(Comp. No. 3138361)

SB Order No.10 /2026

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,

03/09/2026

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

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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.

03/09/2026

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