

F.No.116-19/2015-SB  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Date: 03.05.2016

**ADDENDUM**

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

Subject:- Implementation of Pradhan Mantri Jeevan Jyoti and Suraksha Bima Yojnas (PMJJBY&PMSBY)  
in CBS Post Offices.

Sir / Madam,

The undersigned is directed to refer to this office letter of even number dated 04.09.2015 on the subject.

2. It is further informed that now solution for joint account has been developed and accounting procedure has also been approved by DG of Audit (P&T). All CBS HOs and SOs can now start enrollment of PMSBY and PMJJBY for all types of savings account i.e Single and Joint. For Joint Account, CIF ID has to be compulsory entered. Following reports are now available in Finacle under HFIRPT menu:-

- (i) Administrative Report for Social Security Schemes (For Circles & HOs)
- (ii) Post Office Report for Social Security Schemes (For Post Offices)
- (iii) Statistical Reports for Social Security Schemes (For circles)

3. Accounting procedure is enclosed for information and may kindly be circulated to all CBS Post Offices for guidance and necessary action.

This has approval of competent Authority.

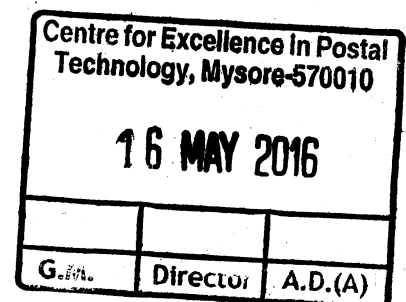
Yours faithfully,

  
(Babulal Barolia)  
Assistant Director (SB-I)

Encl:- as above

Copy to:-

- 1) 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) All Directors/Dy. Directors of Accounts, Postal
- 5) Director, RAKNPA, Ghaziabad.
- 6) All Directors, Postal Training Centres.
- 7) Director CEPT Mysore for uploading the SB order on India Post Web Site.
- 8) Dy. Director CEPT, DMCC/SDC O/o CPMG T.N.Circle for executing necessary changes in Finacle and Sanchay Post softwares
- 9) AD /Inspection/PF/Vigilance
- 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, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
- 14) PS to Member (Banking & HR)
- 15) PPS to Secretary Posts.



No.6-1 /2015 -16-PA (Tech-I) Δ - 338  
DEPARTMENT OF POSTS  
PA WING: TECH-I BRANCH  
DAK BHAVAN: SANSAD MARG  
NEW DELHI-110001

04.01-2016  
Dated--12-2015


**Sub:** Regarding Operational and Accounting Procedure for New Scheme called  
"Pradhan Mantri Jeevan Jyoti Bima Yojna" (PMJJBY).

Sir,

The Provisional Accounting Procedure prepared on the basis of Standard Operating Procedure for the scheme called "Pradhan Mantri Jeevan Jyoti Bima Yojna" (PMJJBY) was forwarded to Director General of Audit (P&T) Delhi vide this office letter of even No. D-226-228 dated 28.09.2015 for seeking Audit approval/concurrence.

Director General of Audit (P&T) Delhi vide its letter No. No. Report DoP/Heads of Account/F.151/215/dated 17.11.2015 has sent the Audit Approval on the Accounting Procedure for opening of Sub and Detailed Heads of Accounts for the New Scheme in the Books of the Department of Posts. The same is forwarded for information, guidance and necessary action at your end.

Encl: As above

  
(S.Sekar)  
Asstt. Director General  
(Accounts)

Asstt. Director (SB-I), F.S Division

✓  
TL 630-Teelet  
4.1.16

**Copy for information and necessary action to:**

ACAO (Book) along with copy of Accounting Procedure and Standard Operating Procedure for the scheme for information and necessary action. The Accounting Heads are concurred by DGP&T Audit Delhi vide No. Report DoP/Head of Account/F.151/215/dated 17.11.2015.



(V.N.Kalyani)

**Asstt. Chief Accounts Officer  
(Tech/BPR)**

## **Accounting Procedure for "Pradhan Mantri Jeevan Jyoti Bima Yojna" (PMJJBY).**

As per Standard Operating Procedure for the new scheme "Pradhan Mantri Jeevan Jyoti Bima Yojna" (PMJJBY) issued from Financial Services Division of this Directorate vide Note bearing No. F. No.116-19/2015-dated 01.09.2015 received through FS Division case file No. F. No.116-19/2015 and other records relating thereto, the following Heads of Accounts/Accounting Procedure for the Scheme called "Pradhan Mantri Jeevan Jyoti Bima Yojna" (PMJJBY) to classify the transactions are proposed to be allotted/formulated as under.

2. When the amount is withdrawn by Postmaster from Saving Account of the Customer.

<b>(i) Major Head-</b>	8446-Postal Deposits
<b>Sub-Major Head-</b>	00- Postal Deposits
<b>Minor-Head</b>	102-Other Postal Deposits
<b>Sub Head</b>	- 09-Gross Amount withdrawn from Saving Account of Customer under Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)
<b>Detailed Head</b>	- 01- Gross Amount withdrawn from Saving Account of Customer under Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY) (Cr) (Rs. 330/- per Enrolment Form)
	02-Deduct- Amount to be remitted to LIC on account of Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY) (DFC) (Rs. 289/- per Enrolment Form)
	03-Deduct-Income of DoP and DoP share on account of Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)(Rs.41/-)
	(To be transferred to 1201-Postal Receipts /DoP share on account of Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)
<b>(ii) Major Head</b>	1201-Postal Receipts
<b>Sub-Major Head-</b>	00- Postal Receipts
<b>Minor-Head</b>	800-Other Postal Receipts
<b>Sub &amp; Detailed Head-</b>	57-Income/Share of DoP on account Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)(Rs. 41/-)
	01-Income/Share of DoP on account Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)(Rs. 41/-)

**3. Accounting Procedure:** Role of different units of the Department relating to the Scheme as far as accounting procedure is concerned, is furnished below.

**i) Role of Sub Post Offices/Head Post Offices:**

(a) On close of each day, the Sub Post Offices/HOs will account for the amount withdrawn @ Rs. 330/- per Enrolment Form from the Saving Account of the Customer on the Receipt side of the Sub Office/HO Summary and SO/HO Cash Book distinctly indicating "Withdrawal on account of Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY) Premium. Similarly, amount to be remitted to LIC @ 289/-per per Enrolment Form should be accounted on payment side of the SO/HO Summary and Cash Book. At the end of each month, progressive totals under this Head should be intimated to HOs/Divisional Head by SO/HOs respectively. Rs. 41/- being Income share of DoP on account of incentive payable to Postal staff entrusted with the work of Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY) and other expenses relating thereto will be retained by HO for making payment of incentive and other expenses.

(b) For this purpose, HO will prepare a monthly schedule as prescribed in **Annexure-A** in triplicate showing the details of amount withdrawn from the Saving Bank Account of the Customer, amount to be remitted to LIC and share of DoP to be retained at HPO and he will ensure that total of column 3&4 of the Annexure is tallied with column 2 and send a copy of the same to its Postal Accounts Office along with Cash Account, another copy to its Divisional Office and retaining third copy as office record.

**(ii) Role of Nodal Head Post Office:**

The Sansad Marg Head Post Office which has been nominated as the Nodal Office under the Scheme will watch the credit of amounts received from various Head Post Offices of Delhi Circle and from the HOs of the rest of the country through System generated statements, consolidate the same and arrange to remit the same to LIC under Pradhan Mantra Jeevan Jyoti Bima Yojna(PMJJBY) and send its details to FS Division of Postal Directorate for monitoring purpose

and DAP Delhi for record in the prescribed schedule in **Annexure-B** showing Circle-wise details.

**(iii) Role of Postal Accounts Offices:**

(a) At the end of the month, on receipt of the Cash Accounts Return along with the supporting documents and monthly schedule as prescribed in Annexure-A, relating to the scheme from the Head Post Offices, the PA Section of Postal Accounts Office will verify the figures and ensure that they tally and then book the amount under the Head **8446-00-102-09-01** Gross Amount withdrawn from Saving Account of Customer under Premium Pradhan Mantri Jeevan Jyoti Bima Yojna(PMJJB) (Cr.), amount to be remitted to LIC under 8446-00-102-09-01-Deduct-02, DoP share as Deduct -03 to be transferred to 1201-00-800-57-and Deduct-01 there under as Incentive paid to the staff engaged in the work of the Scheme and other expenditure related thereto.

**(iv) Role of Nodal Circle Postal Accounts Office:**

PAO Delhi, on receipt of Cash Accounts Returns along with the statements/schedule as prescribed in **Annexure-A** of Premium withdrawn from Saving Accounts of the Customers of Delhi Circle he will verify the same from the system generated statements the amount of premium to be remitted to LIC through Postmaster Sansad Marg, HO and DoP share to be retained by HPO. He will ensure that they are tallied with the figures received through schedules/returns. Similarly, PAO Delhi will verify the figures received through schedule as prescribed in **Annexure-B** from the Sansad Marg HPO and ensure that they are tally.

**(v) Role of Divisional /Regional/Circle Office and FS Division** will be as stated in SOP except that Role of DDG(PAF) will be restricted to booking of amount figures of premium collected, Premium remitted to LIC and amount spent on account of payment of Incentive and other expenses by various offices.

  
(V.N. Kalyani)

Asstt. Chief Accounts Officer  
(Tech/BPR)

### Annexure-A

Monthly Schedule showing details of amount withdrawn from Saving Bank Account of the Customers and to be remitted to LIC under "Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)" in respect of \_\_\_\_\_ Head Post Office for the month of \_\_\_\_\_.

[illegible]

Note: It must be ensured that total of column 2 should be agreed to total of column 3&4 and there should be no variation at any cost.

**Signature of Head Postmaster  
& Office Seal**

Copy to: 1. PAO concerned.  
2. Divisional Office concerned

### Annexure-B

Monthly Schedule showing Circle-wise details of amount remitted to LIC under "Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)" by Sansad Marg Nodal Head Post Office for the month of -----.

[illegible]

**Note:** It must be ensured that total of column 3 should be agreed with column 4 and there should be no variation at any cost.

**Signature of Head Postmaster  
Sansad Marg HO & Office Seal**

Copy to: 1. PAO Delhi.  
2. FS Division, Postal Directorate.



No.6-2 /2015 -16-PA (Tech-I) / 0-340  
DEPARTMENT OF POSTS  
PA WING: TECH-I BRANCH  
DAK BHAVAN: SANSAD MARG  
NEW DELHI-110001

4  
Dated--01-2016

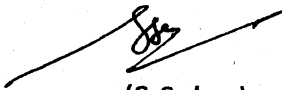
**Sub:** Regarding Operational and Accounting Procedure for New Scheme called "Pradhan Mantri Suraksha Bima Yojna" (PMSBY).

Sir,

The Provisional Accounting Procedure prepared on the basis of Standard Operating Procedure for the scheme called "Pradhan Mantri Suraksha Bima Yojna" (PMJJBY) was forwarded to Director General of Audit (P&T) Delhi vide this office letter of even No. D-233-235 dated 13.10.2015 for seeking Audit approval/concurrence.

Director General of Audit (P&T) Delhi vide its letter No. No. Report DoP/Heads of Account/F.151/235/dated 14.12.2015 has sent the Audit Approval on the Accounting Procedure for opening of Sub and Detailed Heads of Accounts for the New Scheme in the Books of the Department of Posts. The same is forwarded for information, guidance and necessary action at your end.

Encl: As above

  
(S.Sekar)  
Asstt. Director General  
(Accounts)

Asstt. Director (SB-I), F.S Division

TR- 819-Per L  
4-1-2016

**Copy for information and necessary action to:**

ACAO (Book) along with copy of Accounting Procedure and Standard Operating Procedure for the scheme for information and necessary action. The Accounting Heads are concurred by DGP&T Audit Delhi vide No. Report DoP/Heads of Account/F.151/235/dated 14.12.2015.

  
(V.N. Kalyani)

**Asstt. Chief Accounts Officer  
(Tech/BPR)**

## **Accounting Procedure for "Pradhan Mantri Suraksha Bima Yojna" (PMSBY).**

As per Standard Operating Procedure for the new scheme "Pradhan Mantri Suraksha Bima Yojna" (PMSBY) issued from Financial Services Division of this Directorate vide Note bearing No. F. No.116-19/2015-dated 01.09.2015 received through FS Division case file No. F. No.116-19/2015 and other records relating thereto, the following Heads of Accounts/Accounting Procedure for the Scheme called "Pradhan Mantri Suraksha Bima Yojna" (PMSBY) to classify the transactions are proposed to be allotted/formulated as under.

2. When the amount is withdrawn by Postmaster from Saving Account of the Customer.

**(i) Major Head-** 8446-Postal Deposits

**Sub-Major Head-** 00- Postal Deposits

**Minor-Head** 102-Other Postal Deposits

**Sub Head** - 10-Gross Amount withdrawn from Saving Account of Customer under Pradhan Mantri Suraksha Bima Yojna (PMSBY)

**Detailed Head** - 01- Gross Amount withdrawn from Saving Account of Customer under Pradhan Mantri Suraksha Bima Yojna (PMSBY) **(Cr)(Rs. 12/- per Enrolment Form)**

02-Deduct- Amount to be remitted to NIC on account of Pradhan Mantri Suraksha Bima Yojna ( PMSBY) **(DFC)(Rs. 12/-)**

**(ii) Major Head** 1201-Postal Receipts

**Sub-Major Head-** 00- Postal Receipts

**Minor-Head** 800-Other Postal Receipts

**Sub & Detailed Head-** 58-Share of DoP to be received from NIC on account of Incentive payable to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna( PMSBY) and other expenses relating thereto. **(Cr)**

01- Share of DoP to be received from NIC on account of Incentive payable to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna( PMSBY) and other expenses relating thereto. **(Cr)**

02- Deduct- Incentive payable to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna (PMSBY) and other expenses relating thereto. **(DFC)**

**3. Accounting Procedure:** Role of different units of the Department relating to the Scheme as far as accounting procedure is concerned, is furnished below.

**i) Role of Sub Post Offices/Head Post Offices:**

(a) On close of each day, the Sub Post Offices/HPOs will account for the amount withdrawn @ Rs. 12/- per Enrolment Form from the Saving Account of the Customer on the Receipt side of the Sub Office/HO Summary and SO/HO Cash Book distinctly indicating "Pradhan Mantri Suraksha Bima Yojna (PMSBY) Premium". Similarly, amount to be remitted to NIC @Rs. 12/- per Enrolment Form should be accounted on payment side of the SO/HO Summary and Cash Book. At the end of each month, progressive totals under both this Head should be intimated to HO/Divisional Head by SO/HO respectively. Rs. 02/ being share of DoP on account of Incentive payable to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna (PMSBY) and other expenditure related thereto will be credited by NIC later on in the Bank Account of Postmaster Sansad Marg HPO at the closing of the month from which payment of Incentive and other expenses relating thereto will be made. Postmaster Sansad Marg HPO will intimate circle-wise receipt of funds to PAO Delhi. **It may please be ensured that no payment of incentive is made until the amount is transferred from NIC to PAO Delhi.**

(b) For this purpose, HO will prepare a monthly schedule as prescribed in **Annexure-A** in triplicate showing the details of amount withdrawn from the Saving Bank Account of the Customer, amount to be remitted to NIC. He will ensure that total of column 3 of the Annexure is tallied with column 2 and send a copy of the same to its Postal Accounts Office along with Cash Account, another copy to its Divisional Office and retaining third copy as office record

**(ii) Role of Nodal Head Post Office:**

The Sansad Marg Head Post Office which has been nominated as the Nodal Office under the Scheme will watch the credit of amounts received from various SOs/Head Post Offices of Delhi Circle and from the HOs of the rest of the country through System generated statements, consolidate the same and arrange to remit the same to NIC under Pradhan Mantri Suraksha Bima Yojna (PMSBY) and send its details to FS Division of Postal Directorate, DAP Delhi for record in the prescribed schedule in **Annexure-B** showing Circle-wise details. However, he will monitor the credits to be received from NIC at the close of the

month on account of DoP share i.e. Incentive payable to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna (PMSBY) and other expenses relating thereto, prepare schedule as prescribed in **Annexure-C** of crediting of DoP share of various Circles to PAO Delhi for its onward issuance of Circle-wise ATCs to concerned PAOs by PAO Delhi.

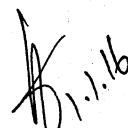
**(iii) Role of Postal Accounts Offices:**

(a) At the end of the month, on receipt of the Cash Accounts Return along with the supporting documents relating to the scheme from the Head Post Offices, the PA Section of Postal Accounts Office will book the amount under the Head **8446-00-102-10-01** Gross Amount withdrawn from Saving Account of Customer and remitted to NIC under Deduct-02- under Premium Pradhan Mantri Suraksha Bima Yojna (PMSBY) (Cr.). Also, on receipt of ATCs from PAO Delhi (Nodal PAO), of the amount of DoP share received at Sansad marg HPO from NIC for whole of the country, on account of Incentive payable to the staff engaged in the work of the Scheme and other expenditure related thereto will acknowledge and accept the same and will classify it under 1201-Postal Receipts and then expenditure as Deduct-01. PAO Delhi will receive the amount booked under 1201-00-800-58 share of DoP on account of Pradhan Mantri Suraksha Bima Yojna (PMSBY).

**(iv) Role of Nodal Circle Postal Accounts Office:**

PAO Delhi, on receipt of Cash Accounts Returns along with the statements/schedule as prescribed in **Annexure-A** of Premium withdrawn from Saving Accounts of the Customers of Delhi Circle, he will verify the same from the system generated statements the amount of premium to be remitted to NIC through Postmaster, Sansad Marg HO and will ensure that they are tallied with the figures received through schedules/returns. Similarly, PAO Delhi will verify the figures received through schedule as prescribed in **Annexure-B** from the HPOs of rest of the country and ensure that they are tally. Simultaneously, on the basis of schedule as prescribed in **Annexure-C**, received from Postmaster Sansad Marg HPO, he will transfer the Circle-wise DoP share @ Rs. 2/- per Enrolment Form to respective Circle PAOs by issuing Circle-wise ATCs for the amount to be spent on payment of incentive to staff entrusted with the work of Pradhan Mantri Suraksha Bima Yojna (PMSBY) and accept the acknowledged ATCs from respective Circle PAOs and monitor the same.

(v) Role of Divisional/Regional/Circle Office and FS Division will be as stated in SOP except that Role of DDG (PAF) will be restricted to booking of amount figures of premium collected, Premium sent to NIC and amount of DoP share received from NIC and spent on incentive and other expenses.

1.1.16

**(V.N.Kalyani)**

**Asstt. Chief Accounts Officer  
(Tech/BPR)**

### Annexure-A

Monthly Schedule showing details of amount withdrawn from Saving Bank Account of the Customers and to be remitted to NIC under "Pradhan Mantri Suraksha Bima Yojna (PMSBY)" in respect of -----  
Head Post Office for the month of -----.

Sl. No. & Date	Amount withdrawn from Customer Saving Bank Account as Premium under PMSBY @ Rs. 12/-per Enrolment Form	Amount to be remitted to NIC @ Rs. 12/-per Enrolment Form	Remarks if any
1.	2.	3.	4.

**Note:** It must be ensured that total of column 2 should be agreed to column 3 and there should be no variation at any cost.

**Signature of Head Postmaster  
& Office Seal**

Copy to: 1. PAO concerned.  
2. Divisional Office concerned

## Annexure-B

Monthly Schedule showing Circle-wise details of amount remitted to NIC under "Pradhan Mantri Suraksha Bima Yojna (PMSBY)" by Sansad Marg Nodal Head Post Office for the month of -----.

Sl. No. &	Name of Circle	Amount received from different HPOs of the concerned Circle @ Rs.12/-per Enrolment Form	Amount remitted to NIC -@ Rs. 12/-per Enrolment Form	Remarks if any
1.	2.	3.	4.	5.

**Note:** It must be ensured that total of column 3 should be agreed with column 4 and there should be no variation at any cost.

**Signature of Head Postmaster  
Sansad Marg HO & Office Seal**

Copy to: 1. PAO Delhi.  
2. F.S. Division Postal Directorate.



### Annexure-C

Monthly Schedule showing Circle-wise details of amount on account of DoP share received from NIC to be intimated by Sansad Marg Nodal HPO to PAO Delhi for crediting to other PAOs through ATCs under "Pradhan Mantri Suraksha Bima Yojna (PMSBY)" for the month of -----.

[illegible]

**Signature of Head Postmaster  
Sansad Marg HO & Office Seal**

Copy to: 1. PAO Delhi.  
2. F.S. Division Postal Directorate.