

F.No 25-11/2016-FS-CBS
Government of India Ministry of Communication & IT
Department of Posts
Financial Services Division

Dak Bhawan, New Delhi -110001
Dated: 10.11.2016

ADDENDUM-II

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

Subject: Steps to be taken for smooth functioning of POSB operations and prevention of frauds in CBS Offices.

Respected Sir/Madam,

The undersigned is directed to refer to this office SB Order 5/2016 issued vide letter of even number dated 21.06.2016 and Addendum dated 4.8.2016 on the subject vide which various steps to be taken by Post Offices/Divisions/ Circles were circulated to Heads of Circles. On receipt of reference from some field units, the competent authority has decided to issue this Addendum-II through which the process of transfer of certificates from one person to another mentioned in Point No.11 of the SB Order dated 21.06.2016 shall be replaced with the following process:-

11. Transfer of account/certificate from one person to another should be initiated at SO Level by using the menu HCCA. SO should maintain separate register and guard file for entering such requests and keeping the documents. After initiating the process, such requests should be sent to HO along with documents and date of sending to HO and Transaction ID should be entered in the register as well as on the application for transfer. When such request along with documents is received at HO, all such requests should be verified by Postmaster of HPO (after confirming that all the documents are complete as per prescribed rules) by using HCCS and HCCA menus on the day of receipt and return the Application and documents to SO duly signed and approved. HO shall also maintain separate register and guard file for the requests presented directly at HO. For requests received from SOs, a separate register should be maintained to enter such requests with date of receipt, date of return and Transaction ID of the each request.

—This issue with approval of competent authority.

Yours Faithfully,


(Babu Lal Barolia)

Assistant Director (SB-II)

Copy to:-

- 1.DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG(Estt.)/DDG(PG &Insp.)/ DDG (PCO)
2. Director (Tech) O/o Pr. CPMG T..N Circle.
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. Director CEPT Mysore for uploading the SB order on India Post Web Site.
9. Dy.Director (CEPT) Chennai O/O CPMG T.N.Circle, Chennai for taking up changes in Sanchaya Post with the vendor and issue necessary guidelines to Post offices working on Sanchaya Post for handling such cases.
- 10 ADG(CBS) for taking up the matter with the FSI Vendor for solution development in Finacle CBS Application immediately.
11. Dy.Manager FSI &RSI (CEPT)O/O CPMG T N Circle Chennai.
12. AD /Inspection/PF/Vigilance
13. All Accounts Officers ICO(SB)
14. All recognized unions.
15. MOF(DEA), NS-II, North Block, New Delhi
16. Director, NSI, CGO Complex, 'A' Wing, 4th Floor, Seminary Hills, Nagpur-440006
17. PS to Member (T) 18. PPS to Secretary Posts