscript or by using rubber stamp.

57. DELETED.

Chapter-3 :

NATIONAL SAVINGS CERTIFICATES (VIII-ISSUE)

58.(1)A new series of Savings Certificates known as National Savings Certificates (VIII-Issue) was put onsale w.e.f. 8.5.1989 through Departmental Post Offices and such other post offices as may be authorized by the Heads of Circles. The salient features and the procedure to be followed by the post offices for these certificates are as under:

- 2 (i) Salient features of the scheme: - The certificate will be available in the denominations of Rs. 100/, Rs. 500/-, Rs. 1000/-, Rs. 5000/- and Rs. 10,000/-.
- (ii) These certificates will be issued to the individuals and trusts only with effect from 1.4.1995 and to HUF w.e.f. 2.8.2001.

Note:- *From 13.5.2005 the issue of NSCs (VIII-Issue) to HUF and Trusts has been discontinued and can be issued to individuals only. The certificates already issued to these bodies will continue till maturity and will not be extended further. The maturity value of this certificate will be paid in accordance with the existing rules.*

- (iii) The maturity period of the certificate shall be six years commencing from the date indicated on the certificate. Maturity period reduced to 5 Years from 1.12.2011.
- (iv) Any number of certificates for the denominations specified above may be purchased.
- (v) Payment for purchase of certificates can be made by cash, locally executed cheque, pay order, demand draft drawn in favour of the Postmaster or by a duly signed withdrawal form or cheque together with the pass book for withdrawal from post office Savings Account standing in the credit of the purchaser at the same post office or by surrender of a matured old certificate duly discharged.
- (vi) There is no provision for issue of **Identity Slip** to the investor for these certificates.
- (vii) A certificate may be prematurely encashed in any of the following circumstances :
 - (a) On the death of holder or any of the holders in case of joint holders.
 - (b) On forfeiture by a pledgee being a Gazetted Government Officer.
 - (c) When ordered by a Court of Law.
- (ix) Interest on these certificates shall be liable to tax under the Income tax Act on the basis of the annual accrual specified in rule 15, but no tax shall be deducted at the time of payment of discharge value. The facility of nomination has been provided for this new series.

- (x) The NSCs (VIII-Issue) issued will carry interest at the rate notified from time to time .
- (xi) The facility for pledging of the certificate will be available for these certificates.
- (xii) The certificate can be discharged only after the expiry of six years except in circumstances mentioned in item (vii) above.
- (xiii) A fee of Rs. 5 for the issue of duplicate, transfer, etc. of certificate as mentioned in rule 25 will be charged.
- (xiv) The facility of conversion from one denomination to another is available.
- (xv) The certificates cannot be issued to Non-Resident Indians as there is no such provision in these rules.
- (xvi) The facility of encashing these certificates by the investor through bank or messenger is available.
- (xvii) The payment of discharge value of the certificates if it is Rs.20000 or more will be made either by cheque or by credit into savings account standing at same post office.
- (xviii) The Partial discharge of these certificates is not allowed.

The maturity period and maturity value of these certificates issued from time to time are as under:-

Sl. No	Date of Issue	Maturity Period	Maturity Value of Rs.100 denomination
	8.5.1989 to 31.12.98	6 Years	Rs.201.50
	1.1.1999 to 14.1.2000	6 Years	Rs.195.60
	15.1.2000 to 28.1.2001	6 Years	Rs.190.12
	1.3.2001 to 28.2.2002	6 Years	Rs.174.52
	1.3.2002 to 28.2.2003	6 Years	Rs.169.59
	1.3.2003 to 30.11.2011	6 Years	Rs.160.10
	1.12.2011 to 31.3.2012	5 Years	Rs.150.90
	1.4.2012 to 31.3.2013	5 Years	Rs.152.35
	1.4.2013 to 31.3.2016	5 Years	Rs.151.62
	1.4.2016 onwards	5 Years	Rs.147.61

3. Procedure to be followed by the Post Offices:-

- (i) Forms:- The new Account Opening Form in place of Purchase of NSC alongwith respective Annexures will be used or purchase for these certificate(s).

(ii) **Heads of Accounts:-** Separate account heads for issue and discharge of these certificates, as detailed below, will be opened in the accounts of the post office.

Receipt Side	Payment Side
Purchase of NSCs (VIII-Issue)	NSCs (VIII-Issue)
1. Issue Price	1. Issue Price 2. Interest

(iii) The certificates will be sold through authorized agents appointed under the Standardized Agency System

(iv) There is no provision for the grant of Identity Slip for these certificates.

(v) There is no provision for the acceptance of outstation cheques etc. for the purchase of these certificates. Only local cheques, etc. are to be accepted.

(vi) The procedure relating to National Savings Certificates as laid down in foregoing rules shall apply mutatis mutandis to the new series of certificates.

4 **Sale of new Series of NSCs (VIII-Issue) through E.D. Post Offices :-** The Head of Circle can authorize any other Post Office if demand and justification is there besides the Departmental one to sell NSCs (VIII-Issue). The provision of preliminary receipt is also there in Rule 8(3) for these certificates.

5 **Sale of NSCs (VIII-Issue) to Non-Resident Indians :-** The Non Resident are not eligible to purchase NSCs (VIII-Issue). Provided that if a resident who subsequently becomes NRI during the currency of the maturity period shall be allowed to avail the benefits of the certificates on maturity on a non repatriation basis.

6 **Issue of the certificate of annual interest accrued in respect of NSCs (VIII-Issue) for the purpose of filling of income tax returns:-** Certificate of annual interest accrued in respect of National Savings Certificate VI and VII Issue and Social Security Certificates are issued to the holders without levying any fee for the purpose of filling of income-tax returns. This facility is also available to holders of National Savings Certificate VIII-Issue. A proforma of the certificate to be issued is also enclosed.

PROFORMA

From _____

To _____

No. _____

Dated _____

Subject : Certificate of accrual of annual interest on NSCs (VIII-Issue) certificates.

This is to certify that an amount of Rs. _____ has accrued as interest for the year _____ on National Savings Certificate, VIII-Issue particularised below standing in your name at this office.

Date Stamp of Post Office Postmaster/Sub Postmaster

Sl.No.	Number of Savings Certificates	Denomination Rs.	Value Rs.	Interest Rs.

Note:- The interest accruing at the end of each year and reinvested in NSC(VIII-issue) will enjoy tax rebate under Section 80 of Income Tax.

7. Post maturity Interest:- Post Maturity Interest:- Where repayment of the amount inclusive of interest under Rule 15 has become due but not been made, interest shall be allowed on the amount (Principal plus interest) from the date of maturity to the date of repayment of the amount subject to the following conditions, namely:-

- (i) The interest shall be simple and shall be calculated at the rate applicable to Savings Account at the time of maturity of certificates.
- (ii) For the purpose of payment of interest, any part of the period which is less than one month shall be ignored.
- (iii) The interest shall be paid to the depositor in lump sum at the time of repayment of amount due.

8. Payment of maturity value when becomes Rs.20,000/- or above:- The payment of maturity value or premature encashment of NSCs (VIII-Issue) if becomes inclusive of interest Rs.20,000/- or above, that should be paid only either by crossed cheque or by credit into savings account stands or newly opened in the same post office subject to the condition that the maximum limit of balance that can be retained prescribed in single as well as joint account should not be crossed after the credit.

9. Tax Rebate under Section 80 of IT Act:- The investment by individuals in the NSC(VIII) issue will qualify for tax deductions under Section 80C of Income Tax 1962. The interest accruing annually but deemed to be reinvested for first 5 years will also qualify for tax deduction under Section 80C of IT Act.

(ii) **Application for registration of nomination after purchase of certificates.**

**FORM 2
DEPARTMENT OF POSTS**

Serial No.....

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

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

To
The Postmaster

.....

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

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

2. As the nominee(s) at the serial number(s) above is/are minor(s), I/We appoint Sri/Smt/Kumari (name and full address) as the person to receive the sum due thereto in the event of my/our death during the minority of the nominee(s).
3. The Certificates detailed below are enclosed: -

Sl No.of certificates	Denomination	Date of Birth	Office of issue

Yours faithfully

Signature (or thumb impression,if illiterate) of holder(s)
Address.....

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

Witnesses -
Name
Address (1)
Name

Address (2)

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

Order of the Postmaster accepting the nomination

Date Stamp of

Post Office

Signature of Head/Sub Postmaster

(iii) Application for cancellation/variation of nomination after purchase of certificates

**FORM 3
DEPARTMENT OF POSTS**

Serial No.....

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

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

To

The Postmaster

.....

Space for Postage Stamp

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

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

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

* To be filled in case of variation only.

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

3. The certificates detailed below are enclosed :-

Sl.No. of certificates	Denomination	Date of issue	Office of issue	

Yours faithfully

Signature (or thumb impression, if Illiterate) of holder(s)

Address.....

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

Witnesses

Name

Address (1)

Name

Address (2)

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

Order of the Postmaster accepting the nomination

Date Stamp of Post Office
Postmaster

Signature of Head/Sub

Min.of Finance, Department of Economic Affairs has decided to replace the existing 6 years NSC(VIII-Issue) with 5 Years NSC(VIII-Issue) with effect from 1.12.2011.

Chapter 4

10 years National Savings Certificates (IX-Issue)(Discontinued from 20.12.2015)

60(1) A new series of savings certificates known as 10 Years National Savings Certificates (IX-Issue) was put on sale through Departmental Post Office and other such post offices as may be authorized by Heads of Circles doing Savings Bank work with effect from 1.12.2011 and same was discontinued from 20.12.2015. The salient features of the scheme are given below:-

2(i) Salient features of the scheme :- The certificate will be available in the denominations of Rs. 100/-, Rs. 500/-, Rs. 1000/-, Rs. 5000/- and Rs. 10,000/-.

(ii) These certificates will be issued to the individuals only with effect from 1.12.2011 to 19.12.2015.

(iii) The maturity period of the certificate shall be ten years commencing from the date indicated on the certificate. The amount inclusive of interest payable on encashment of a certificate for the denomination of Rs.100/- purchased between 1.12.2011 to 31.3.2012 at any time after the expiry of its maturity period shall be Rs. 234.35, purchased on or after 1.4.2012 shall be Rs. 238.87 and purchased between 1.4.2013 to 19.12.2015 shall be Rs. 236.60 at proportionate rate for any other denomination.

(iv) Any number of certificates for the denominations specified above may be purchased.

(v) Payment for purchase of certificates can be made by cash, locally executed cheque, pay order, demand draft drawn in favour of the Postmaster or by a duly signed withdrawal form or cheque together with the pass book for withdrawal from post office Savings Account standing in the credit of the purchaser at the same post office or by surrender of a matured old certificate duly discharged.

(vi) There is no provision for issue of Identity Slip to the investor for these certificates.

(vii) A certificate may be prematurely encashed in any of the following circumstances :

(a) On the death of holder or any of the holders in case of joint holders.

(b) On forfeiture by a pledgee being a Gazetted Government Officer.

(c) When ordered by a Court of Law.

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

(ix) The facility of nomination has been provided for this new series.

- (x) The NSCs (IX-Issue) shall carry interest rates notified from time to time.
- (xi) The facility for pledging of the certificate will be available for these certificates.
- (xii) The certificate can be discharged only after the expiry of ten years except in circumstances mentioned in item (7) above.
- (xiii) A fee of Rs. 5 for the issue of duplicate, transfer, etc. as mentioned in rule 25 will be charged.
- (xiv) The facility of conversion from one denomination to another is available.
- (xv) The certificates cannot be issued to Non-Resident Indians as there is no such provision in these rules.
- (xvi) The facility of encashing these certificates by the investor through bank or messenger is available.
- (xvii) The payment of discharge value of the certificates if it is Rs. 20,000 or more will be made by cheque only by the post offices.
- (xviii) The partial discharge of these certificates is not allowed.
- (xix) The maturity period and maturity value of these certificates issued from time to are as under:-

Sl.No.	Date of Issue	Maturity Period	Maturity Value of Rs.100 denomination
1	1.12.2011 to 31.3.2012	10 Years	Rs.234.35
2	1.4.2012 to 31.3.2013	10 Years	Rs.238.87
3	1.4.2013 to 19.12.2015	10 Years	Rs.236.60

APPENDIX I

SCHEDULE OF FEES TO BE CHARGED FROM THE INVESTORS/ HOLDERS OF SAVINGS CERTIFICATES FOR VARIOUS SERVICES RENDERED BY THE POST OFFICES

The schedule of fees to be charged for the various services is given below:-

Sl. No.	Name of service	Rate of fee	Authority
1	Issue of certificate of holding of Savings Certificates	Free of charge	D.G. P&T letter No. 30-26/74-SB dated 15.12.1971
2	Issue of certificate of annual interest paid on National Savings Certificates	Free of charge	D.G. P&T letter No. 2-1/76-SS dated 10.6.1977
3	Issue of Certificate of commission paid to the authorized agents during the financial year.	Rupee one per Certificate (Fee to be paid in postage stamps)	D.G. P&T letter No. 3-14/77-SS dated 27.3.1978
4	Issue of duplicate National Savings Certificates (II Issue) and KVP.	25 paise in the case of a Certificate of denomination of rupees one hundred or below and rupee one in any other case. (Fee to be paid in cash).	Rule 32 of P. O. S. Cs. Rules, 1960 and Rule 44 of P.O.S.B. Manual Volume II.
5	Issue of Certificate of Discharge in respect of National Savings Certificates (II Issue) and KVP.	-do- (Fee to be paid in cash). The fee to be charged shall be calculated separately on the aggregate face value of all Certificates which were purchased on any one application and which are included for discharge in the discharge Certificate.	Rule 32 of P. O. S. Cs. Rules, 1960
6	Conversion of one denomination to another of KVP.	-do- (Fee to be paid in cash). The fee shall be based on the number and denomination of the Certificates required to be issued on such conversion.	- do -
7	Transfer of KVPs from one person to another and their pledging.	25 paise in respect of Certificate of Rs. 100 denomination or lower and Re. 1 in any other case (Fee to be paid in cash).	D.G. Posts letter No. 61-35/92-SB dated 15.12.1992 and 22.4.1993.

8	Issue of duplicate 6-year NSCs(VI & VII Issue)	Rupee one in the case of a Certificate of the denomination of Rs. 500 or more and 25 paise in any other cases (Fee to be paid in cash).	Rule 29 of NSCs (VI & VII Issues) Rules, 1981 and Rule 44 of P.O.S.B. Manual Volume II.
9	Issue of Certificate of discharge in respect of 6-year NSCs (VI & VII Issue)	-do- (fee to be paid in cash). The fee to be charged shall be calculated separately on the aggregate face value of all Certificates which were purchased on any one application and which are included for discharge in the discharge Certificate.	Rule 29 of NSC (VI & VII Issues) Rules, 1981 and Rule 44 of P.O.S.B. Manual Volume II.
10	Registration of nomination or of any variation in nomination or cancellation thereof in respect of Social Security Certificates.	Rupee one per application. No fee is charged on application for registration of first nomination. (Fee to be paid in postage stamps)	Rule 25 of Social Security Certificates Rules, and Rule 35 of P.O.S.B. Manual Volume II
11	Transfer of Social Security Certificates by way of pledge under Rule 13 of these rules.	Rupees two per Certificate. (Fee to be paid in cash)	Rule 25 of S.S.C Rules, and Rule 38 of P.O.S.B. Manual Volume II.
12	Issue of duplicate Social security certificates	-do-	Rule 25 of S.S.C Rules, and Rule 44 of P.O.S.B. Manual Vol. II
13	Issue of Certificate of discharge in respect of Social Security Certificates	Rupees two per Certificate of discharge of each application for purchase. (Fee to be paid in cash)	Rule 25 of S.S.C Rules, 1982
14	Conversion of one denomination to another of Social Security Certificates	Rupees two per certificate. The fee shall be based on the number of certificates required to be issued on such conversion. (Fee to be paid in cash)	Rule 25 of S.S.C Rules, and Rule 32 of P.O.S.B. Manual Volume II.
15	Issue of fresh Indira Vikas Patra in lieu of mutilate/ defaced IVP.	Rupees one per certificate. (Fee to be paid in postage stamps)	Rule 57(11) of P.O.S.B. Manual Volume II.
16	Registration of nomination or of any variation or cancellation of nomination in respect of National Savings Certificates (VIII Issue)	Rs. 5/- per application. (Fee to be paid in postage stamps) (No fee is charged on application for registration of the first nomination.	Rule 25 of P.O. NSCs (VIII Issue) Rules, 1989 and Rule 35 of P.O.S.B. Manual Volume II.

17	Transfer of 6-year NSCs (VIII Issue) from one person to another, other than a Transfer from the holder to a Court of Law or under the orders of a Court of Law, but including transfer in following cases. (a) Transfer from the name of a deceased holder to his heir. (b) Transfer in the name of the survivor in the event of the death of one of the joint holders. Transfer by way of pledging and release by pledge.	Rupees five per certificate (Fee to be paid in cash)	Rule 25 of P.O. NSCs (VIII Issue) Rules, 1989 and Rule 38 of P.O.S.B. Manual Volume II
18	Issue of duplicate 6 Year NSCs (VIII Issue)	Rs.5/- per certificate (Fee to be paid in cash)	Rule 25 of P.O NSCs (VIII Issue) Rules, 1989 and Rule 44 of P.O.S.B. Manual Volume II.
19	Conversion of one denomination to another of 6- year NSCs (VIII Issue)	Rs.5/- per certificate (Fee to be paid in cash). The fee shall be based on the number of certificates required to be issued on such conversation.	Rule 25 of P.O. NSCs (VIII Issue) Rules, 1989 and Rule 32 of P.O.S.B. Manual Volume II.
20	Issue of certificate of discharge in respect of 6- year NSCs (VIII Issue)	Rs.5/- per certificate of discharge for each application for purchase (Fee to be paid in cash).	Rule 25 of P.O. NSCs (VIII Issue) Rules, 1989 and Rule 32 of P.O.S.B. Manual Volume II.
21	Registration of nomination or of any variation or cancellation thereof in respect of KVPs.	Rupee one per application. No fee is charged on application of first nomination. (Fee to be paid in cash).	Rule 25 of P.O. NSCs (VIII Issue) Rules, 1989 and Rule 35 of P.O.S.B. Manual Volume II.

APPENDIX II

Register of duplicate certificates issued in lieu of lost, stolen, destroyed, mutilated or defaced certificates (vide Rule)

Sl. No.	Date of application for issue of duplicate certificates	Name of the investor (in full)	Sl. No. of the certificate(s) lost, stolen, destroyed, mutilated or defaced	Denomination	Office of issue	Date of issue
1	2	3	4	5	6	7
Particulars of the duplicate certificates defaced issued			Initials of Postmaster	Date of destruction of mutilated/ defaced certificate(s)	Initials of the Inspecting Officer	Remarks
Sl. No.	Date of issue					
8	9	10	11	12	13	

APPENDIX III

Intimation of the seizure of National Savings certificates issued by the Post Office.

1	Number of the certificates (including prefixed alphabets)
2	Its denomination or face value
3	Type of certificate (i.e. single holder type or joint holder 'A' Type or Joint holder 'B type' as can be seen from certificate)
4	Name(s) of holder(s)
5	Office of issue
6	Date of issue
7	Registration No. given by the P.O. on the left hand bottom corner of the certificates
8	Authority under which seized

9	Action contemplated	
---	---------------------	--

N.B.- The Post Office of issue of the certificate(s) may please take note of the above seizure and any request for issue of duplicate certificate(s) and claims for cash payment against the above noted certificate(s) need not be acceded to without prior reference to this Custom house.

CUSTOM OFFICER

(SEAL)

(Acknowledgement to be detached and returned by the PO)

No..... Dated.....

Received from the Customs Officer.....an intimation about the confiscation of the following Savings Certificate(s).

1. No. of the certificate

2. Denomination

3. Name (s) of the holder(s)

4. Name of Post Office of Issue

5. Date of Issue

A note of this seizure has been made in the records of this Office

(Name and Date-Stamp of Office)

Postmaster

To

The Customs Officer.....

His letter No..... Dated refers

APPENDIX IV

Claim application form for settlement of Savings Certificates of the deceased holder who died

on..... where nomination has been registered with Post Office.

To

The Postmaster,

.....

Sir,

In connection with the settlement of claim of Post Office Certificates standing in the name of the deceased.....in the books of.....(name of Post Office), I hereby claim the payment of the value of the Post Office Certificate(s) No..... The payment may be made by cash/cheque or money order(after deducting commission). In support of the claim, I hereby submit:-

- (i) Death Certificate of the deceased.
- (ii) Death Certificate(s) of other nominee(s), if any.

The nomination was registered at..... Post Office under No.....
Dated.....

Yours Faithfully,

Address..... Date.....	Signature or Thumb Impression of the claimant if illiterate
Address..... Date.....	Signature of the Guardian appointed to receive the amount on behalf of minor nominee(s)

APPENDIX V

Claim application form for settlement of savings certificates of the Deceased holder where the claim is referred on legal evidence of heirship.

To

The Postmaster,
.....

Sir

In connection with the settlement of claim of Post Office Certificate(s) standing in the name(deceased)..... In the books of(name of Post Office) I.....(state the full relationship) of the deceased, who died on..... hereby claim the payment of the value of the post office certificate(s) No..... in support of the claim, I hareby submit the original/certified/attested copy of the following:-

- (i) A succession certificate granted by.....

Under No..... dated.....
(ii) Probate of will granted by.....under No.....
(iii) Letter of Administration of the Estate of the deceased granted by.....
Under No.....dated.....

Yours Faithfully

(Signature of the claimant)

Address.....

.....

.....

Dated.....

CERTIFICATE BY TWO WITNESSES

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/Letter of Administration has been granted by the court.

Dated.....

1. Signature and address.....

2. Signature and address.....

TO BE FILLED IN BY THE POST OFFICE

CERTIFIED THAT I am satisfied that the legal evidence of heirship produced by the claimant is genuine and that the claimant whose name appears in the application form is the person mentioned in the Succession Certificate/Probate of will/Letters of Administration.

Date-stamp of P.O.

Signature of the Postmaster

Note : Whenever copies of the original documents are produced, the claimants should get them attested by a responsible officer of the Post Office.

APPENDIX VI

SANCTION MEMO

From

No.

To

.....

Dated.....

Dear Sir,

Sanction of the undersigned is hereby accorded to the payment to you of the amount due on the Postal Savings Certificate(s) detailed below standing in the name of..... who is reported to have died on.....

2. The amount due will be paid to you on your presenting the Savings Certificate(s) duly received for

payment at the..... Post office on surrendering the original sanction order.
3. You are, however, at liberty not to accept payment of the amount due on the Savings Certificate(s) before the date of maturity entered therein, in which case the Savings Certificate(s) in question shall be transferred to your name subject to the conditions laid down in the Rules governing the Savings Certificate(s) in question.
4. The sanction is valid for accepting payment or for getting the certificate(s) transferred in your name for a period of one year only from the date of its issue.

Yours faithfully,

Sanctioning
authority

*Details of the Saving Certificates			
Number	Denomination	Date of Issue	Name of the office of Registration

Copy for information to the:-

1. The Postmaster/SPM.....Post Office. The date of payment may be communicated as soon as the payment is effected.
2. The Director/Dy. Director of Postal Account..... The value of the Post Office Certificate including interest accrued up to the last completed year or half year, as the case may be, prior to the death of the holder does not exceed Rs.1000/2000/5000/10,000/20,000/50,000/ 75,000/1,00,000* as per the claimant's statement in the claim application.

* score out which is not applicableSanctioning Authority

APPENDIX VII

Name of Office

Register for watching expeditious settlement of claims relating to Savings Certificate standing in the names of deceased persons

Sl. No.	Case Mark	Date of receipt of claim application	Name and address of claimant with particulars of relationship to the deceased	Name of deceased holder and date of Death
1	2	3	4	5
Particulars of certificates	Value of Certificates	Particulars of sanction issued	Date of payment	Remarks
6	7	8	9	10

Summary of the cases pending at the end of each month.

N.B. Serial number of the cases pending should be indicated against each item).

- (a) No. of claims pending for less than 3 months.
- (b) -----Do----- 3 to 6 months
- (c) -----Do----- 6 to 12 months
- (d) -----Do----- Over one Year
- (e) Total

Date..... Postmaster

APPENDIX VIII

PERIOD OF PRESERVATION OF SAVINGS CERTIFICATES RECORDS IN POST OFFICES

Sl. No.	Title of record	Period of preservation
1	Application for nomination (NC-51) or cancellation or variation of nomination (NC-53) of Savings Certificates.	5 years plus the prescribed period of maturity or extended maturity (if the certificates are allowed to be retained beyond maturity) from the date of discharge of the certificate.
2	Register of nominations (NC-52) of Savings Certificates.	-do-
3	Yearly list of unsold saving Certificates	The list should be destroyed after obtaining from the Postal Accounts Office certificates of settlement of all the discrepant items relating to that year or after 2 years whichever is later.
4	Yearly list of unclaimed saving Certificates	3 years
5	Preliminary receipts NC-4(a) issued for Savings Certificates	3 years
6	Provisional receipts (NC-11) issued for Savings Certificates	3 years
7	Identity slips (counter foils) of Savings Certificates.	18 months after the discharge of the certificates.
8	Voucher list NC-31 (a) of Savings Certificate	18 months provided no objections are pending settlement regarding non receipt of any return in the Postal Accounts Office.
9	Special error book relating to Savings Certificates	3 Years
10	Monthly statistical register	1 Years

11	Bonds of indemnity obtained in connection with the issue of duplicate certificates under rule 20 of the P.O. Savings Certificate Rules, 1990	(i) 5-year N.S.Cs.-23 years from the date of issue (ii) 7-year N.S.Cs.-18 years from the date of issue (iii) 12-year N.S.Cs.-23 years from the date of issue. (iv) 10-year N.P.Cs.-21 years from the date of issue. (v) 12-year N.P.S.Cs.-23 years from the date of issue. (vi) 6 years NSCs- 18 Years from the date of issue. (vii) Kisan Vikas Patras-18 Years from the date of issue.
12	Journals of certificates issued and discharged.	18 months
13	Monthly Summaries of certificates issued and discharged	18 months
14	Stock register of certificates	10 years after a new register is opened and the Postmaster has initialled the carried forward entries.
15	Invoices of certificates	3 Years
16	Applications for purchase or transfer of certificates in lieu of which duplicate certificates have been issued or have not been issued.	For a period of 10 years after period of maturity or extended maturity if the certificates are allowed to be retained beyond maturity from the date of discharge of certificates.
17	Register of commission paid to agents during the year	3 Years
18	Register of commission paid to agents for investments by cheques	3 Years
19	List of commission paid to agents	2 Years
20	Schedule of commission paid to Authorised Agents	3 Years
21	Partially used up Authorised Agents Receipt books	3 Years
22	Nomination Roll kept in S.B. and Savings Certificate Branches	10 Years
23	Monthly statement of stock position of certificates sent by the sub offices to Head Office.	3 Years
24	Unclaimed savings certificates kept in the	30 years from the date of maturity

	custody of Postal Accounts Office.	
25	Claims to postal certificates of deceased holders. (All relevant material including files, registers, records).	Three years after payment is made except where payment is made on indemnity bond in that case the papers together with the bond should be preserved for six years after the month in which payment is made.

Note :- In case, however, where the commission has not been paid, the relevant records mentioned at serial number 20 to 23 should not be destroyed.

APPENDIX IX

(A) CALENDER OF RETURNS

Sl. No.	From	To	Particulars of Returns	When due	Rule of P.O.S.B. Manual Vol. II
1	2	3	4	5	6

(B) MONTHLY RETURNS

1	Head office	Postal Accounts Office	Monthly summaries of certificates issued	In the first week every month	51
2	Head office	Postal Accounts Office	Monthly summaries of certificates issued	-do-	51
3	Head office	Postal Accounts Office	Monthly schedule of commission paid to authorised agents for the sale of savings certificates	Along with monthly cash Account	17
4	Sub office	Head office	Statement showing the stock position of certificates at the end of the month	On the 1 st of each month	5

(C) QUARTERLY RETURNS

5	Sub office	Head office	Quarterly indents for savings certificates	On 15 th of May, August, November and February.	3
6	Head office	Circle Stamp Depot	Consolidated indents for savings certificates	On the 1 st of June, September, December and	3

				March	
--	--	--	--	-------	--

(D) ANNUAL RETURNS

7	Sub office	Head office	Yearly list of unsold certificates	10 th of April	7
8	Sub office	Head office	Yearly statement of certificates returned to the Head office during the year	15 th of April	6
9	Head office	Postal Accounts Office	Yearly list of unsold certificates	30 th of April	7
10	Postal Accounts Office	Head office	Yearly list of unclaimed certificates (if any)	1 st week of April	8

APPENDIX - X

ISSUE AND DISCHARGE OF SAVINGS CERTIFICATES

DO'S AND DON'TS FOR COUNTER ASSISTANTS AND SUPERVISOR COUNTER ASSISTANTS

DO's

1. Issue NSCs (VIII-Issue) and KVPs to individuals only.
2. Check that the agent has correctly deducted the amount of commission at source from the amount of investment in respect of certificates sold through SAS agents.
3. Number the applications for purchase in strict serial order which should run uninterrupted until new series is started.
4. Note the number assigned to the application for purchase on the certificate(s) against the entry "Register No...."
5. Impress the application for purchase with the oblong M.O. stamp on the front side and the certificate with the date stamp of the office.
6. Advise the purchaser of the advantages of making a nomination.
7. Write the name of the holder on the certificate in block capital letters and complete address as given in the application for purchase.
8. Transfer the guard books of applications for purchase to the Postmaster after the counter hours.

9. Prepare separate issue and discharge Journals for each type and each denomination of the certificate.
10. See that the application for pledging of certificates is signed by the transferrer and the transferee and correct fee has been recovered for the transaction in cash.
11. Check the issue journals received from the sub offices with the Index Register of Certificates supplied to sub offices [NC-I2 (a)] to ensure the continuity of serial number of certificates issued.
12. Note the particulars of discharge on the original application for purchase without any loss of time.
13. Obtain the preliminary receipt granted to the purchaser (in cases where certificates could not be delivered immediately) before the certificates are delivered and paste the receipt on the application of purchase.
14. Impress the Round M.O. Stamp on the front side and Oblong M.O. Stamp on the back side of the certificate on the discharge.
15. Check the receipt book presented by the SAS Agent at the time of purchase of savings certificate and compare the entries in the application of purchase and agent's copy of the receipt. Also check the continuity of the receipts issued in the receipt book to ensure that there is no break in the receipts issued.
16. See that the agent has not changed the amount of the receipt printed in the cash receipt book.
17. Indicate the correct maturity period and maturity value on the certificate wherever necessary through the impression of a rubber stamp.
18. Ensure that agent has not been issued receipt books of the value of above Rs.50,000/- at a time and no investment from agent is accepted involving cash more than Rs.50,000/- at a time.

DON'Ts

1. Do not make payment in respect of certificate unless authorised by the Postmaster.
2. Do not allow the discharge of a certificate registered at other office except on surrender of the identity slip after being fully satisfied about the identity of the investor or without prior verification from the office of issue as per prescribed procedure.
3. Do not retain the receipt book of any authorised agent with you.

4. Do not advise the investor to purchase the certificate through an authorised agent if he comes direct to the post office.
5. Do not send the original certificates presented for encashment or transfer to the office of issue (only particulars of the certificate are to be sent).
6. Do not issue identity slip to the purchasers of NSCs (VIII-Issue).
7. Do not issue certificates to Institutions, Firms, banks, HUF and Non-Resident Indians.
8. Do not allow partial discharge of KVPs and NSCs (VIII-Issue).
9. Do not issue cash receipt books for the value exceeding Rs. 50,000 at a time to the agent.
10. Do not accept outstation cheques tendered for the purchase of savings certificates.

SUPERVISORY STAFF

DO's

1. Ensure that the correct type and denomination of the certificates are transferred to the counter Assistant with reference to the application for purchase. Carry out the monthly check of the stock of certificates regularly.
2. See that the bundle of unsold certificates and the files of applications for purchase are kept under lock and key at the end of the day.
3. Ensure that indents received from sub offices for supply of certificates are complied with promptly.
4. See that the certificates are not paid during the period of non-encashability except when authorised by rules.
5. Ensure that the particulars of discharge are noted on the reverse of the application for purchase and that these are authenticated by your initials.
6. Ensure that the receipt book is produced whenever an authorised agent presents application for purchase.
7. Ensure that item 4 of the application for purchase has been scored out when the purchaser attends the post office personally.
8. See that the returns to the Postal Accounts Office are sent on the due dates.
9. Ensure that objection statements received from the Postal Accounts Office are returned after compliance without delay.
10. Ensure that the stock registers of certificates, identity slips and preliminary receipts are maintained properly and they remain in your personal custody.

11. Make sure that the certificates registered at another office presented for encashment are not mentioned in the list of certificates reported to have been lost or stolen.(Negative List)
12. Ensure that the cash receipt books for the value not exceeding Rs. 50,000 at a time are issued to the agent by the Counter Assistant.
13. See that the cheques presented alongwith the application for purchase for the investment are sent for collection on the same day or the next day.
14. See that the register of receipts ACG-17 for payment of commission to agents for investments by cheques is maintained properly.
15. See that the register of commission paid to agents is posted on daily basis and maintained properly.

DON'Ts

1. Do not allow the stock of certificates to remain with the Counter Assistant (Transfer the working stock daily to the Counter Assistant if specially authorised).
2. Do not supply more than one book of identity slips and one book pf preliminary receipts to the sub offices at a time.
3. Do not part with the M.O. oblong stamp and Round M.O. Stamp under any circumstances.

