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Government of India
Ministry of Communications
Department of Posts
(PBI Division)

Dak Bhawan, New Delhi
Date: 10 /10/2018

To,

All CPMGs/ PMGs
All GMs (F) / DAPs
GM (Finance), Delhi – (Head of DoP –IPPB Nodal Office)

Sub: - Revised Standard Operating Procedure (version 1.2) for Cash Management arrangement between DoP and IPPB

Please find enclosed copy of the Revised Standard operating Procedure for Cash Management arrangement between DoP and IPPB.

2. The document provides Cash Management process to be followed at all the access points (HO, SO, BO), DAP and Central Nodal Office for settlement and reconciliation of transactions between IPPB and DoP.

3. All concerned are advised to adhere to the process mentioned in the document enclosed with this letter.

Enclosures: as above


(Abhishek Jain)
ADG (PBI)

Copy to:-

1. CGM (BD & MD) /CGM (PLI)
2. All Sr. DDGs/ All DDGs
3. GM, CEPT, Mysore
4. Director, RAKNPA
5. All Directors, PTCs
6. CEO, IPPB
6. CFO, IPPB

Revised Standard Operating Procedure on Cash Management between DoP & IPPB

(Version 1.2)

Date: 10/10/2018

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1. Introduction

This document provides the basic understanding of Cash Management Process to be followed at all the Access Points (HO, SO, BO), DAPs and the Central Nodal Offices for settlement and reconciliation of transactions between India Post Payments Bank (IPPB) and Department of Posts (DoP). The document covers the business processes to be followed at ground level by end users, thereby enabling them to undertake cash transactions on behalf of the customers and settle the Net Cash positions, cash reconciliation aided at multiple levels and handling of Disputes, if any at the central level.

2. Version Control

Version Date	Version Name	Description
13/03/2018	V1.0	Cash Management SOP
28/08/2018	V1.1	Revised Cash Management SOP
10/10/2018	V1.2	Revised Cash Management SOP

3. Guiding Principles:

1. As per the DoP-IPPB MoU, the Department of Post (DoP) will act as a Corporate Business Correspondent (BC) to India Post Payments Bank (IPPB) and provide middle office and back-end support for cash management. As part of this role, DoP will manage the cash requirements at all IPPB access points. This includes dedicated counters being managed by DoP personnel within IPPB branches/controlling offices and access points across Head Post Offices (HO), Sub post office (SO) and Branch Post Offices (BO) and End users linked to these offices (GDS/Postmen).

2. RBI in context of scaling up of the BC model issues in cash management vide circular RPCD.FID.BC. No.96/12.01.011 dated 22-04-2014 inter-alia stated as under:

“The insistence by banks on BCs to fully prefund their accounts even after considerably long business relationship has become a major impediment in scaling up operations of BCs. It is, therefore, important for banks to recognize that cash handled by BCs, while doing banking business on behalf of the Bank, is Bank's Cash. In view of the above and with a view to scale up the BC model it has been decided that:

- a. The Boards of the Banks must review the operations of BCs at least once every six months with a view to ensuring that requirement of prefunding of Corporate BCs and BC Agents should progressively taper down with the passage of time*
- b. As the cash handled by BCs is Bank's cash, the responsibility for insuring this cash should rest with the banks.”*

Taking guidance from the aforementioned RBI circular dated Apr 22, 2014, IPPB has drafted the BC Policy, duly approved by the Board of the bank (Refer Annexure II).

3. All transactions for IPPB at the access points would be done using the Real-time online systems (CBS at Post office counters and Agent App for Doorstep Banking) of IPPB. This is compliant with RBI's Payments Bank operating guidelines, which doesn't allow any offline transaction.

4 Cash Management Model

1. *The entire cash management model has been designed considering the existing processes followed across the offices of Department of Posts. The process aligns with the established principles of cash accounting* which is illustrated below:
2. At a central level, IPPB and DoP will agree on the prefunding balance as per business projections to be maintained by IPPB with DoP. The Cash withdrawals done by the customers during the day will be tracked by DoP Nodal Office as per their discretion (recommended every 30 mins) to ensure that DoP is not out of funds at any point of time. If during the day, the Net of Cash deposit and withdrawal by customers breach 80% of the balance of the prefunding amount, IPPB will replenish the funds based on the business projections. (Going forward, it is recommended to maintain the prefunding amount through an Escrow Account)
3. As part of the initial setup, IPPB will prefund the DoP Account maintained with SBI with a pre-defined balance (as per business projections). For illustrative purposes, if the pre-agreed limit is Rs. 10 Lakhs, then IPPB would transfer the funds to DoP.
4. The threshold trigger would be calculated as the difference between Total withdrawals and Total Deposits). For illustration,

A	-	Prefunding Balance
B	-	Total of Deposits at the time
C	-	Total withdrawals at the time

If (C-B) is greater than 80% of (A), threshold will be considered triggered.

5. DoP Nodal office will access the monitoring report (Consolidated Report 3) in “HFINRPT menu” in Finacle and will be responsible for monitoring the threshold and inform IPPB Finance Dept. in case of trigger of threshold. IPPB, CPC will also monitor the report and keep DoP and IPPB Finance Dept. informed of the need to replenish funds in case of trigger of threshold.
6. At the access points across the country, DoP will treat IPPB as an additional line of business and facilitate cash transactions for IPPB customers using the existing cash available with them.

5. Roles and Responsibilities Matrix

The below table illustrates the roles and responsibilities for each DoP stakeholder. Details of each role is mentioned in subsequent sections.

Role	Responsibility	Time	Application
Nodal Office (Delhi)	1. Settlement of Funds basis IPPB system reports 2. Monitoring of Net Cash position periodically during the day and inform IPPB in case of breach of 80% threshold.	1. EoD 2. During the day at defined frequency	1.(i) IPPB Finacle (HFIRNPT – Cash/ sweeps settlement with DoP Consol Report-3) (ii) MIS report from CSI & Meghdoot to reconcile with (i) above 2. IPPB Finacle (HFIRNPT – Cash Settlement Report)
Circle Offices (DAP)	1. Monitor the total cash transactions done on behalf of IPPB in Post offices linked to respective circle. 2. Tally above figure with the previous day's figures in CSI daily accounts.	1. EoD 2. Next day BoD	1. IPPB Finacle (HFIRNPT – Cash Management Report) 2. CSI POS
In charge of Post Office i.e. PM/ SPM & Delivery APM, Treasurer (Role may be defined as per existing process of Post office followed for POSB counters and Money Orders)	1. Doorstep Service allocation to Postmen/GDS (including BO) by Super User. 2. Issue cash to Counter PA/ Postmen/ GDS/linked BO's 3. Tally the physical cash in hand for Counter PA's /Postmen/ GDS/linked BO's with cash transactions in IPPB Finacle/AMS. 4. Estimate total cash requirement for IPPB transactions at counter & Doorstep for the next day and place the request with Cash office. 5. Tally the previous day's figures of IPPB transactions in CSI daily accounts.	1. BoD 2. BoD 3. EoD 4. EOD 5. Next day BoD	1. IPPB Finacle 2. CSI-Treasury /POS (CSI office) Meghdoot Treasury(Non-CSI) 3. IPPB Finacle (HFIRNPT – Cash Management Report)/ Transaction History in IPPB AMS 4. IPPB Reports and business projection. 5. CSI POS

Counter Postal Assistant	For CSI enabled offices 1. Perform Cash transactions for the customers. 2. Tally the total cash transactions done in IPPB Finacle for the day with Cash in Hand.	1. During the Day 2. EoD	1. IPPB Finacle (CTM Menu only) 2. IPPB Finacle (HFTI/ Daily Transaction Report (HFINRPT))
	For Non-CSI offices 1. Collect cash from Treasury for IPPB transactions and enter cash in IPPB Finacle Teller Account. 2. Perform Cash transactions for the customers. 3. Tally the total cash transactions done in IPPB Finacle for the day with Cash in Hand.	1. BoD 2. During the Day 3. EoD	1. IPPB Finacle (HTM Menu) 2. IPPB Finacle (CTM Menu only) 3. IPPB Finacle (HFTI/ Daily Transaction Report (HFINRPT))
Postmen/ GDS BPM/GDS MD	1. Perform cash transactions for IPPB customer. 2. Tally the total cash transactions done in IPPB Agent App for the day with Cash in Hand with cash in hand.	1. During the day (till 1600 hrs) 2. EoD	1. Cash Transaction menu on IPPB Agent App 2. Transaction History in IPPB Agent App

6. Limits on Cash Transactions

6.1. To enable smooth IPPB banking operations across the access points, IPPB and DoP have agreed on below cash limits:

Saving Account (Per customer per day)			
Transaction Type	HO	SO	BO/Postman/GDS (Doorstep)
Deposit	No Limit	No Limit	INR 5,000
Withdrawal (INR)	INR 20,000	INR 20,000	INR 5,000

Limits: Current Account (Per Customer Per Day)			
Transaction Type	HO	SO	BO/Postman/GDS (Doorstep)
Deposit	No Limit	No Limit	INR 20,000
Withdrawal (INR)	INR 20,000	INR 20,000	INR 20,000

6.2. Adequate insurance cover has been taken by IPPB for all cash handled by DOP on account of IPPB (Counter and in-transit).

6.3. All IPPB cash transactions would be undertaken between BoD to 16:00 hrs.

7. Illustrative flow of the activities undertaken by each office

For CSI enabled Access Points

7.1 Beginning of Day process Postal Assistants

- (i) Before the opening of the post office/IPPB counter, the Post Master concerned would take appropriate steps to ensure that adequate cash is available with the respective counter/ end-user and issue necessary orders to the treasury.
- (ii) Post Master concerned would also ensure doorstep Service allocation to Postmen/GDS (including BO) by Super User.

Activities performed on Day 1

S. No	Action	Responsible Party
1	The Postal Assistant (PA) manning the <i>Dedicated</i> IPPB counter goes to the treasury within the post office to ask for the cash. (For common counters separate cash for IPPB transactions are not required and IPPB transactions are to be carried out with common cash of POSB. IPPB system has been integrated with CSI system for this purpose)	Postal Assistant
2	Before handing over the cash to the counter staff, the Treasurer makes appropriate entries in the cash books of CSI Module as per existing process of CSI and handed over the cash to PA after taking the appropriate acknowledgment (as per existing process at the post office).	Treasurer
4	PA takes the cash and places the same in the teller's drawer (as per existing practice of the post office) and logs-in to the IPPB system to initiate the IPPB transactions.	Postal Assistant

7.2. End of Day process for Postal Assistants

Activities performed on Day 1

S. No	Action	Responsible Party
1	PA submit the cash balance in the system & remit the cash to the treasurer as per existing process.	Postal Assistant
2	Treasurer accept & update the cash books of DoP system with the cash received from the Counter PA for IPPB transactions with appropriate acknowledgement.	Treasurer

7.3. Beginning of Day process for App Users (Postman/GDS at HO/SO)

Activities performed on Day 1

S. No	Action	Responsible Party
1	The Postman goes to the concerned official* [as the case may be: In charge-HPM/ SPM, Delivery APM, Treasurer (Role may be defined as per existing process of Post office Money Orders)] within the post office to ask for the cash.	Postman/GDS

S. No	Action	Responsible Party
2	Concerned official as per 1 above will view the IPPB MIS/AMS at BOD and ensure that all cash transactions of IPPB carried out by Postman/GDS on Agent App for previous day have been accounted properly in DoP Accounts and cash have been duly entered in records/system. If any cash transaction remaining unaccounted then it must be accounted in the system/records.	Concerned official (as the case may be: In charge-HPM/SPM, Delivery APM, Treasurer)
3	Concerned official as per 1 above will navigate to Daily Operation -> Legacy Adjustment. Select "Advance to IPPB Agent" and enter the amount to be paid to each Postman/GDS**. Concerned official will enter the Postman/GDS ID in the remarks column for better tracking. Same amount will be deducted from CSI-POS counter cash balance.	Concerned official (as the case may be: In charge-HPM/SPM, Delivery APM, Treasurer)
4	After taking the appropriate acknowledgment in the Postman Hand Book (as per existing process at the post office), cash is handed over to the Postman/GDS.	Concerned official
5	Postman/GDS takes the cash and logs-in to the IPPB Agent App to initiate the banking transactions.	Postman/GDS
6	Service customer transactions.	Postman/GDS

*For that view rights in IPPB MIS/AMS will be provided by IPPB branch. For issue of cash to Postman/GDS in CSI POS, additional rights of handling CSI POS will be provided by Division office to concerned official.

** Sufficient cash is to be provided to Postmen/GDS at BoD to cater Door Step Service requests and adhoc request. As per recommendations of DoP-IPPB interaction committee Minimum cash to be handed over to Postmen/GDS for IPPB operations at BoD is Rs. 15,000.

7.4. End of Day activities process for App Users (Postman/GDS)

Activities performed on Day 1

S. No	Action	Responsible Party
1.	At the end of the business hours, below activities are performed: (i) The Postman reviews the system generated cash transaction report through Transaction History menu on the Agent App by selecting the Cash Deposit/ Cash Withdrawal and date of transactions and matches the cash on hand. The cash on hand = cash taken in the morning – cash withdrawals by IPPB customers + cash deposits done by IPPB customers. (ii) The Postman hands over the cash to the Concerned official.	Postman/GDS
2.	(i)Based on the information provided, the Concerned official determines if the cash handed over = cash as per system logs generated through HFINRPT in IPPB CBS and Transaction History in Agent Management System (AMS) for the same date. (ii) Concerned Official reviews the system generated cash transaction report for transactions performed at the counter through HFINRPT menu (Refer Annexure III) on IPPB CBS and matches the cash on hand. The cash on hand = cash taken in the morning – cash withdrawals by IPPB customers + cash deposits done by IPPB customers.	Concerned official
3.	For Cash balance with Postman/GDS: Select "Return from IPPB	Concerned official

S. No	Action	Responsible Party
	Agent'' and enter the cash in hand remaining with Postman/GDS at the EOD.	
4.	At EOD remaining cash received from Postman/GDS should transfer to the Treasury.	Concerned Official

Note: No voucher posting in CSI is to be done by the post office for any mismatch in cash in hand and cash as per transaction MIS or for non-reflection of IPPB transactions in Daily report of CSI. For that ticket may be raised with the helpdesk.

For Non-CSI enabled Access Points

7.5. Beginning of Day process for Counter PA/ Postmen/GDS

Activities performed on Day 1

Before the opening of the post office/IPPB counter, the Post Master concerned would take appropriate steps to ensure that cash is available with the respective counter/ end-user.

S. No	Action	Responsible Party
1	The DoP employee manning the IPPB counter/ Agent App goes to the treasurer/ concerned official * [Concerned official as the case may be: In charge-HPM/ SPM, Delivery APM, Treasurer (Role may be defined as per existing process of Post office Money Orders)] within the post office to ask for the cash.	Postal Assistant/ Postman/ GDS
2	(i) Concerned official as per 1 above will view the IPPB MIS/AMS at BOD and ensure that all cash transactions of IPPB carried out by Postman/GDS on Agent App for previous day have been accounted properly in DoP Accounts and cash have been duly entered in records/system. If any cash transaction remaining unaccounted then it must be accounted in the system/records. (ii) Before handing over the cash to the PA/Postman/GDS, the Concerned official makes appropriate entries in the cash books of DoP Meghdoot system in Account Head 'Cash to IPPB' and mark it as cash handed over to PA/ Postman/ GDS as per the existing process.	Concerned official
3	After taking the appropriate acknowledgment in Hand Book/ Cash register (as per existing process at the post office), cash is handed over to the PA/ Postman/ GDS manning the IPPB counter/ Agent App.**	Concerned official
4	(i)PA takes the cash and places the same in the teller's drawer (as per existing practice of the post office) and logs-in to the IPPB system to initiate the banking transactions. (ii)Postman/ GDS logs into IPPB Agent App and initiate customer transactions.	Postal Assistant/ Postman/ GDS
5	Counter PA logs into IPPB CBS and makes a cash transfer transaction using the HTM Menu Dr Teller Account (8 digit DoP SOL id+8 digit DoP emp id) Cr Vault Account (4 digit IPPB SOL id+01+10025+100)	Postal Assistant
6	Service customer transactions.	Postal Assistant/ Postman/ GDS

*For that view rights in IPPB MIS/AMS will be provided by IPPB branch.

** Sufficient cash is to be provided to Postmen/GDS at BoD to cater Door Step Service requests and adhoc request. As per recommendations of DoP-IPPB interaction committee Minimum cash to be handed over to Postmen/GDS for IPPB operations at BoD is Rs. 15,000.

7.6. End of Day process for Counter PA/ Postmen/GDS

Activities performed on Day 1

S. No	Action	Responsible Party
1	<p>At the end of the business hours, below activities are performed:</p> <p>(i) The PA reviews the system generated cash transaction report through HFINRPT menu (Refer Annexure III) on IPPB CBS and matches the cash on hand. The cash on hand = cash taken in the morning – cash withdrawals by IPPB customers + cash deposits done by IPPB customers and hand over the balance cash to Treasurer /Concerned official with acknowledgement.</p> <p>(ii) The Postman/ GDS also reviews the cash transactions log through the “Transaction History” Menu on the App by selecting the Cash Deposit/ Cash Withdrawal and date of transactions and matches the cash on hand. The cash on hand = cash taken in the morning – cash withdrawals by IPPB customers + cash deposits done by IPPB customers.</p> <p>The Postman hands over the cash to the Treasurer/Concerned official with acknowledgement.</p>	Postal Assistant/ Postman/ GDS
2	<p>The Counter PA logs into IPPB CBS and makes a cash transfer entry Dr Vault Account (4 digit IPPB SOL id+01+10025+100) Cr Teller Account (8 digit DoP SOL id+8 digit DoP emp id)</p>	Postal Assistant
3	<p>Based on the information provided, the Treasurer/Concerned official determines if the cash handed over = cash as per system logs. The cash on hand = cash taken in the morning – cash withdrawals by IPPB customers + cash deposits done by IPPB customers.</p> <p>For PA, the Treasurer/ Concerned official can verify the HFINRPT (As per Annexure III) Report submitted by the Counter Staff, or he can also generate the same through his login to IPPB CBS.</p> <p>For Postman/ GDS, the Treasurer/ Concerned official can generate report through HFINRPT menu (Cash Management Report) and Transaction history in IPPB AMS and tally the cash position as on date.</p> <p>Entry in Meghdoot-</p> <p>(i)Account Head: IPPB Deposits- Concerned official will enter the Gross deposits by IPPB customers with all Counter PA, Postmen/GDS including BOs under that Post office in total.</p> <p>(ii) Account Head: IPPB Withdrawals- Concerned official will enter the Gross withdrawals by IPPB customers with all Counter PA, Postmen/GDS including BOs under that Post office in total.</p> <p>When properly entered then these entries will also reflect in Daily</p>	Treasurer /Concerned official

S. No	Action	Responsible Party
	Account of Post office.	
4	Update the cash books of DoP system with the cash received from the PA/Postman/ GDS for IPPB transactions and take appropriate acknowledgement. Entry in Meghdoot- Account Head 'Cash from IPPB' and mark it as cash received from PA/ Postman/ GDS as per the existing process.	Treasurer/ Concerned official
5	Compute the cash required for the IPPB and DoP operations for the next day and take appropriate action.	Treasurer/ Concerned official

7.7. Beginning of Day process for BO

Activities performed on Day 1

S. No	Action	Responsible Party
1	The GDS MD goes to the GDS BPM to ask for the cash.	GDS MD
2	(i) GDS BPM will view the IPPB MIS/AMS at BOD and ensure that all cash transactions of IPPB carried out by GDS MD on Agent App for previous day have been accounted properly in BO Accounts and cash have been duly entered in records/system. If any cash transaction remaining unaccounted then it must be accounted in the system/records. (ii)GDS BPM* will issue cash to GDS MD per existing system and enter the amount paid to GDS MD in the Register.**	GDS BPM
3	Service customer transactions (i) GDS BPM (ii) GDS MD	GDS BPM & GDS MD

*For that view rights in IPPB MIS/AMS will be provided by IPPB branch to GDS BPM for the BO transactions.

**Sufficient cash is to be provided to GDS MD at BoD to cater Door Step Service requests and adhoc request.

7.8 End of Day activities process for BO

Activities performed on Day 1

S. No	Action	Responsible Party
1.	At the end of the business hours, below activities are performed: (i) The GDS BPM & GDS MD both review the system generated cash transaction report through Transaction History menu on the Agent App by selecting the Cash Deposit/ Cash Withdrawal and date of transactions and matches the cash on hand. The cash on hand = cash taken in the morning – cash withdrawals by IPPB customers + cash deposits done by IPPB customers. (ii) The GDS MD hands over the cash balance to the GDS BPM.	GDS BPM & GDS MD

S. No	Action	Responsible Party
2.	Based on the information provided, the GDS BPM determines if the cash handed over by GDS BPM = cash as per system logs generated through Transaction History in Agent Management System (AMS) for the same date.	GDS BPM
3.	GDS BPM matches the cash for BO (which includes cash transactions carried out by GDS MD & BPM both as per existing system. Then in BO Daily Account following entries to be made: (i) For Deposits: Total of IPPB cash deposits for the BO and (ii) For Withdrawals: Total of IPPB cash withdrawals for the BO. *Those BOs which have been migrated to CSI system, IPPB Deposits and withdrawals entries will reflect in their BO Daily Account in CSI report automatically. However in Manual BO (Non CSI BOs) Daily Account these entries to be made for reconciliation purpose and also needs to be incorporate in the Daily Account of Account office.	GDS BPM

7.9 Cash Management process for the BO

In view of the manual accounting process at BO, action required at respective SO/HO for the Operations at BO has also been given. Post Master of Account office of BO would take appropriate steps to ensure that required cash is available with the BO.

	BO	Reporting SO/HO (CSI)	Reporting SO/HO (Non-CSI)
Begin of Day - Day 1	<p>1) As part of the daily beginning of day, the BPM hands over the due bag which has details of the transaction done the previous day along with the excess cash/demands for additional cash (more than the daily retention limit) to be sent to the parent SO. (The movement from BO to SO will follow the existing DoP movement process.)</p> <p>2) With the cash available with the BO, BO logs-in to the IPPB system (App) and begins transactions for the day.</p>	<p>3) SO/HO treasury in-charge as part of their existing practice accepts the due bags from all the reporting BOs, and conducts their due-diligence.</p> <p>Reconciles the IPPB transactions of BO with IPPB System log of previous day along with CSI report for the previous day for which accounting entries are already passed on the previous day. Any discrepancies to be reported immediately to Nodal HO/ DDG (PBI).</p>	<p>3) SO/HO treasury in-charge as part of their existing practice accepts the due bags from all the reporting BOs, and conducts their due-diligence.</p> <p>Reconciles the IPPB transactions of BO with IPPB System log of previous day for which accounting entries are already passed on the previous day. Any discrepancies to be reported immediately to Nodal HO/ DDG (PBI).</p>
During the Day – Day 1		<p>4) In case the cash is sent by the BO, SO/HO Treasurer confirms the cash sent by the BO against the entries mentioned in the BO Daily Account (BODA). Based on</p>	<p>4) In case the cash is sent by the BO, SO/HO Treasurer confirms the cash sent by the BO against the entries mentioned in the BO Daily Account (BODA) sheet. Based on the cash received, SO</p>

	BO	Reporting SO/HO (CSI)	Reporting SO/HO (Non-CSI)
		the cash received, SO Treasurer updates the DoP cash accounts in CSI (as per existing process).	Treasury officer updates the DoP cash accounts in Meghdoot Treasury (as per existing process)
		5) SO/HO Treasury places the relevant documents (mails, information sheet, cash (if demanded) etc.) in the due bag and hands it over for delivery to the BO using the existing movement process.	5) SO/HO Treasury places the relevant documents (mails, information sheet, cash (if demanded) etc.) in the due bag and hands it over for delivery to the BO using the existing movement process.
	4) BO receives the due bag along with cash (as applicable) and updates his registers.	6) SO/HO Treasury updates the cash accounts in CSI (as per existing process) with the amount of cash sent to the BO.	6) SO/HO Treasury updates the DoP cash accounts in Meghdoot Treasury (as per existing process) with the amount of cash sent to the BO.
End of Day – Day 1	7) At end of business hours, BO reviews & confirms the transactions performed by him & GDS-Mail Delivery (GDS-MD) on Agent App.	8) The SO/HO Treasury officer reviews the IPPB transactions performed by the BO through HFIRPT menu in IPPB CBS and Cash Transaction Reports in AMS and matches the Total deposits and withdrawals of IPPB transactions for that BO and cash balance report of BO along with previous day CSI Daily account of that BO. Any suspicious/ outlier transactions (high value or volume) if noticed should be reported to Divisional Office to take up with IPPB on a daily basis.	9) The SO/HO Treasury officer reviews the IPPB transactions performed by the BO through HFIRPT menu in IPPB CBS and Cash Transaction Reports in AMS and matches the Total deposits and withdrawals of IPPB transactions for that BO and cash balance report of BO. Any suspicious/ outlier transactions (high value or volume) if noticed should be reported to Divisional Office to take up with IPPB on a daily basis.
	10) BO prepares the BO daily accounts sheet (BODA) and computes the cash on hand. If the cash is more than the daily retention limit, the excess cash is deposited to reporting SO on the same day along with all the vouchers. If the cash on hand is less than the daily retention limit, the BO reports the daily	11) Post review, SO/HO follows the routine procedure. Cash Transactions for IPPB need not be posted in CSI Tool separately. CSI will receive a batch file from IPPB based on which accounting sheet will be generated	11) Post review, SO/HO has to clearly indicate the gross deposits from IPPB Customers/gross payments to IPPB Customers separately in the Cash Book and post the IPPB cash transactions performed by each BO in the Meghdoot Treasury.

	BO	Reporting SO/HO (CSI)	Reporting SO/HO (Non-CSI)
	position to SO.		

*For that view rights in IPPB MIS/AMS will be provided by IPPB branch to Concerned official of Account Office for the BO transactions. It is responsibility of the concerned official of the Account Office to check on daily basis without fail that the IPPB transactions performed by the BO through HFINRPT menu in IPPB CBS and Cash Transaction Reports in AMS and matches the total deposits and withdrawals of IPPB transactions for that BO and cash balance report of BO (along with previous day CSI Daily account of that BO if migrated to CSI). Any suspicious/ outlier transactions (high value or volume) if noticed should be reported to Divisional Office to take up with IPPB on a daily basis.

8. Settlement

- 8.1. Settlement of Net cash positions would happen on the basis IPPB Transaction logs on a daily basis. At end of business hours, IPPB will aggregate the cash transactions performed by DoP to service IPPB customers across all access points and estimate if there is net cash withdrawal or net cash deposit by IPPB customers. This would be done by using the transaction log of cash transaction done at all access points. **All IPPB cash transactions would be undertaken between BoD and 16:00 hrs (Post office working days)** and hence the cut off time for generating Transaction logs would be 17.00 hrs.
- 8.2. Based on the IPPB Transaction logs and Cash Management report(s) generated through IPPB Finacle system, IPPB Nodal office (IPPB CPC) will arrive at Net positions on either sides and inform the same to IPPB Finance team in case of Net withdrawals or DoP Nodal office in case of Net Deposits. These logs or report(s) would be generated with a cut off time of 17.00 hrs on every business day and shared with requisite teams by or before 17.30 hrs.
- 8.3. All the information exchange would happen over Email and these email exchanges between teams would be through official pre-designated official email ID's. (Annexure I). Suitable email indemnification agreements will be executed from both sides to indemnify each other.
- 8.4. The transfer of funds will have to be completed, on a daily basis, latest by 18:25 hrs using NEFT or RTGS (as per availability) to ensure that transfer of funds happens on the same day. In case of net cash withdrawals, IPPB Finance Dept. will centrally transfer Net funds to DoP's SBI A/c to replenish the cash that was made available to DoP for cash withdrawals. However, in case of net cash deposits DoP Nodal Office will remit the funds centrally to SBI A/c of IPPB on the same day before 18.30 hrs.

9. Generating IPPB Transaction Logs for Tallying cash

- 9.1. End users using handheld devices can generate transactions logs using menu available in the Micro ATM app itself and tally the cash transaction done at their end for the day.
- 9.2. End users using IPPB Finacle interface at counters can use Cash management report available in Finacle using menu "HFINRPT" and tally the cash transaction done at their end for the day. They will need to generate the reports using Agent ID.
- 9.3. In charge of the Post Office i.e. PM/ SPM and/or Delivery APM and/or to whom view rights has been given in IPPB system at SO or HO can generate similar cash management report as above through finacle and tally cash for their respective facility ID. These reports should be generated using Facility ID which will include cash transactions performed for all agents linked to the said Facility ID.
- 9.4. At DoP Circle offices, a report can be generated from Finacle using Menu "HFINRPT". This report will be generated using Circle ID and will have consolidated Net amounts for all Access Point's linked to that circle.

10. Operations on Holidays

- 10.1. In case of Bank Holidays but DoP is open: When the RBI Payment and Settlement systems are not available (including Second and Fourth Saturdays), the cash transactions may continue. The settlement for the same will be done on the next working day¹.
- 10.2. In case of Holiday at DoP Nodal office however Access Points are open (Due to variation of holidays from states to states): The cash transactions may continue. The settlement for the same will be done on the next working day¹.
- 10.3. In case of closed holidays for DoP pan India: No IPPB transactions will take place.

¹In anticipation of extended weekends or above cases, DoP may ask IPPB to increase the prefunding for cash withdrawals, so that DoP is never out of funds on behalf of IPPB for the period.

11. Dispute Handling

- 11.1. In case of disputes, End users and Access Points can raise the same with respective IPPB Branch to which Access Point is mapped through DoP Division Office, which will cross check and if still require, can escalate to the matter with IPPB Nodal office.
- 11.2. As IPPB provides DoP end users with real-time online Systems, in accordance with RBI guidelines, disputes, if any must be raised on the same day of transaction. In genuine cases, IPPB will consider disputed transactions raised latest on T+2 business day. IPPB shall consider all transactions as genuine accordingly reconcile which are not reported as disputed transaction within T+2 business day. (Business day here would mean immediate next working day for IPPB Nodal office in Delhi).
- 11.3. In accordance with the RBI notification for Business Correspondents ([Link-https://www.rbi.org.in/Scripts/NotificationUser.aspx?Id=8848&Mode=0](https://www.rbi.org.in/Scripts/NotificationUser.aspx?Id=8848&Mode=0)), IPPB will take appropriate insurance cover for the incremental cash in storage and transit at the access points for the proportion of cash that is required for conducting IPPB business. For any insurance related claims, while IPPB will raise an insurance claim with the insurance agency, DoP would continue running the operations at the access points as business as usual while the claim is under processing/investigation.

12. Roles and Responsibilities at IPPB Corporate Office and DoP Nodal Office

- 12.1 IPPB Nodal office(CPC)
 - 12.1.1 In order to ensure that settlement happens on a daily basis on due time, CPC IPPB would check Vault GL maintained at corporate office (12025100) and generate cash management reports from Finacle at cut-off time of 17:00 hrs.
 - 12.1.2 When amount in GL and reports match, Nodal office at CPC would inform the same to DoP in case of Net Deposits and IPPB Finance team in case of Net withdrawals. Along with net amount, the report generated from Finacle will invariably be sent along to and from the designated and approved email ID.
 - 12.1.3 CPC, IPPB will also look into and resolve disputes concerns raised by DoP Nodal office by cross checking such disputed transactions in the cash in hand in GL of the respective branches and liaising with respective DoP counterparts, if needed. Disputes raised within T+2 shall only be considered for resolution. Transactions reported as Disputed by DoP Nodal office within T+2 day, shall be considered as genuine and reconciled by IPPB.

12.2 **IPPB Nodal Office (Finance Dept.)**

- 12.2.1 Finance team would receive the Net amount to be settled from CPC on a daily basis by 17:30 hrs. In case of Net withdrawals, finance Dept would transfer the amount to DoP SBI Account under intimation to DoP Nodal office and CPC with Transaction Reference number before 18:30 PM on the same day.
- 12.2.2 Both DoP Nodal Office and IPPB, CPC will monitor the prefunding amount being maintained for Cash withdrawals. If during the day, the Net of Cash deposit and withdrawal by customers breach 80% of the prefunding balance, IPPB Finance Team will settle the funds during the day. Finance team will also participate in periodic reviews to decide change in the prescribed limit required to be maintained with DoP.
- 12.2.3 As the funds will be received in SBI A/c, an accounting entry have to be made into IPPB CBS. Finance Team will make the necessary entries in the books of accounts for reporting and compliance purposes on the same day. Going forward, it is recommended that DoP remits the settlement funds to IPPB directly, instead of SBI Account.

12.3 **DoP Nodal Office**

- 12.3.1 DoP Nodal office shall be responsible for ensuring that as and when informed by IPPB, required amount towards Net Cash Deposits is settled on a same day by 18:25 hrs.
- 12.3.2 Post settlement the reconciliation of cash transactions would be ensured by them with help of all DAPs across India. Each DAP would reconcile transaction within their circle and report to Delhi Nodal office. Such identified users have already been given required view rights of IPPB Finacle which will be used to generate IPPB Finacle reports to reconcile cash transactions.
- 12.3.3 DAPs would be responsible for ensuring that cash is tallied at each Access Point and disputed transactions, if any, are reported to reach IPPB Nodal office not later than on T+2 day basis

Annexure I

Email ID's to be used for official communication regarding settlement and pre-funding monitoring

- | | | |
|----|---------------------|----------------------------------|
| 1. | IPPB, CPC | cpcnodal@ippbonline.in |
| 2. | IPPB, Finance Dept. | Financenodal@ippbonline.in |
| 3. | DoP Nodal office | nodalofficeippb@indiapost.gov.in |

Bank details for Settlement of Net Cash Positions

1. India Post Payments Bank

Account No. – 36071473569
IFS Code – SBIN0000691
Bank- SBI

2. Department of Posts

Account No.- 31787496455
IFS Code - SBIN0000726
Bank - SBI

Annexure II

Extract of Cash Management by BC's from the 'Business Correspondents and Business Facilitators Policy' dated Aug 14, 2018, duly approved by the Board.

India Post Payments Bank – Business Correspondents and Business Facilitators Policy

3.13. Cash Management⁴ by BCs

RBI in context of scaling up of the BC model issues in cash management vide circular RPCD.FID.BC. No.96/12.01.011 dated 22-04-2014 inter-alia stated as under:

"The insistence by banks on BCs to fully prefund their accounts even after considerably long business relationship has become a major impediment in scaling up operations of BCs. Similarly, low/delayed payment of remuneration of BCs and passing on the responsibility of insuring cash to BCs have also been proving to be irritants in increasing the usage in large number of bank accounts opened. It is, therefore, important for banks to recognize that cash handled by BCs, while doing banking business on behalf of the Bank, is Bank's Cash. In view of the above and with a view to scale up the BC model it has been decided that:

- a. The Boards of the Banks must review the operations of BCs at least once every six months with a view to ensuring that requirement of prefunding of Corporate BCs and BC Agents should progressively taper down with the passage of time. Ideally in all normal cases the prefunding should progressively come down in such a manner so as to reach around 15% of the limits fixed for each BC in case of deposits and 30% in case of Bank Guarantees, etc. in say 2 years from the time a BC starts operations.
- b. As the cash handled by BCs is Bank's cash, the responsibility for insuring this cash should rest with the banks."

Taking guidance from the aforementioned RBI circular dated Apr 22, 2014, we propose the following approach for the Cash Management handling with DOP as our Corporate BC.

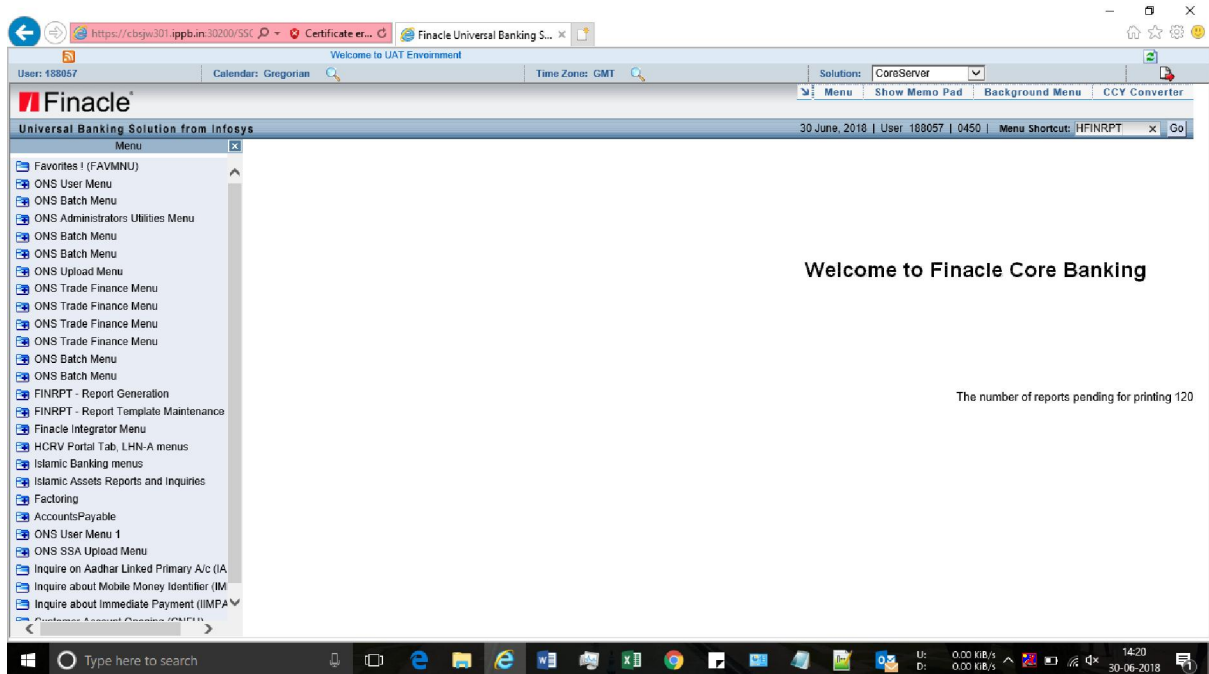
- 1) Since DOP is a Govt of India entity, our risk exposure is very limited. Therefore, our Corporate BC arrangement with DOP will be operated with NIL pre-funding.
- 2) Cash handled at the BC customer service points is being managed at the DOP Post offices, which are already adept at handling cash for the Post Office Savings Bank. – further mitigating any operational/ process risk.
- 3) Adequate insurance cover has been taken for all cash handled by DOP on account of IPPB. (Counter and in-transit)
- 4) Processes have been established to ensure that all cash related settlements between IPPB and DOP are completed on a daily basis. Adequate system reports and checks/controls have been put in place across all levels of business operations.

Annexure III

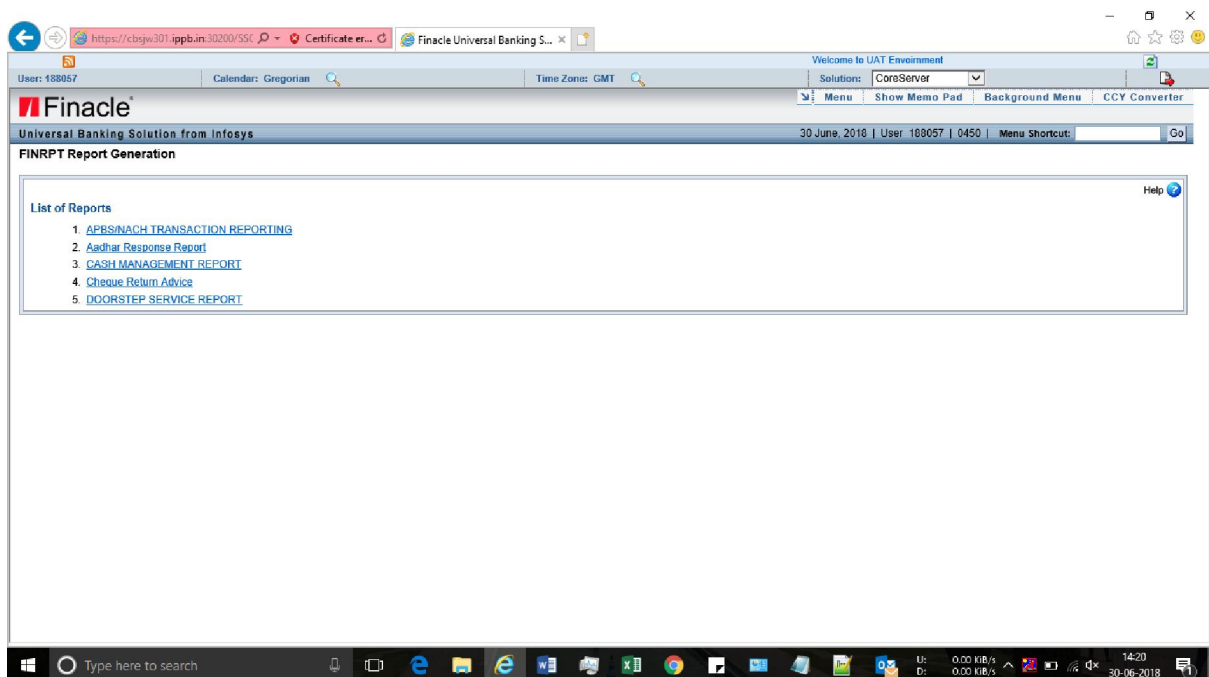
HFINRPT menu in IPPB Finacle provides access to multiple reports.

The below screenshots will help the users generate reports for Cash reconciliation on a daily basis:

1. Finacle screen Name – HFINRPT – GDS / PA level cash reports:



2. Select CASH MANAGEMENT REPORT:



Finacle Universal Banking Solution from Infosys

FINRPT Report Generation

Template Description : [CASH MANAGEMENT REPORT]

Output Details

Output File Name: RPT_... -Random No PDF

Report To: ...

Criteria Parameters

Facility Id: ALL

Sol Id: ...

Enter Agent id: ...

Submit Back

3. a. For Bank Level Report, select Facility ID as ALL:

Finacle Universal Banking Solution from Infosys

FINRPT Report Generation

Template Description : [CASH MANAGEMENT REPORT]

Output Details

Output File Name: RPT_... -Random No PDF

Report To: ...

Criteria Parameters

Facility Id: ALL

Sol Id: ...

Enter Agent id: ...

Submit Back

3. b. Go to HPR and Print Report

Report Generated successfully at : [inwork\PPBUAT\Finacle\FC\app\CDCL_LOGS\108057\RPT_734781184.PDF]

Print

SNo	Agent ID	Date	Total Cash Deposits (Amount)	Total Cash Deposit Transaction Count	Total Cash Withdrawals (Amount)	Total Cash Withdrawal Transaction Count
1	1015335	30-JUN-18	100.00	1	0.00	0
2	1015400	30-JUN-18	100.00	1	0.00	0

TOTAL COUNT OF DEPOSITS FOR THE FACILITY ID : 1015335: 2

TOTAL COUNT OF WITHDRAWALS FOR THE FACILITY ID : 1015335: 0

TOTAL AMOUNT OF DEPOSITS FOR THE FACILITY ID : 1015335: 200

TOTAL AMOUNT OF WITHDRAWALS FOR THE FACILITY ID : 1015335: 0

4. a. For Agent ID wise, enter the Agent ID:

Template Description : (CASH MANAGEMENT REPORT)

Output Details

Output File Name: RPT_..._Random No: PDF

Report To: ...

Criteria Parameters

Facility Id: ...

Sol Id: ...

Enter Agent id: 1015335

Submit Back

4. b. Go to HPR and Print report

FINRPT Report Generation

Report Generated successfully at : [\\inwork\PPBUAT\Finacle\FC\app\CDCL_LOGS\188057\RPT_836935597.PDF]

Print

CASH TRANSACTION REPORT

Facility Id :-
As On :- 30/06/2018
Agent Id :- 1815335

Sr.	Agent Id	Date	Total Cash Deposits (Amount)	Total Cash Deposit Transaction Count	Total Cash Withdrawals (Amount)	Total Cash Withdrawal Transaction Count
1	1815335	30-JUN-18	100.00	1	0.00	0

TOTAL COUNT OF DEPOSITS FOR THE FACILITY ID: 8032302200000: 1
TOTAL COUNT OF WITHDRAWALS FOR THE FACILITY ID: 8032302200000: 0

TOTAL AMOUNT OF DEPOSITS FOR THE FACILITY ID: 8032302200000: 100
TOTAL AMOUNT OF WITHDRAWALS FOR THE FACILITY ID: 8032302200000: 0

5. a. For Facility ID wise report, input facility ID:

FINRPT Report Generation

Template Description : [CASH MANAGEMENT REPORT]

Output Details

Output File Name: RPT_ [Random No.] PDF

Report To: [Random No.]

Criteria Parameters

Facility Id: H032302200000 X

Sol Id: [Empty]

Enter Agent id: [Empty]

Submit Back

https://cbgw301.ippb.in:30200/SSC Certificate er... Finacle Universal Banking S...

Welcome to UAT Environment

User: 188057 Calendar: Gregorian Time Zone: GMT Solution: CoreServer

Menu Show Memo Pad Background Menu CCY Converter

30 June, 2018 | User: 188057 | 0450 | Menu Shortcut: Go

FINRPT Report Generation

Template Description [CASH MANAGEMENT REPORT]

Output Details

Output File Name RPT_ Random No PDF

Report To

Criteria Parameters

Facility Id

Sol Id 0649 X

Enter Agent Id

Submit Back

[https://cbgw301.ppb.in:30200/SSI](#)
[Certificate er...](#)
[Finacle Universal Banking S...](#)

User: 188057 | Calendar: Gregorian | Time Zone: GMT | Solution: CoreServer | Menu | Show Memo Pad | Background Menu | CCY Converter

Finacle
 Universal Banking Solution from Infosys

30 June, 2018 | User: 188057 | 0450 | Menu Shortcut: | Go

FINRPT Report Generation

Report Generated successfully at: [\\finwor1PPBUAT\Finacle\FC\app\CDCL_LOGS\188057\RPT_1778814573.PDF]

6/30/18 2:25

DAILY CASH TRANSACTION REPORT

Sol id :- 666

Facility Id :-
 As On :- 30/06/2018
 Agent id :-

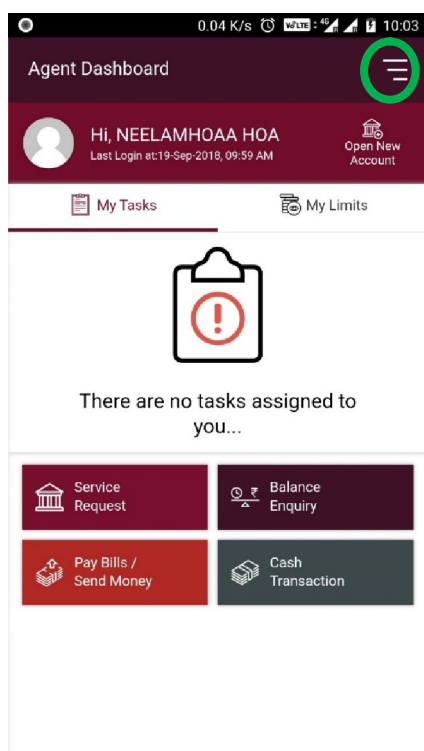
Sno.	Agent Id	Date	Total Cash Deposits (Amount)	Total Cash Deposit Transaction Count	Total Cash Withdrawals (Amount)	Total Cash Withdrawals Transaction Count
FACILITY ID: H0320000000						
1	101001	30-JUN-18	100.00	1	0.00	0

TOTAL COUNT OF DEPOSITS FOR THE FACILITY ID: H0320000000	1	TOTAL AMOUNT OF DEPOSITS FOR THE FACILITY ID: H0320000000	100
TOTAL COUNT OF WITHDRAWALS FOR THE FACILITY ID: H0320000000	0	TOTAL AMOUNT OF WITHDRAWALS FOR THE FACILITY ID: H0320000000	0

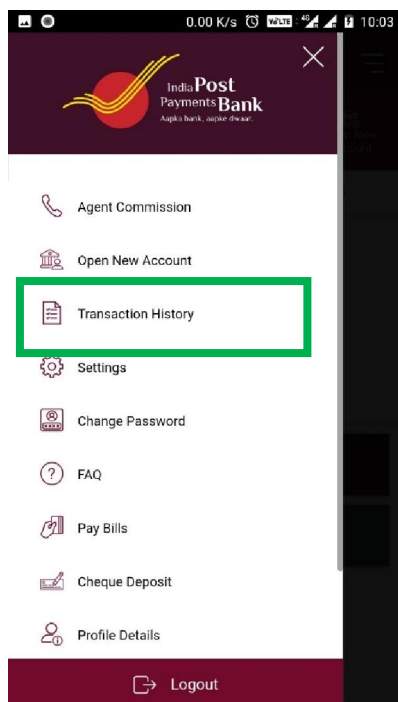
Annexure IV

Steps to generate transaction history from the Agent App

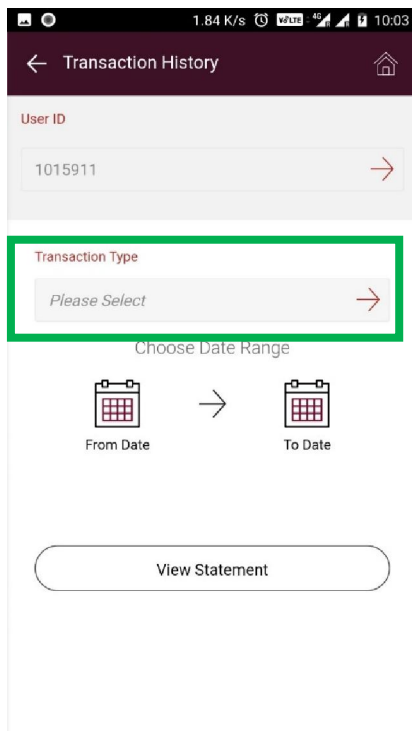
1. From home screen, go to menu on top right (as highlighted in green below)



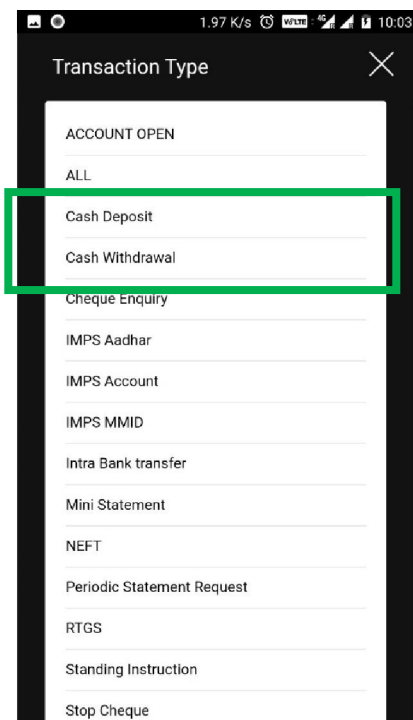
2. Select the transaction history from the menu:



3. Select the type of transaction:

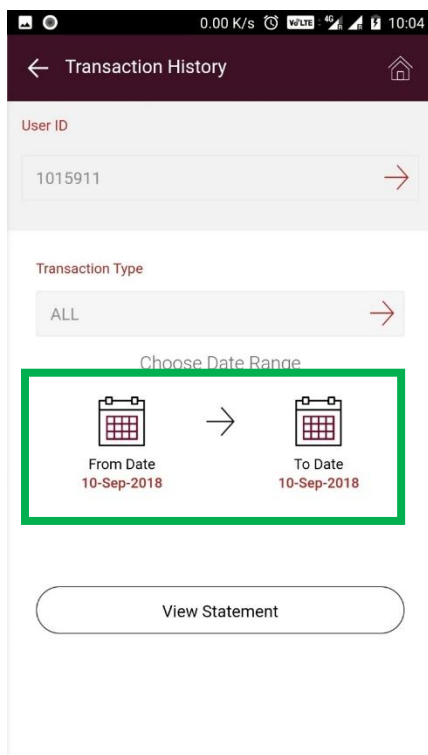


The screenshot shows the 'Transaction History' screen. At the top, there's a header with a back arrow and a home icon. Below it, the 'User ID' field contains '1015911'. The 'Transaction Type' dropdown is highlighted with a green box and shows 'Please Select'. Below this, there's a 'Choose Date Range' section with 'From Date' and 'To Date' calendar icons. At the bottom, there's a 'View Statement' button.



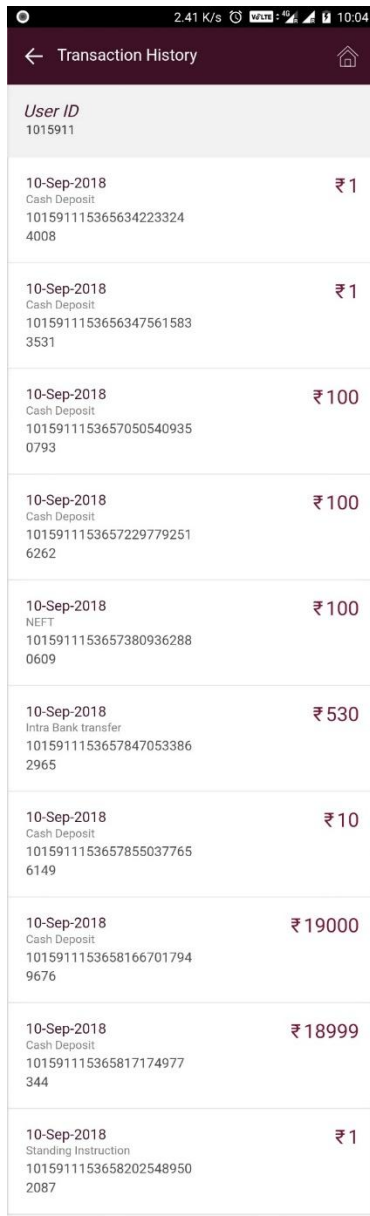
The screenshot shows the 'Transaction Type' selection modal. It lists various transaction types: ACCOUNT OPEN, ALL, Cash Deposit, Cash Withdrawal, Cheque Enquiry, IMPS Aadhar, IMPS Account, IMPS MMID, Intra Bank transfer, Mini Statement, NEFT, Periodic Statement Request, RTGS, Standing Instruction, and Stop Cheque. The 'Cash Deposit' and 'Cash Withdrawal' options are highlighted with a green box.

4. Select the date range for which the transaction list is required:



The screenshot shows the 'Transaction History' screen. The 'Transaction Type' dropdown now shows 'ALL'. The 'Choose Date Range' section is highlighted with a green box, showing 'From Date' as '10-Sep-2018' and 'To Date' as '10-Sep-2018'. The 'View Statement' button is at the bottom.

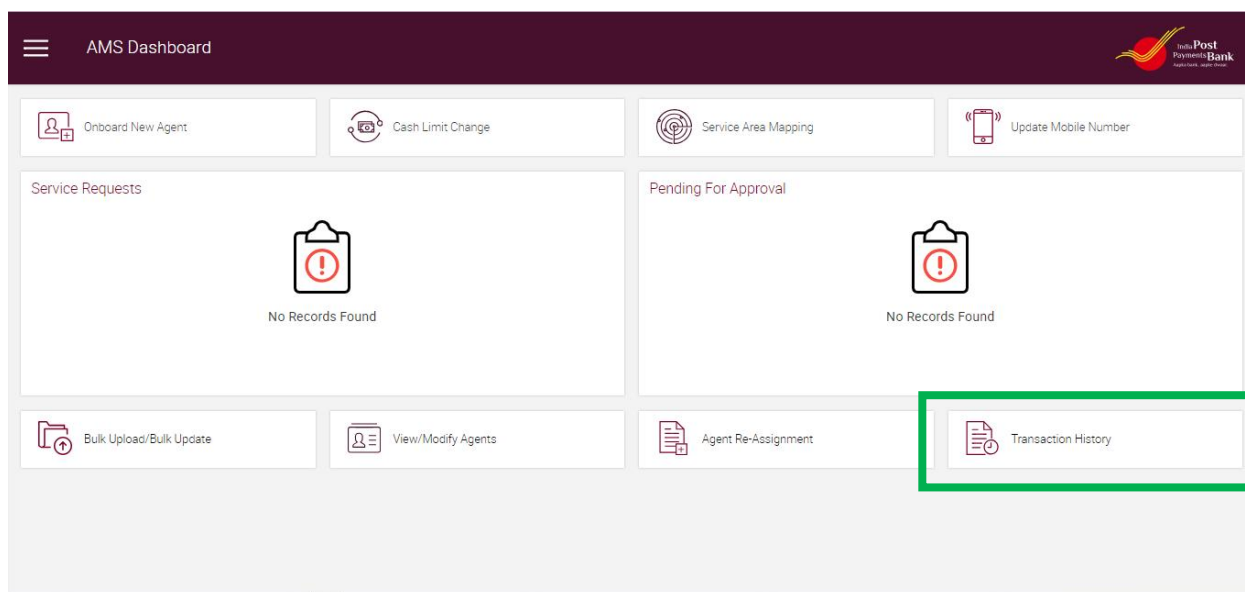
5. On Clicking view statement the transaction details of agent will be displayed in app:



Transaction History	
User ID 1015911	
10-Sep-2018 Cash Deposit 101591115365634223324 4008	₹ 1
10-Sep-2018 Cash Deposit 1015911153656347561583 3531	₹ 1
10-Sep-2018 Cash Deposit 1015911153657050540935 0793	₹ 100
10-Sep-2018 Cash Deposit 1015911153657229779251 6262	₹ 100
10-Sep-2018 NEFT 1015911153657380936288 0609	₹ 100
10-Sep-2018 Intra Bank transfer 1015911153657847053386 2965	₹ 530
10-Sep-2018 Cash Deposit 1015911153657855037765 6149	₹ 10
10-Sep-2018 Cash Deposit 1015911153658166701794 9676	₹ 19000
10-Sep-2018 Cash Deposit 101591115365817174977 344	₹ 18999
10-Sep-2018 Standing Instruction 1015911153658202548950 2087	₹ 1

Annexure V

1. Login to Home screen and select Transaction history:





2. The below screen will appear:

The screenshot shows the "Transaction History" search interface. It features a dark purple header with a back arrow and the text "Transaction History", along with the India Post Payments Bank logo. The main content area is titled "Search Agent By" with a document icon. Below this, there are several search criteria fields arranged in a grid: "State*" (with a dropdown menu showing "Please Select"), "Region*" (with a dropdown menu), "Branch*" (with a dropdown menu), "Sub Division ID" (with a dropdown menu), "Sub Division Name" (text input), "Access Point*" (with a dropdown menu), "Access Point Name" (text input), "Operations Manager ID*" (with a dropdown menu), and "Agent ID*" (with a dropdown menu). At the bottom, there is a "Date Range*" section with "From Date" and "To Date" fields, each accompanied by a calendar icon. A dark purple "Search" button is positioned at the bottom center.

3. Input the Agent details as below:

Transaction History



 Search Agent By

State *

TELANGANA

Region *

HYDERABAD HQ

Branch *

HYDERABAD BRANCH

Sub Division ID

NSD

Sub Division Name

No Sub Division

Access Point *

H011202100000

Access Point Name *

Hyd GPO

Operations Manager ID *

1005366

Agent ID *

Please Select

Date Range *

From Date

From Date


To Date


To Date

Search

4. Select Agent ID:

Transaction History



 Search Agent By

State *

TELANGANA

Region *

HYDERABAD HQ

Branch *

HYDERABAD BRANCH

Sub Division ID

NSD

Sub Division Name

No Sub Division

Access Point *

H011202100000

Access Point Name *

Hyd GPO

Operations Manager ID *

1005366

Agent ID *

Please Select

1004333/D SRINIVAS

1056819/RAJKUMAR

1056854/MOHAMMAD

1056863/VINODKUMAR

1056873/MADHAVARAO

1056883/SANTHOSH

Date Range *

From Date

From Date

To Date

To Date

Search

5. Select Date range:

Transaction History

Search Agent By

State*
TELANGANA

Region*
HYDERABAD HQ

Branch*
HYDERABAD BRANCH

Sub Division ID
NSD

Sub Division Name
No Sub Division

Access Point*
HO11202100000

Access Point Name*
Hyd GPO

Operations Manager ID*
1005366

Agent ID*
1063096/RAMAKANTH REDDY

Date Range*

From Date
10-Sep-2018

To Date
10-Sep-2018

Search

6. Transaction history will be generated as below:

Transaction History

Agent Details

Agent ID
1063096
Manager ID
1005366

First Name
RAMAKANTH REDDY
Access Point ID/Name
HO11202100000

Last Name
S
Access Point Name
Hyd GPO

From Date
10-Sep-2018
To Date
10-Sep-2018

Date	Reference No	Type	Amount	Status
10-Sep-2018	10630961536569415927185202	Cash Deposit	₹ 100.00	Success
10-Sep-2018	10630961536569194319675856	Cash Deposit	₹ 100.00	Success
10-Sep-2018	10630961536568957497126251	Cash Deposit	₹ 100.00	Success
10-Sep-2018	10630961536563135215780910	Cash Deposit	₹ 100.00	Success
10-Sep-2018	10630961536562950752681640	Cash Deposit	₹ 100.00	Success

Transaction History

Agent ID
1063096
Manager ID
1005366

First Name
RAMAKANTH REDDY
Access Point ID/Name
HO11202100000

Last Name
S
Access Point Name
Hyd GPO

From Date
10-Sep-2018
To Date
10-Sep-2018

Date	Reference No	Type	Amount	Status
10-Sep-2018	10630961536562188900573373	ACCOUNT OPEN	₹ 100.00	Success
10-Sep-2018	10630961536562450005565866	ACCOUNT OPEN	₹ 100.00	Success
10-Sep-2018	1063096153656980013068256	ACCOUNT OPEN	₹ 100.00	Success
10-Sep-2018	10630961536557300089968768	ACCOUNT OPEN	₹ 100.00	Success
10-Sep-2018	10630961536563378231603198	ACCOUNT OPEN	₹ 100.00	Success
10-Sep-2018	10630961536563632213598940	ACCOUNT OPEN	₹ 100.00	Success
10-Sep-2018	1063096153656384387999980	ACCOUNT OPEN	₹ 100.00	Success
10-Sep-2018	10630961536564157809223336	ACCOUNT OPEN	₹ 100.00	Success
10-Sep-2018	10630961536564467274459019	ACCOUNT OPEN	₹ 100.00	Success

Agent Details



Agent ID
1063096

Manager ID
1005366

First Name
RAMAKANTH REDDY

Access Point ID/Name
H011202100000

Last Name
S

Access Point Name
Hyd GPO

From Date
10-Sep-2018



To Date
10-Sep-2018

< 4 /4 >

Date	Reference No	Type	Amount	Status
10-Sep-2018	10630961536560294582939111	ACCOUNT OPEN	₹ 100.00	 Success

Government of India
Ministry of Communications
Department of Posts
(PO Division)

No. 24-3/2012-PO

Dak Bhawan, Sansad Marg

New Delhi – 110 001

Dated: 01st October, 2018

To

1. All Heads of Circles/Region.
2. Addl. Director General Army Postal Service, New Delhi
3. Director, RAKNPA Ghaziabad.
4. All Directors of Postal Training Centres.
5. All Directors of Postal Accounts & Audit.

Subject: Revision in Rule 127 (1) of Postal Manual Vol.- VIII regarding aggregate amount to be given to Postman.

In supersession to this office order number 24-7/2008-PO dated 29.09.2008, Rule 127 (1) of Postal Manual Vol.- VIII regarding aggregate amount of cash and individual money orders that can be entrusted for payment is amended as under:

All Postman, Multi Tasking Staff (MTS) doing delivery work, Village Postman, Branch Postmaster, Assistant Branch Postmaster, Dak Sewak are authorized to pay money orders, COD, VP, Banking and other transactions of IPPB, and any other activity decided by the Heads of Circles which will be exercised in consultation with Circle IFA. The limits of aggregate amount of cash that can be entrusted for payment by Postman, Multi Tasking Staff (MTS) doing delivery work, Village Postman, Branch Postmaster /Assistant Branch Postmaster and Dak Sewak are indicated below:

Category of Staff	Aggregate amount to be entrusted for payment of money order, COD, V.P., Banking and other transactions of IPPB and any other activity decided by the Heads of Circle which will be exercised in consultation with Circle IFA.				
	Normal (Rs.)		Power of Divisional Head (Rs.)		Powers of Heads of Circles
	Rural	Urban	Rural	Urban	
(1) Postman and Multi Tasking Staff (MTS) official doing delivery work	30,000	40,000	40,000 (Power subject to prior consultation with Police)	80,000 (Power subject to prior consultation with Police)	Unlimited power subject to prior consultation with Police
(2) Village Postman	15,000	15,000	25,000	25,000	Unlimited power subject to prior consultation with Police
(3) Branch Postmaster /Assistant Branch Postmaster/ Dak Sewaks	15,000	15,000	25,000	25,000	Unlimited power subject to prior consultation with Police

Contd.....

2. In view of the thrust on digital transactions /digital payments, the aggregate amount entrusted delivery staff will be reviewed after one year and this review will include the aspects of adequacy of the revised limits.

Further, the trend of digital transactions will also be reviewed and its impact on the adequacy of the revised limit will be assessed.

3. In case of Postman and Multi Tasking Staff (MTS) doing the delivery work the financial power of SSPO /SPOs (Divisional Heads) which has been Rs. 40,000 - Rs. 80,000 will be exercised in consultation with the police authorities



(Parveen Kumar Sarswat)
Assistant Director General (PO)

Copy to:

1. Sr. DDG (PBI) /DDG (PBI) ✓
2. All DDsG
3. All General Secretaries of recognized Postal Unions/Associations/Secretary, JCM

Government of India
Ministry of Communications
Department of Posts
(PO Division)

No. 24-3/2012-PO

Dak Bhawan, Sansad Marg
New Delhi – 110 001
Dated: 01.10.2018

To

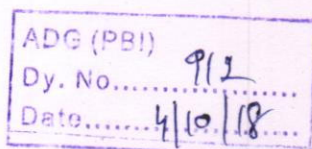
1. All Heads of Circles/Region.
2. Addl. Director General Army Postal Service, New Delhi
3. Director, RAKNPA Ghaziabad.
4. All Directors of Postal Training Centres.
5. All Directors of Postal Accounts & Audit.

Subject: Revision in Rule 9 of Postal Manual Vol.- VI (Part – III) regarding line limits for conveyance of cash.

In supersession of this office order number 24-3/2012-PO dated 19.12.2013, Rule 9 of Postal Manual Vol. VI (Part-III) regarding the limits for remittances by various modes of conveyance is amended as under:

- | | | |
|-----|--|--------------|
| (a) | Loose cash through departmental employee | Rs. 5 lakh. |
| (b) | Departmental MMS with Multi Tasking Staff ((MTS) in addition to driver for conveyance of cash in cash bags enclosed in account bag | Rs. 20 lakh |
| (c) | (i) Hired MMS with Multi Tasking Staff ((MTS) in addition to driver for conveyance of cash in cash bags enclosed in account bag within city limits | Rs. 5 lakh |
| | (ii) Hired MMS with Multi Tasking Staff ((MTS) in addition to driver for conveyance of cash in cash bags enclosed in account bag outside city limits | Rs. 2 lakh |
| (d) | RMS section/Railways by TVP through cash bags enclosed in account bag | Rs. 2 lakh |
| (e) | Account bag handed over to carrier in weighment system/ road transport | Rs. 40,000/- |
| (f) | Under armed escort | No limit |
| (g) | Cash through departmental employee accompanied by another departmental employee | Rs. 10 lakh |
| (h) | Cash through Branch Postmaster /Assistant Branch Postmaster or Dak Sewak | Rs. 1 lakh |
| (i) | Cash through BPM /ABPM or Dak Sewak accompanied by another BPM /ABPM or Dak Sewak | Rs. 2 lakh |

Contd.....




उप महानिदेशक (पी.बी.आई.-II)
D.D.G. (PBI-II)
आ. सं./Dy. No. 1386
दिनांक/Date 3/10/18

4
3/10
ADG (PBI)

2. The above line limits will also apply mutatis mutandis to HRO/SRO (RMS Offices) as well as Branch Offices.
3. The proposed limits are the maximum limits and this can be curtailed by the Heads of Circle on the basis of discussions with the local police authorities depending upon the law and order situation of that particular place.
4. In view of the thrust on digital transactions /digital payments, the increased line limits will be reviewed after one year and this review will include the aspects of adequacy of the revised limits.

Further, the trend of digital transactions will also be reviewed and its impact on the adequacy of the revised limit will be assessed.

This issues with the approval of Postal Services Board.


(Parveen Kumar Sarswat)
Assistant Director General (PO)

Copy to:

1. Sr. DDG (PBI) / ~~DDG (PBI)~~ ✓
2. All DDsG.
3. All General Secretaries of recognized Postal Unions/Associations/Secretary, JCM