

FS-16/2/2024-FS-DOP
Government of India
Ministry of Communications
Department of Posts
(Financial Services Division)

Dak Bhawan, New Delhi – 110001

Dated: 03.09.2026

To

All the Head of Circles/Regions

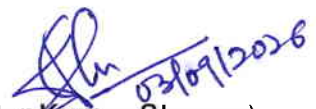
Subject: HRMS Payments through POSB Interface – Revised Accounting Procedure w.e.f. 29.07.2026.

Sir/Madam,

Kindly refer to SB Order No. 12/2025 dated 15.09.2025 regarding the accounting of POSB transactions.

2. In partial modification of Para 6, Sl. No. 19 of the aforesaid SB Order, the accounting procedure for HRMS (Salary/Pension/Claims) payments processed through the POSB interface has been revised with effect from 29.07.2026.
3. Accordingly, in the Daily Transaction Report (DTR) of the concerned Post Office:
 - i. HRMS transactions shall be accounted as **HRMS Payment** under the relevant **Budget Account Code** on the payment side and **RSAO HR to CBS Receipts** on the receipt side.
 - ii. The corresponding **POSB Credits** and **RSAO HR to CBS Payments** shall be accounted centrally in the books of CPRC Chennai.
4. Accordingly, POSB Credits in respect of HRMS (Salary/Pension/Claims) transactions shall no longer be accounted in the Daily Transaction Report of the Post Office where the respective Salary/Pension/Claim Office Account is maintained, as provided under Para 6, Sl. No. 19 of SB Order No. 12/2025.
5. All Post Offices shall invariably tally the Daily Transaction Report (DTR) with the relevant Finacle reports in accordance with the reconciliation procedure prescribed in SB Order No. 09/2026 dated 24.07.2026, to ensure proper reconciliation of transactions. Any discrepancy noticed during reconciliation shall be investigated and resolved promptly. The Finacle Receipts and Payments SOL-wise, date-wise and account code-wise data extracted by CBS Reports Team is kept in the SFTP folder viz. **/CBSDM/incoming/Production/WebPage/DOP_REPORTS/SB_Order_No_09-2026** for download, which may be used for tallying with the Monthly Cash Account by the In-Charge, SBCO.
6. It is requested to circulate these instructions to all concerned offices for information, guidance, and necessary action.
7. This issues with the approval of the Competent Authority.

Yours faithfully,


(Devender Kumar Sharma)
Assistant Director (SB-II)

Copy to: -

1. Sr. PPS to Secretary (Posts)
2. Sr. PPS to Director General Postal Services
3. PPS/ PS to Member (Financial Services)/Member (O)/Member (P)/ Member (HRD)/ Member (Tech)/ Member (Service Quality and Marketing), Member (Infrastructure), AS & FA.
4. Addl. Director General, APS, New Delhi
5. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate.
6. CGM, CEPT for kind information and necessary action.
7. Sr. Deputy Director General (Vig) & CVO) / Sr. Deputy Director General (PAF)
8. Director, RAKNPA / Directors of all PTCs
9. Director, CPRC Chennai.
10. Director General P & T (Audit), Civil Lines, New Delhi
11. Secretary, Postal Services Board / All Deputy Directors General
12. All General Managers (Finance) / Directors Postal Accounts / DDAP
13. The Joint Director & HOD, National Savings Institute, ICCW Building, 4 Deendayal Upadhyay Marg, New Delhi-110002
14. The Under Secretary, MOF (DEA), NS-II Section, North Block, New Delhi.
15. All recognized Federations / Unions / Associations
16. Guard File/e-File.


(Devender Kumar Sharma)
Assistant Director (SB-II)