

F. No. 25-11/2016-FS-CBS  
Government of India  
Ministry of Communications  
Department of Posts  
(F.S. Division)

Dak Bhawan, New Delhi  
Dated: 10.04-2018

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

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

Respected Sir/Madam,

Several orders & instructions have been issued in the past, from time to time, in order to ensure prevention of frauds in CBS environment. Circles have been sensitized & suitable guidelines issued, to be followed by the field formations/Post offices.

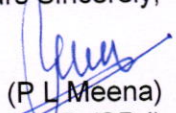
2. It is however felt necessary to reiterate the instruction/orders/guidelines to refresh the same, to be strictly followed by all concerned.

3. Accordingly, the copies of the following orders/instructions/guidelines are again sent for ensuring necessary action for prevention of frauds & proper functioning of the POs in CBS environment-

- (a) SB Order 05/2016 dated 21.06.2016
- (b) Addendum to SB Order 05/2016 dated 04.08.2016.
- (c) Addendum-II dated 10.11.2017.
- (d) SB Order No 03/2018 dated 12.03.2018
- (e) Letter No. 25-11/2016-FS-CBS dated 27.07.2016
- (f) Letter No 25-11/2016-FS-CBS dated 10/11.05.2016
- (g) Letter No 25-11/2016-FS-CBS dated 10.06.2016

3. This has the approval of Competent Authority.

Yours Sincerely,

  
(P. L. Meena)  
AD (SB-I)

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: 21.06.2016

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 letter of even number dated 10.5.2016 and 10.6.2016 on the subject vide which various steps to be taken by Post Offices/Divisions/ Circles were circulated to Heads of Circles. Now, the competent authority has decided to circulate these steps in the shape of SB Order. Details of steps to be taken are given below:-

1. Staff working on CBS should not share password with any other official of his own office or CPC officials or CEPT Team members or any other person. Administrative Officers should take stringent disciplinary action against staff who have been found sharing password.
2. It will be duty of Postmaster/SPM/APM/ to get user IDs of those officials who proceed on leave/deputation etc. disabled.
3. It will be the responsibility of the concerned Division to get user IDs of officials deleted who have been suspended, dismissed, retired or transferred to non CBS offices by referring it to CEPT Team through Circle CPC.
4. SBCO should generate Consolidation of each scheme from the Finacle (which is available in production for any date) when vouchers are received from SOs/HO and compare the consolidation print out sent by SOs/HO Counter with the consolidation shown by the system. In case of discrepancy, SBCO Incharge should immediately raise the issue and report to Divisional Head as well as Vigilance branch of Region/Circle. It is mandatory that consolidation report should be generated from the Finacle production system for reconciliation.
5. SBCO should tally vouchers with the LOT generated through MIS server only. Whenever MIS server access is available, SBCO should first tally vouchers of old/pending dates. Efforts are being made to make MIS server access available all the time. SBCO should immediately raise ticket through CPC concerned as and when MIS server is unable to generate reports.
6. Each and every counter PA should make its Teller Cash Account ZERO before start of End of Day. If this is not done, suitable disciplinary action should be taken against the official concerned.
7. All CBS Post offices should follow the cheque clearing process scrupulously and no transfer entry should be made in any clearing office account from any other office account. Any unauthorized entry into any office account shall be treated as violation of rules and official will be liable for disciplinary action.
8. Salary or Pension credit to savings account of employee or pensioner should be done only at Head Post Office. Postmaster/APM shall be responsible for correct upload of amount of