

No.113-11/2003-SB
Government of India
Ministry of Communications & IT
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Date: 06.09.2012

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

Subject:- Measures to be taken for prevention of frauds.

Sir / Madam,

The undersigned is directed to say that despite issue of various instructions from time to time to take preventive measures for prevention of frauds, information about detection of frauds involving huge amount is pouring in from various field units through Investigation Division of Directorate. After studying modus operandi used in many fraud cases, following further instructions are being issued which may help in preventing frauds:-

(i) Despite issue of repeated instructions for making payment of Rs.20,000/- or above in case of all maturity/prematurity value payments in all schemes either by crossed cheques or by way of credit into savings account (opened after following KYC norms), still information about making cash payments in such cases is being received which is leading to detection of fraudulent payments. It was also mentioned in this office SB Order No. 3/2008 dated 19.02.2008 that such act should be treated as CORRUPT PRACTICE. It has now been decided that while allowing all such withdrawals by closure or premature closure amounting to Rs.20,000/- or above, SPM or Supervisor will note Cheque Number or Savings Account Number in the account closure form or Discharge Voucher through which payment was made. Similarly while posting withdrawals in the SOSB Group in HO, Ledger PA and Supervisor should see all such vouchers and immediately report to the Postmaster where cash payments are noticed. In case of certificates, while preparing return for audit, the concerned PA and Supervisor should see all the discharged vouchers and report to Postmaster if any cash payment in respect of amount of Rs.20,000/- or above is noticed. SBCO shall also do this check while doing voucher checking of closed/prematurely closed accounts and send immediate report to Divisional Head if any such cash payment is noticed. Divisional head while taking stern disciplinary action against responsible officials/Supervisors may also include their names while lodging FIR in fraud cases to curb such tendency in future.

(ii) It has been noticed that some post offices are accepting business from the messengers of SAS/MPKBY agents which is highly irregular. Provision for acceptance of business from authorized messenger has been laid down in Rule 17(4) of POSB Manual Vol-II, which, stipulates that as and when an authorized/accredited messenger is appointed by an Appointment Authority, it will forward a copy of authorization letter, a specimen signature of the messenger and his photograph to the post office.

Therefore, it is decided that no post office will entertain any messenger from any agent for accepting business except in case the Appointing Authority has given the required documents along with Authorization letter. Any violation of these instructions shall also be treated as CORRUPT PRACTICE and will be dealt with the stern disciplinary action.

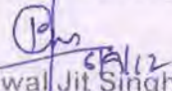
iii) It is once again reiterated that no maturity/prematurity value should be credited into any savings account in which appropriate KYC documents as mentioned in SB Order No.2/2012 dated 10.02.2012 are not obtained.

iv) It has been noticed that many frauds are being occurred by misusing of Data Entry Module of Sanchay Post. It is therefore decided that no node at the counter or with supervisor should have Data Entry Module of Sanchay Post. Data entry module if absolutely required should be loaded only in one node which will be kept either on the table or in the premises of Postmaster/Sub Postmaster of the Post Office alongwith a register. As and when any data is required to be entered or altered, it should be made in the presence of Postmaster/Sub Postmaster and all such changes should be noted in the register which will be signed by the Postmaster/Sub Postmaster with date and designation stamp.

2. These instructions may please be brought to the notice of all field units.

3. This issues with the approval of DDG(FS)

Yours faithfully,


(Kawaljit Singh)
Assistant Director (SB)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)/DDG (Estt.)/DDG(PG & Inspections)/DDG (PCO)
2. Director (FS)/Director (CBS), Dak Bhawan.
3. Director of Audit (P&T), Delhi.
4. Resident Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. Director PTC Mysore for uploading the SB order on India Post Web Site.
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. Director, NSI, CGO Complex, 'A' Wing, 4th Floor, Seminary Hills, Nagpur-440006
15. PS to Member (T)

No.113-01/2011-SB
Government of India
Ministry of Communications & IT
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Date: 03.10.2012

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

Subject:- Revision in Interest Rates of Small Savings Schemes w.e.f 1st April 2012- Interest Tables of Time Deposit Accounts opened on or after 1.4.2012.

Sir / Madam,

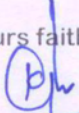
The undersigned is directed to refer to this office SB Order No.4/2012 and 5/2012 vide which it was conveyed that MOF(DEA) has revised interest rates of Small Savings Schemes from 1st of April 2012. Revised interest rates were also conveyed.

2. It is further informed that interest on Time Deposit Accounts is calculated on quarterly compound basis but paid yearly. Interest Tables for TD accounts opened on or after 1.4.2012 on maturity and on premature closure have been drawn and enclosed. It is further informed that premature closure of TD accounts before 6 months of opening is not allowed. However, TD account can be prematurely closed before completion of 1 year but after 6 months of opening and in such cases, simple interest at the rate applicable from time to time to post office savings account shall be payable.

3. This is for information of the field staff as well as general public. These tables may also be displayed on the notice boards of post offices.

4. This issues with the approval of DDG(FS).

Yours faithfully,


(Kawaljit Singh)
Assistant Director (SB)

Enclosure:- Interest Tables.

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)/DDG(PG & Inspections)/DDG (PCO)
2. Director (FS)/Director (CBS), Dak Bhawan.
3. Director of Audit (P&T), Delhi.
4. Resident Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. Director PTC Mysore for uploading the SB order on India Post Web Site.
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. All Accounts Officers ICO(SB)
11. All recognized unions.
12. MOF(DEA), NS-II, North Block, New Delhi
13. Director, NSI, CGO Complex, 'A'Wing, 4th Floor, Seminary Hills, Nagpur-440006
14. PS to Member (T)
15. PPS to Secretary Posts

TD Maturity Interest Rates Table w.e.f 1.4.2012				
Amount	1 Year TD	2 Years TD	3 Years TD	5 Years TD
	as per 8.2%	as per 8.3%	as per 8.4%	as per 8.5%
200	216.91	217.12	217.34	217.55
400	433.82	434.25	434.67	435.10
600	650.73	651.37	652.01	652.65
800	867.64	868.50	869.35	870.20
1000	1084.56	1085.62	1086.68	1087.75
2000	2169.11	2171.24	2173.37	2175.50
3000	3253.67	3256.86	3260.05	3263.24
4000	4338.22	4342.48	4346.73	4350.99
5000	5422.78	5428.10	5433.42	5438.74
6000	6507.34	6513.72	6520.10	6526.49
7000	7591.89	7599.34	7606.78	7614.24
8000	8676.45	8684.95	8693.47	8701.98
9000	9761.01	9770.57	9780.15	9789.73
10000	10845.56	10856.19	10866.83	10877.48
20000	21691.12	21712.39	21733.66	21754.96
30000	32536.68	32568.58	32600.50	32632.44
40000	43382.25	43424.77	43467.33	43509.92
50000	54227.81	54280.96	54334.16	54387.40
60000	65073.37	65137.16	65200.99	65264.88
70000	75918.93	75993.35	76067.83	76142.36
80000	86764.49	86849.54	86934.66	87019.84
90000	97610.05	97705.74	97801.49	97897.32
100000	108455.61	108561.93	108668.32	108774.80

TD Premature Closure Interest Rate Table w.e.f 1.4.2012				
Amount	2 Years TD		3 Years TD	5 Years TD
	as per 7.2%		as per 7.3%	as per 7.4%
200	214.79		215.00	215.22
400	429.59		430.01	430.43
600	644.38		645.01	645.65
800	859.17		860.02	860.86
1000	1073.97		1075.02	1076.08
2000	2147.93		2150.05	2152.16
3000	3221.90		3225.07	3228.24
4000	4295.87		4300.09	4304.32
5000	5369.84		5375.11	5380.39
6000	6443.80		6450.14	6456.47
7000	7517.77		7525.16	7532.55
8000	8591.74		8600.18	8608.63
9000	9665.71		9675.21	9684.71
10000	10739.67		10750.23	10760.79
20000	21479.35		21500.46	21521.58
30000	32219.02		32250.68	32282.37
40000	42958.70		43000.91	43043.16
50000	53698.37		53751.14	53803.95
60000	64438.05		64501.37	64564.74
70000	75177.72		75251.60	75325.53
80000	85917.39		86001.82	86086.32
90000	96657.07		96752.05	96847.10
100000	107396.74		107502.28	107607.89

No.110-01/2012-SB
Government of India
Ministry of Communications & IT
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Date: 04.10.2012

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

Subject:- Extension of facility of withdrawal of quarterly interest of SCSS accounts through Money to MIS accounts- regarding

Sir / Madam,

The undersigned is directed to say that facility of withdrawal of admissible quarterly interest of SCSS account through Money Order by deducting MO Commission and cost of MO forms is available for which procedure has been laid down in Rule 177 (c) of POSB Manual Vol-I.

2. This office has received a request for extending this facility for withdrawal of monthly interest from MIS accounts and it has been decided to extend this facility to MIS accounts w.e.f 1.10.2012. For this purpose, the procedure already laid down in Rule 177(c) in POSB Manual Vol-I may be followed by suitable modifications in manuscript in the prescribed register and amount of cost of MO forms for one year to be deducted from one of the monthly interest.

3. This is for information of the field staff as well as general public. Availability of this new facility in MIS may also be displayed on the notice boards of post offices.

4. This issues with the approval of Member (Technology).

Yours faithfully,

(Kawal Jit Singh)
Assistant Director (SB)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)/DDG(PG & Inspections)/DDG (PCO)
2. Director (FS)/Director (CBS), Dak Bhawan.
3. Director of Audit (P&T), Delhi.
4. Resident Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. Director PTC Mysore for uploading the SB order on India Post Web Site.
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. All Accounts Officers ICO(SB)
11. All recognized unions.
12. MOF(DEA), NS-II, North Block, New Delhi
13. Director, NSI, CGO Complex, 'A' Wing, 4th Floor, Seminary Hills, Nagpur-440006
14. PS to Member (T)
15. PPS to Secretary Posts

No.109-04/2007-SB
Government of India
Ministry of Communications & IT
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Date: 09.10.2012

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

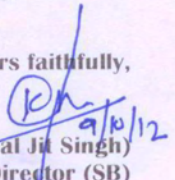
Subject:- Circulation of Master Circular No.1 on Anti Money Laundering (AML)/Combating of Financing Terrorism (CFT) norms applicable for Small Savings Schemes-regarding.

Sir / Madam,

The undersigned is directed to refer to this office SB Order No. 8/2010, 10/2010, 18/2010, 22/2010, 24/2010, 09/2011 and 02/2012 issued in connection with AML/CFT norms in Small Savings Schemes. Based on the feed-back received from field units as well as public and in the light of AML/CFT norms applied in the Banking Sector, the whole procedure has been reviewed. It has been decided to circulate the whole guidelines afresh in the shape of a "Master Circular No.1" which will supersede all previous SB Orders issued on this subject. Following are the major changes included in this circular:-

- (i) Definition of Risk Categories redefined.
 - (ii) Taking of number of photographs reduced from 3 to 2 in case of EDBO and from 2 to 1 in case of SO/HO.
 - (iii) Pasting of photograph on Passbook (except SCSS account) and on Certificates discontinued.
 - (iv) The SOs, while sending Account Opening Forms of SB/TD/PPF to SOSB in HO will retain KYC documents of these accounts in SOs and place these in guard files.
 - (v) Only closed vouchers alongwith SB-3 and KYC documents shall be preserved for 10 years instead of all vouchers.
 - (vi) New set of instructions for existing accounts/certificates opened/issued prior to introduction of these norms included.
2. To implement point no. (v) above, it is requested that all post offices while sealing the daily voucher bundles of each scheme will segregate closed vouchers and sealed them separately alongwith Account Opening Form and KYC documents. This sealed bundle will be sent alongwith other voucher bundles and LOT to HO. Similarly, while consolidating the vouchers of all SOs/HO, all bundles of closed vouchers will be sealed separately and handed over to SBCO. Incharge SBCO will preserve these vouchers after due checking for 10 Years. Preservation period of other vouchers will remain 6 years.
3. It is requested that the attached circular may be circulated to all post offices including EDBOs.
4. This issues with the approval of Member (Technology).

Yours faithfully,


(Kawaljit Singh)
Assistant Director (SB)

Enclosure:- Master Circular No.1

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)/DDG(PG & Inspections)/DDG (PCO)
2. Director (FS)/Director (CBS), Dak Bhawan.
3. Director of Audit (P&T), Delhi.
4. Resident Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. Director PIC Mysore for uploading the SB order on India Post Web Site.
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. All Accounts Officers ICO(SB)
11. All recognized unions.
12. MOF(DEA), NS-II, North Block, New Delhi
13. Director, NSI, CGO Complex, 'A' Wing, 4th Floor, Seminary Hills, Nagpur-440006
14. PS to Member (T)
15. PPS to Secretary Posts

Master Circular No. 1 on KYC norms in POSB/SC under AML/CFT regime

Introduction

1.1 Know Your Customer (KYC) Norms/Anti Money Laundering (AML) Measures/Combating Financing of Terrorism (CFT)/Obligations under PMLA, 2002 (amended from time to time)

The objective of KYC/AML/CFT guidelines is to prevent money laundering or terrorist financing activities by use of Post Office Savings Bank intentionally or unintentionally by criminal elements. KYC procedures also enable to post office Savings Banks to know/understand their customers better which in turn help them manage their risks prudently.

1.2 Definition of Customer

For the purpose of KYC policy, a customer is defined as:-

- An individual that maintains an account and/or has a cash certificate or has a business relationship with the Post Office Savings Bank.
- An individual on whose behalf the account is maintained (i.e beneficial owner).

2. Guidelines

2.1 General

All Post Office Savings Banks should keep in mind that information collected from the customer for the purpose of opening of account or purchase of savings certificates is to be treated as confidential and details thereof are not to be divulged for cross selling or any other purposes.

2.2 KYC Policy

Under PMLA provisions, Post Office Savings Bank declares its KYC Policy on the following four elements:-

- (a) Customer Acceptance Policy.
- (b) Risk Management
- (c) Customer Identification Procedure.
- (d) Monitoring of Transactions; Record keeping and Reporting.

2.3 Customer Acceptance Policy (CAP)

- (i) No account is opened in anonymous or fictitious name/benami.
- (ii) Not to open an account or close an existing account where the Post Office Savings Bank is unable to apply appropriate Customer Due Diligence measures i.e unable to verify the identity and/or obtain documents required as prescribed due to non- cooperation of the customer or non-reliability of data/information furnished by the customer. However, the customer should not be harassed and any decision to close the account should be taken by head of the Postal Division by giving suitable notice to the customer.

2.4 Categorization of Customers i.e Risk categorization.

2.4.1 All customers according to the amount involved at the time of opening of account or purchase of Savings Certificates or credit into an existing account have been categorized with the perspective of risk involved. The categorization is as under:-

- (i) **Low Risk**

Where the customer opens account or applies for purchase of certificates or applies for credit of maturity/prematurity value of any existing savings instrument with an amount up to Rs.50,000/- and balance in all accounts and savings certificates does not exceed Rs.50,000/-.

(ii) **Medium Risk**

Where the customer opens account or applies for purchase of certificates or applies for credit of maturity/prematurity value of any existing savings instrument with an amount exceeding Rs.50,000/- but up to Rs.10 lakh and balance in all accounts and savings certificates does not exceed Rs.10 lakh.

(iii) **High Risk**

Where the customer opens account or applies for purchase of certificates or applies for credit of maturity/prematurity value of any existing savings instrument with an amount exceeding Rs.10 lakh and balance in all accounts and certificates does not exceed Rs.10 lakh.

2.5 Customer Identification Procedure: Customer Due Diligence/Know Your Customer (KYC) norms

2.5.1 Following will be the CDD/KYC norms to be followed in case of opening of new accounts/purchase of certificates falling under different types of accounts or Savings Certificates:-

Applicable to all types of Savings schemes including Certificates excluding Pension and Workers Wage Accounts.

FOR LOW RISK CATEGORIES

PHOTOGRAPH	
One (two in case of EDBO) recent Passport Size Photographs are to be given. In case of Joint Account, photograph of all joint holders should be given.	
IDENTIFICATION PROOF	ADDRESS PROOF
Any one of the following documents	Any one of the following documents for Address Proof
<ul style="list-style-type: none"> • Electoral Photo Identity card, • Ration Card with photograph. • Passport, • Driving License, • POSB Identity card/ Post Office Identity Card, Identity card from Central/State Government or PSU e.g PPO, BPL card, Job card issued under MG-NREGA duly signed by an officer of State Government. • Photo Identity Card issued by recognized University/ Education Board/ /College/School. • The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number. 	<ul style="list-style-type: none"> • Bank or Post Office Passbook/Statement with current address • Passport with current address. • Ration Card with current Address. • Electricity Bill of not more than three months old • Telephone Bill of not more than three months old • Salary Slip of reputed Employer with current address. • Certificate from any Public Authority/Postman or Gram Dak Sewak Delivery Agent or Branch Postmaster. • The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number.
ATTESTATION OF PHOTOCOPY OF DOCUMENTS	
Documents should be self-attested or in case of illiterate depositors should be attested by Gazetted Officer/Sarpanch/ Branch/Sub/Head/Chief Postmaster or Postman/Gram Dak Sewak Delivery Agent. In case of investment through agent, these documents should also be attested by the agent.	

In case of Joint Account, ID and Address proof of all depositors are required.

FOR MEDIUM RISK CATEGORIES

PHOTOGRAPH	
One (two in case of EDBO) recent Passport Size Photographs are to be given. In case of Joint Account, photograph of all joint holders should be given.	
IDENTIFICATION PROOF Any one of the following documents	ADDRESS PROOF Any one of the following documents for Address Proof
<ul style="list-style-type: none">• PAN card or letter issued by I T Authority quoting PAN or Declaration in Form 60 or 61. <p>If only Declaration in Form 60 or 61 is provided then one of the following documents are to be given for Identification Proof.</p> <ul style="list-style-type: none">• Electoral Photo Identity card• The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number.• Passport,• Driving License,• Ration Card with photograph.• Photo Identity Card issued by recognized University/ Education Board/ /College/School.• Identify card from Central/State Government or PSU.	<ul style="list-style-type: none">• Bank or Post Office Passbook/Statement with current address• Passport with current address.• Ration Card with current Address.• Electricity Bill of not more than three months old• Telephone Bill of not more than three months old• Salary Slip of reputed Employer with current address.• Certificate from any Public Authority/Postman or Gram Dak Sewak Delivery Agent or Branch Postmaster.• The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number.
ATTESTATION OF PHOTOCOPY OF DOCUMENTS	
Documents should be self-attested or in case of illiterate depositors should be attested by Gazetted Officer/Sarpanch/ Branch/Sub/Head/Chief Postmaster or Postman/Gram Dak Sewak Delivery Agent. In case of investment through agent, these documents should also be attested by the agent.	

In case of Joint Account, ID and Address proof of all depositors are required.

FOR HIGH RISK CATEGORIES

PHOTOGRAPH	
One (two in case of EDBO) recent Passport Size Photographs are to be given. In case of Joint Account, photograph of all joint holders should be given.	
IDENTIFICATION PROOF Any one of the following documents	ADDRESS PROOF Any one of the following documents for Address Proof
<ul style="list-style-type: none">• PAN card or letter issued by I T Authority quoting PAN or Declaration in Form 60 or 61. <p>If only Declaration in Form 60 or 61 is provided then one of the following documents are to be given for Identification Proof.</p> <ul style="list-style-type: none">• Electoral Photo Identity card• The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number.• Ration Card with photograph.• Passport,• Driving License,• Photo Identity Card issued by recognized University/ Education Board/ /College/School.• Identify card from Central/State Government or PSU. <p>Note:- In case of SCSS account, where interest payment in exceeding Rs 10,000/- in a financial year and declaration in Form 15G or 15H is not given, copy of PAN Card is mandatory.</p>	<ul style="list-style-type: none">• Bank or Post Office Passbook/Statement with current address• Passport with current address.• Ration Card with current Address.• Electricity Bill of not more than three months old• Telephone Bill of not more than three months old• Salary Slip of reputed Employer with current address.• The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number.
PROOF OF SOURCE OF FUND	
The customer has to submit copy of document showing source of receipt of funds tendered for investment	
ATTESTATION OF PHOTOCOPY OF DOCUMENTS	
Documents should be self-attested or in case of illiterate depositors should be attested by Gazetted Officer/Sarpanch/ Branch/Sub/Head/Chief Postmaster or Postman/Gram Dak Sewak Delivery Agent. In case of investment through agent, these documents should also be attested by the agent.	

In case of Joint Account, ID and Address proof of all depositors are required.

SPECIAL CATEGORIES OF ACCOUNTS

PENSION ACCOUNT

PHOTOGRAPH One (two in case of EDBO) recent Passport Size Photographs are to be given. In case of Joint Account, photograph of all joint holders should be given.	
IDENTIFICATION PROOF	ADDRESS PROOF Any one of the following documents for Address Proof
Copy of PPO issued by competent Authority.	<ul style="list-style-type: none">• Bank or Post Office Passbook/Statement with current address• Passport with current address.• Ration Card with current Address.• Electricity Bill of not more than three months old• Telephone Bill of not more than three months old• The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number• Certificate from any Public Authority/Postman or Gram Dak Sewak Delivery Agent or Branch Postmaster.
ATTESTATION OF PHOTOCOPY OF DOCUMENTS Documents should be self-attested or in case of illiterate depositors should be attested by Gazetted Officer/Sarpanch/ Branch/Sub/Head/Chief Postmaster or Postman/Gram Dak Sewak Delivery Agent. In case of investment through agent, these documents should also be attested by the agent.	

WORKERS WAGE ACCOUNTS

PHOTOGRAPH One (two in case of EDBO) recent Passport Size Photographs are to be given. In case of Joint Account, photograph of all joint holders should be given.	
IDENTIFICATION PROOF	ADDRESS PROOF Any one of the following documents for Address Proof

Copy of JOB card issued under MG-NREGA duly signed by an officer of State Government.	<ul style="list-style-type: none"> • Bank or Post Office Passbook/Statement with current address • Ration Card with current Address. • Electricity Bill of not more than three months old • Telephone Bill of not more than three months old • The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number • Certificate from any Public Authority/Postman or Gram Dak Sewak Delivery Agent or Branch Postmaster.
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ATTESTATION OF PHOTOCOPY OF DOCUMENTS

Documents should be self-attested or in case of illiterate depositors should be attested by Gazetted Officer/Sarpanch/ Branch/Sub/Head/Chief Postmaster or Postman/Gram Dak Sewak Delivery Agent. In case of investment through agent, these documents should also be attested by the agent.

INDIRA GANDHI NATIONAL OLD AGE/WIDOW/DISABLED PENSION ACCOUNTS.

<p>PHOTOGRAPH</p> <p>One (two in case of EDBO) recent Passport Size Photographs are to be given. In case of Joint Account, photograph of all joint holders should be given.</p>	
<p>IDENTIFICATION PROOF</p>	<p>ADDRESS PROOF</p> <p>Any one of the following documents for Address Proof</p>
<p>Copy of PPO issued by competent Authority.</p>	<ul style="list-style-type: none"> • Ration Card with current Address. • Electricity Bill of not more than three months old • Telephone Bill of not more than three months old • The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number • Certificate from any Public Authority/Postman or Gram Dak Sewak Delivery Agent or Branch Postmaster.
<p>ATTESTATION OF PHOTOCOPY OF DOCUMENTS</p> <p>Documents should be self-attested or in case of illiterate depositors should be attested by Gazetted Officer/Sarpanch/ Branch/Sub/Head/Chief Postmaster or Postman/Gram Dak Sewak Delivery Agent. In case of investment through agent, these documents should also be attested by the agent.</p>	

Note:- In case where the account/certificate holder is minor, the norms shall be applicable to the guardian. In case of joint account, the norms will be applied for all the joint account/certificate holders.

3 Operating Procedure

3.1 Attestation of KYC Documents

(i) At the time of opening of account/ Purchase of certificates or when maturity value of any saving instrument is credited into savings account, it should be ensured that all KYC documents submitted are as per risk categorization and have been self-attested. In case of illiterate customers, the documents are to be attested by any of the Gazetted Officer or Sarpanch Gram Panchyat or any Postal Staff or Gramin Dak Sewak.

(ii) If the account is opened through agent or certificate are purchase through agent, the concerned agent should also attest the documents by putting dated signatures alongwith agency number in addition to self attestation or attestation by other means as mentioned in clause (i) for illiterate depositors/holders. In case of Joint Accounts/investments, documents of all co-depositors or holders are required to be submitted.

(iii) It is the duty of BPM/SPM/Supervisor (APM/DPM) to see that all KYC documents are having attestation as per clause (i) and (ii).

3.2 Disposal of Photograph(s)

(i) BPM/SPM/Supervisor (APM/DPM) will attest the photograph(s) after ensuring that the face impression of depositor/holder agrees with the photograph. In case depositor(s) is/are unable to attend post office for opening of account and all documents are submitted through a messenger or in case of investment through agent (in RD/TD/MIS only), the photograph should be attested by comparing the same with copy of Photo ID. If the photo on the photocopy is not legible, the agent should be asked to submit either legible copy or the original document.

(ii) In EDBO, BPM shall paste one photo in the SS Book and one on the account opening form or purchase application (in case BO is authorized to do certificate work).

(iii) In SOs, SPM shall ensure that one photo is pasted on the SS Book and on the Account opening form in case of RD/MIS/SCSS accounts. In case of certificates, one photo should be pasted on the Purchase application form.

(iv) In case of HPO, Supervisor/APM/DPM shall ensure that one photo is pasted on the Account opening form. In case of certificates, one photo should be pasted on the Purchase application form.

Note:- In case of SCSS accounts, one additional photograph is required to be taken for pasting in the Passbook which is mandatory for SCSS accounts.

3.3 Disposal of copies of KYC Documents

(i) In HPOs, KYC Documents should be attached with Account opening form or Purchase application. In case of accounts opened at EDBOs in account with HO, documents will be received along with account opening form and preserved in the guard file of account opening forms of HO itself. In case of certificates, KYC documents should be attached with purchase applications.

(ii) In SOs, KYC Documents shall be attached with Account Opening forms in case of RD, MIS and SCSS accounts and concerned purchase application form in case of certificates. In case of SB/TD and PPF accounts, KYC documents should be filed in guard files at SO itself which shall remain in the custody of APM/SPM.

(iii) In EDBO, GDSBPM shall take attested copies of KYC Documents or attest the same after verifying with original, and send account opening form/Certificate Purchase application form to Account Office along with KYC documents.

3.4 Comparison of Address

BPM/SPM/Supervisor (APM/DPM) shall ensure that address mentioned in the account opening form or purchase application is the same as mentioned in the address proof document.

3.5 Comparison of name

BPM/SPM/Supervisor (APM/DPM) shall ensure that name of depositor mentioned in the account opening form or purchase application is the same as mentioned in the Identity proof document.

3.6 Recording of receipt of KYC Documents

BPM/SPM/Supervisor (APM/DPM) shall record in writing under dated signatures on Account Opening Form or Purchase application as "KYC Documents verified & attached".

3.7 Procedure at the time of re-investment

(i) In case of depositor/investor approaching the same post office for another account opening or purchase of certificates either directly or through agent who has already given CDD/KYC documents, there is no need to take these documents again unless the GDS BPM/SPM or Postmaster has any suspicion about him.

(ii) In above cases, the depositor or investor has to write account number or registration number of certificates through which CDD/KYC documents were given earlier. For this, in place of photograph in Account Opening form or on the top of purchase application, the depositor shall write under dated signatures as “ KYC Documents already submitted vide A/C No./Registration No._____ dated_____.” If the depositor is carrying the passbook of that account or certificates in original or photocopy, the BPM/SPM/Postmaster shall verify from these documents, the name and address of the depositor or investor and attach the photocopy if available with the depositor/ investor with account opening form/purchase application of re-investment or the BPM/SPM/Postmaster shall verify the name and address of the depositor/investor from the Account Opening form or Purchase Application or Ledger or SS Book (in case of SO and EDBO) and put remark in red ink on the fresh Account opening form or Purchase Application “ KYCD already taken and verified” under his dated signatures. **If the account/certificates referred are found closed/discharged, fresh KYC documents should be taken.**

3.8 When maturity value is credited into savings account

When any depositor or certificate holder requests for credit of maturity value into existing savings account, it should be allowed only after ensuring that concerned savings account was opened with due KYC documents applying risk category as per balance in the account after credit of maturity value. In case a new savings account is opened to credit maturity value, it should be ensured that due KYC documents of appropriate risk category are taken based on the maturity value being credited into the account.

3.9 General

(i) In case any post office finds that depositor/investor is not co-operating in furnishing fresh KYC documents in case of any suspicion, the Postmaster will refer the matter to the head of Postal Division who will order closure of Account and intimate the depositor/investor the reasons of taking such decision.

(ii) In case, wife, son, daughter and parents etc. who live with the father/mother and son, as the case may be, ID proof and Address Proof of the relative with whom the prospective customer is living along with a declaration from the relative that the prospective customer who wants to open an account or purchase a certificate is staying with him/her.

4. Monitoring of Transaction:

4.1 Maintenance of Records of Transactions

4.1.1 All post offices shall maintain the record of all transactions including the record of:-

(a) All cash transactions of the value of more than Rs.10 Lakh.

(b) All series of cash transactions which are less than Rs.10 lakh but are integrally connected and are carried out within one month period and totally exceed Rs.10 Lakh.

(c) Any transaction where cash is accepted and forged or counterfeit currency notes are used or where forgery of valuable Security or documents has taken place.

(d) Any attempted transaction involving forged or counterfeit currency notes, forged security or document.

(e) All suspicious transactions, involving deposit withdrawal, transfer of account, solvency certificate/ Idemnity certificate etc. irrespective of the amount of transaction.

4.1.2. Definition of suspicious transaction:-

Suspicious Transaction means a transaction defined in clause (v) below, including an attempted transaction, whether or not made in cash which, to a person acting in good faith-

(i) gives rise to a reasonable ground of suspicion that it may involve proceeds of an offence specified in the schedule to the Act, regardless of the value involved: or

(ii) appears to be made in circumstances of unusual or unjustified complexity : or

(iii) appears to have no economic rationale or bonafide purpose; or

(iv) gives rise to a reasonable ground of suspicion that involves financing of the activities relating to terrorism;

4.1.3 Definition of 'Transaction'

'Transaction' includes deposit, withdrawal, exchange or transfer of funds in whatever currency, whether in cash or by cheque, payment order or other instruments or by electronic or other non-physical means.

4.1.4 All Long Books, Ledgers, Specimen Signature Books, BO SB/RD/TD Journals, List of Transactions, BO Daily Accounts, Vouchers etc. need to be kept properly arranged at all levels i.e EDBO/SO/HO including SBCO so that any transaction can be re-constructed to know:-

- (a) The nature of transaction
- (b) The amount of transaction
- (c) The date on which transaction was conducted
- (d) Parties to the transaction.

4.2 Reporting of Transactions.

Following types of transactions are to be reported:--

4.2.1 Types of transactions

- (a) All **cash** transactions of value more than Rs.10 Lakh.
- (b) All series of cash transactions which are less than Rs.10 lakh but are integrally connected and are carried out within one month period and totally exceed Rs.10 Lakh.
- (c) Any account where cash is accepted and forged or counterfeit currency notes are used or where forgery of valuable Security or documents has taken place.
- (d) Any attempted transaction involving forged or counterfeit currency notes, forged security or document.
- (e) All suspicious transactions, involving deposit, withdrawal, transfer of account, solvency certificate/ Idemnity certificate etc. irrespective of the amount of transaction.

5. Reporting schedule

Types of Transactions	Method of reporting of transactions.
<p>Cash Transactions (CTR)</p> <p>(a) All cash transactions more than Rs.10 Lakh.</p> <p>(b) All series of cash transactions which are less than Rs.10 lakh but are integrally connected and are carried out within one month period and totally exceed Rs.10 Lakh.</p>	<ol style="list-style-type: none"> 1. In-charge of every departmental post office will be personally responsible for preparation of list of transactions (deposit/issue/withdrawal/discharge) mentioning nature of transaction, amount, name and address of depositor/holder, date of transaction, place of transaction, PAN No. (if given) of depositor/holder. He/She will be responsible for sending this list to Head of the Division on monthly basis by 3rd working day of the subsequent month. 2. Head of the Division will be personally responsible for sending post office wise list of such transactions of his division to the Head of the circle by 5th working day of the subsequent month. 3. Head of the circle will be responsible for sending the consolidated post office-wise list of such transactions to DDG(PCO) in Directorate by 8th working day of the subsequent month. In case no such report is received from field units by due date, a NIL report should be sent to DDG (PCO), PMLA in Directorate.

<p>Suspected Transaction (STR)</p> <p>(c) Any account where cash is accepted and forged or counterfeit currency notes are used or where forgery of valuable Security or documents has taken place.</p> <p>(d) Any attempted transaction involving forged or counterfeit currency notes, forged security or document.</p> <p>(e) All suspicious transactions, involving deposit withdrawal, transfer of account, solvency certificate/ Idemnity certificate etc. irrespective of the amount of transaction.</p>	<ol style="list-style-type: none"> 1. In-charge of every departmental post office will be personally responsible for preparation of list of transactions (deposit/issue/withdrawal/discharge) mentioning nature of transaction, amount, name and address of depositor/holder, date of transaction, place of transaction, PAN No. (if given) of depositor/holder and nature/reson of suspicion in detail and will be responsible for sending this list to the Head of the Division (by name) on the very same day. 2. The Head of the Division will be personally responsible for sending post office wise list of such transactions of his division to head of circle (by name) on the very same day of the receipt of STR from PO. 3. The Head of the Circle will be responsible for sending the consolidated post office-wise list of such STRs to DDG(PCO), PMLA (by name) at Directorate by on the very same day of receipt of STR from D.O.
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Note 1:- It is likely that in some cases transactions are abandoned/aborted by customers on being asked to give some details or to provide documents. **All such attempted transactions should also be reported like STRs irrespective of the amount of the transaction and even if the transaction is not completed by the customer.**

6. Record Keeping

6.1 All long books and List of Transactions either available in hard copy or in soft copy should be preserved for 10 years.

6.2 All ledger cards or account details either available in hard or soft copy, Account Opening Forms with CDD/KYC documents and SS Books should be preserved for 10 years after closure of the account.

6.3 All account closure vouchers are to be preserved for 10 years from the date of closure of accounts.

6.4 All purchase application forms alongwith KYC/CDD documents should be preserved for 10 years after discharge of certificates.

7 GUIDELINES TO BE FOLLOWED FOR EXISTING POSB/SC ACCOUNT/CERTIFICATE HOLDERS WITH EFFECT FROM THE DATE OF RECEIPT OF THIS ORDER.

For the purpose of implementation of the provisions on Prevention of Money Laundering (PML) Act 2002 and rules made under this act, Ministry of Finance, Department of Economic Affairs (Budget Division) has formulated following procedure for implementation of AML/CFT norms for the existing customers of Small Savings Schemes.

7.1 How to take KYC/CDD documents in existing accounts/certificates?

(i) In case of Savings/PPF/MIS/SCSS/NSS/TD/Recurring Deposit Accounts

A printed notice will be handed over to the depositor/messenger at the time of next transaction (deposit/withdrawal) after receipt of this SB Order. Appropriate KYC documents should be taken based on the balance in the account applying risk categorization given in Para 2.4. For maintenance of KYC documents same procedure as mentioned in Para 3 should be followed. If depositor/messenger fails to submit these documents up to 3rd next transaction, 4th transaction will not be allowed. In case of RD accounts opened through agents, the ID and Address proof should also be attested by agent concerned. If depositor(s) has already given KYC documents in case of any fresh investment, he will produce copy of the passbook or certificate as a proof. In such case necessary remarks may be given on the Account opening form or SS Book of old accounts.

CDD/KYC documents are also required to be taken in the existing accounts in case of Transfer of account, revival of silent account or when depositor's signatures not matched with existing specimen.

(ii) In case of Certificates/KVP

A notice will be displayed at the notice board placed in Public Hall to submit KYC documents as mentioned above. If these are not provided before maturity, at the time of Discharge of certificates/KVP, the depositor/messenger has to submit appropriate KYC documents of depositor(s) applying risk categories mentioned in Para 2.4. If depositor/messenger fails to submit these documents, discharge should not be allowed.

CDD/KYC documents are also required to be taken in the existing certificates when customer applies for transfer of certificates/KVP either from one post office to another or from one person to another wherever applicable and **when holder's signatures not matched with the existing specimen.**

Note 1 :- CDD/KYC documents are also required to be taken afresh in the existing accounts or certificates when there is a suspicion of money laundering or terrorist financing or when there is doubt about the veracity or adequacy of previously obtained customer identification data or where there is doubt over identity of the depositor/investor.

8. Record Keeping

All instructions issued in case of new accounts/certificates will also be applicable to old accounts/certificate.

9. Reporting

All instructions issued in case of new accounts/certificates will also be applicable to old accounts/certificate.

Notice

For SB/RD/TD/MIS/NSS/SCSS/PPF Account Holder/NSC and KVP Holder.

It is requested to provide following documents at the time of next transaction (deposit/withdrawal)/at the time of maturity of NSC/KVP as per following categorization:-

Sl. No.	Category	Definition
1	Low Risk	Where the customer is having account(s) and certificates with having balance in all accounts and certificates not exceeding Rs 50,000/-.
2.	Medium Risk	Where the customer is having account(s) and certificates with having balance in all accounts and certificates exceeding Rs 50,000 and up to Rs 10 Lakh.
3	High Risk	Where the customer is having account(s) and certificates with having balance in all accounts and certificates exceeding Rs 10 Lakh.

*FOR LOW RISK CATEGORIES

PHOTOGRAPH One (two in case of EDBO) recent Passport Size Photographs are to be given. In case of Joint Account, photograph of all joint holders should be given.	
IDENTIFICATION PROOF Any one of the following documents	ADDRESS PROOF Any one of the following documents for Address Proof
<ul style="list-style-type: none"> • Electoral Photo Identity card, • Ration Card with photograph. • Passport, • Driving License, • POSB Identity card/ Post Office Identity Card, Identity card from Central/State Government or PSU e.g PPO, BPL card, Job card issued under MG-NREGA duly signed by an officer of State Government. • Photo Identity Card issued by recognized University/ Education Board/ /College/School. • The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number. 	<ul style="list-style-type: none"> • Bank or Post Office Passbook/Statement with current address • Passport with current address. • Ration Card with current Address. • Electricity Bill of not more than three months old • Telephone Bill of not more than three months old • Salary Slip of reputed Employer with current address. • Certificate from any Public Authority/Postman or Gram Dak Sewak Delivery Agent or Branch Postmaster. • The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number.
ATTESTATION OF PHOTOCOPY OF DOCUMENTS Documents should be self-attested or in case of illiterate depositors should be attested by Gazetted Officer/Sarpanch/ Branch/Sub/Head/Chief Postmaster or Postman/Gram Dak Sewak Delivery Agent. In case of investment through agent, these documents should also be attested by the agent. In case of Joint Account, ID and Address proof of all depositors are required.	

*FOR MEDIUM RISK CATEGORIES

PHOTOGRAPH One (two in case of EDBO) recent Passport Size Photographs are to be given. In case of Joint Account, photograph of all joint holders should be given.	
IDENTIFICATION PROOF Any one of the following documents	ADDRESS PROOF Any one of the following documents for Address Proof
<ul style="list-style-type: none"> • PAN card or letter issued by I T Authority quoting PAN or Declaration in Form 60 or 61. <p>If only Declaration in Form 60 or 61 is provided then one of the following documents are to be given for Identification Proof.</p> <ul style="list-style-type: none"> • Electoral Photo Identity card • The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number. • Passport, • Driving License, • Ration Card with photograph. • Photo Identity Card issued by recognized University/ Education Board/ /College/School. • Identify card from Central/State Government or PSU. 	<ul style="list-style-type: none"> • Bank or Post Office Passbook/Statement with current address • Passport with current address. • Ration Card with current Address. • Electricity Bill of not more than three months old • Telephone Bill of not more than three months old • Salary Slip of reputed Employer with current address. • Certificate from any Public Authority/Postman or Gram Dak Sewak Delivery Agent or Branch Postmaster. • The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number.

<p>ATTESTATION OF PHOTOCOPY OF DOCUMENTS Documents should be self-attested or in case of illiterate depositors should be attested by Gazetted Officer/Sarpanch/ Branch/Sub/Head/Chief Postmaster or Postman/Gram Dak Sewak Delivery Agent. In case of investment through agent, these documents should also be attested by the agent.</p> <p>In case of Joint Account, ID and Address proof of all depositors are required.</p>

***FOR HIGH RISK CATEGORIES**

<p>PHOTOGRAPH One (two in case of EDBO) recent Passport Size Photographs are to be given. In case of Joint Account, photograph of all joint holders should be given.</p>	
<p>IDENTIFICATION PROOF Any one of the following documents</p>	<p>ADDRESS PROOF Any one of the following documents for Address Proof</p>
<ul style="list-style-type: none"> • PAN card or letter issued by I T Authority quoting PAN or Declaration in Form 60 or 61. <p>If only Declaration in Form 60 or 61 is provided then one of the following documents are to be given for Identification Proof.</p> <ul style="list-style-type: none"> • Electoral Photo Identity card • The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number. • Ration Card with photograph. • Passport, • Driving License, • Photo Identity Card issued by recognized University/ Education Board/ /College/School. • Identify card from Central/State Government or PSU. <p>Note:- In case of SCSS account, where interest payment in exceeding Rs 10,000/- in a financial year and declaration in Form 15G or 15H is not given, copy of PAN Card is mandatory.</p>	<ul style="list-style-type: none"> • Bank or Post Office Passbook/Statement with current address • Passport with current address. • Ration Card with current Address. • Electricity Bill of not more than three months old • Telephone Bill of not more than three months old • Salary Slip of reputed Employer with current address. • The letter issued by the Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number.
<p>PROOF OF SOURCE OF FUND The customer has to submit copy of document showing source of receipt of funds tendered for investment</p>	
<p>ATTESTATION OF PHOTOCOPY OF DOCUMENTS Documents should be self-attested or in case of illiterate depositors should be attested by Gazetted Officer/Sarpanch/ Branch/Sub/Head/Chief Postmaster or Postman/Gram Dak Sewak Delivery Agent. In case of investment through agent, these documents should also be attested by the agent.</p> <p>In case of Joint Account, ID and Address proof of all depositors are required.</p>	

Note 1:- In case where the account/certificate holder is a minor, the norms shall be applicable to the guardian. In case of joint account, the norms will be applied for all the joint account/certificate holders.

If these documents are not provided, no further transaction will be allowed after 3rd transaction from this date.

By Order
Postmaster

***Please ignore the category which is not applicable.**

Date stamp of Post Office.

No.79-01/2012-SB
Government of India
Ministry of Communications & IT
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Date: 12.10.2012

IMMEDIATE ATTENTION FOR POST OFFICES USING SANBCHAY POST

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

Subject:- Problems in Sanchay Post Software in handling Extended Sr. Citizens Savings Scheme Accounts.

Sir / Madam,

The undersigned is directed to say that there are some known issues in Version-7 of the Sanchay Post which Software Development Center (SDC) Chennai has put on its web-site for information of all users of Sanchay Post alongwith instructions for handling these issues. Most important of these are relating to operating Extended SCSS Accounts. It has been brought to the notice of this office that the instructions put on the web site of SDC Chennai for handling these issues are not being followed in all offices. This may perhaps be due to lack of visiting the web site by the post offices. These issues along with instructions issued by SDC Chennai are reproduced below:-

SCS Extended Accounts Closure

For SCS Accounts closed after completion of 8 years (extended accounts), interest for no. of days elapsed from date of maturity to date of closure is erroneously calculated at the rate of 9%. Post Maturity has to be paid for completed months only at SB rates of interest. Post Maturity Interest should be calculated manually at the time of closure.

SCS accounts extended after April 2012

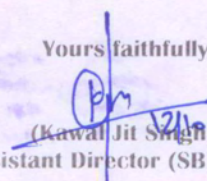
For SCS Accounts extended after 01/04/2012, the interest rate should be at the prevailing rate, i.e. 9.3%. Software will calculate interest based on the date of opening of the account, i.e. 9%. For these accounts, use 'Miscellaneous >> Updation of interest in extended SCS accounts' option in DBAnalyzer for solution.

Transfer-in of SCS extended accounts

For SCS extended accounts opened as transfer-in, open the SCS account as transferred-in with 21 withdrawals through online module. If one year has elapsed from the date of maturity, then use 'Miscellaneous

2. It is requested that all post offices using Sanchay Post Software Ver-7 may be directed to follow these instructions scrupulously till the new patch is released.
3. This issues with the approval of DDG(FS).

Yours faithfully,


 (Kawal Jit Singh)
 Assistant Director (SB)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)/DDG(PG & Inspections)/DDG (PCO)
2. Director (FS)/Director (CBS), Dak Bhawan.
3. Director of Audit (P&T), Delhi.
4. Resident Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. Director PTC Mysore for uploading the SB order on India Post Web Site.
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. All Accounts Officers ICO(SB)
11. All recognized unions.
12. MOF(DEA), NS-II, North Block, New Delhi
13. Director, NSI, CGO Complex, 'A' Wing, 4th Floor, Seminary Hills, Nagpur-440006
14. PS to Member (I)
15. PPS to Secretary Posts

No.113-01/2011-SB
Government of India
Ministry of Communications & IT
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Date: 25.10.2012

CORRIGENDUM

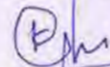
To
All Heads of Circles/Regions
Addl. Director General, APS, New Delhi.

Subject:- Revision in Interest Rates of Small Savings Schemes w.e.f 1st April 2012-
Interest Tables of Time Deposit Accounts opened on or after 1.4.2012.

Sir / Madam,

The undersigned is directed to refer to this office SB Order No.12/2012 dated 03.10.2012 vide which Interest Tables for TD closure/premature closure were circulated. It has been brought to the notice of this office that the tables are creating some confusion in the field. Therefore, the tables have been revised and are enclosed for fresh circulation.

Yours faithfully,



(Kawal Jit Singh)
Assistant Director (SB)

Enclosure:- Interest Tables.

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF)/DDG(RB)/DDG(PG & Inspections)/DDG (PCO)
2. Director (FS)/Director (CBS), Dak Bhawan.
3. Director of Audit (P&T), Delhi.
4. Resident Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. Director PTC Mysore for uploading the SB order on India Post Web Site.
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. All Accounts Officers ICO(SB)
11. All recognized unions.
12. MOF(DEA), NS-II, North Block, New Delhi
13. Director, NSI, CGO Complex, 'A' Wing, 4th Floor, Seminary Hills, Nagpur-440006
14. PS to Member (T)
15. PPS to Secretary Posts

TD INTEREST TABLE					TD INTEREST TABLE		
Applicable to TD accounts opened on or after 1.4.2012					For the purpose of premature closure of TD accounts opened on or after 1.4.2012		
					Annual Interest (compounded quarterly)		
Amount	8.20%	8.30%	8.40%	8.50%	7.20%	7.30%	7.40%
200	16.91	17.12	17.34	17.55	14.79	15	15.22
400	33.82	34.25	34.67	35.1	29.59	30.01	30.43
600	50.73	51.37	52.01	52.65	44.38	45.01	45.65
800	67.64	68.5	69.35	70.2	59.17	60.02	60.86
1000	84.56	85.62	86.68	87.75	73.97	75.02	76.08
2000	169.11	171.24	173.37	175.5	147.93	150.05	152.16
3000	253.67	256.86	260.05	263.24	221.9	225.07	228.24
4000	338.22	342.48	346.73	350.99	295.87	300.09	304.32
6000	422.78	428.1	433.42	438.74	369.84	375.11	380.39
8000	507.34	513.72	520.1	526.49	443.8	450.14	456.47
7000	591.89	599.34	606.78	614.24	517.77	525.16	532.55
8000	676.45	684.95	693.47	701.98	591.74	600.18	608.63
9000	761.01	770.57	780.15	789.73	665.71	675.21	684.71
10000	845.56	856.19	866.83	877.48	739.67	750.23	760.79
20000	1691.12	1712.39	1733.66	1754.96	1479.35	1500.46	1521.58
30000	2536.68	2568.58	2600.5	2632.44	2219.02	2250.68	2282.37
40000	3382.25	3424.77	3467.33	3509.92	2958.7	3000.91	3043.16
60000	4227.81	4280.96	4334.16	4387.4	3698.37	3751.14	3803.95
80000	5073.37	5137.16	5200.99	5264.88	4438.05	4501.37	4564.74
70000	5918.93	5993.35	6067.83	6142.36	5177.72	5251.6	5325.53
80000	6764.49	6849.54	6934.66	7019.84	5917.39	6001.82	6086.32
90000	7610.05	7705.74	7801.49	7897.32	6657.07	6752.05	6847.1
100000	8455.61	8561.93	8668.32	8774.8	7396.74	7502.28	7607.89

No.61-03/2012-SB
Government of India
Ministry of Communications & IT
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Date: 16.11.2012

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

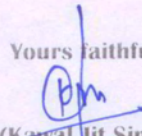
Subject:- Purchase of National Savings Certificates by an adult on behalf of a minor- a clarification regarding.

Sir / Madam,

The undersigned is directed to say that this office has received a complaint through Secretary (Coord & PG), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi regarding refusal of issue of NSC in the name of Grand Daughter (minor) to one Sh. S.P.Jain by Palam Vihar PO as well as SSPOs Gurgaon (Haryana).

2. It is clarified that as per Rule 4(2)a of NSC-VIII issue and IX issue rules, a single holder type certificates may be issued to an adult for himself or on behalf of a minor or to a minor. Therefore, it is clarified that NSCs can be purchased by any adult in the name of a minor irrespective of any relation.
3. It is requested that all this may be circulated to all post offices for information and necessary guidance so that complaints of this nature may be avoided.
4. This issues with the approval of DDG(FS).

Yours faithfully,


(Kawaljit Singh)
Assistant Director (SB)

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&TA/DDG(PAF)/DDG(RB)/DDG(PG & Inspections)/DDG (PCO)
2. Director (FS)/Director (CBS), Dak Bhawan.
3. Director of Audit (P&T), Delhi.
4. Resident Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. Director PIC Mysore for uploading the SB order on India Post Web Site.
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. All Accounts Officers ICO(SB)
11. All recognized unions.
12. MOF(DEA), NS-II, North Block, New Delhi
13. Director, NSI, CGO Complex, 'A' Wing, 4th Floor, Seminary Hills, Nagpur-440006
14. PS to Member (I)
15. PPS to Secretary Posts