

F.No.25-02/2012-CBS(FS)  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Date: 13.06.2019  
14

To,

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

Subject:- Preservation period for KYC forms at Circle CPC(CBS) regarding.

Sir / Madam,


The undersigned is directed to say that the competent authority has decided to prescribe preservation period for KYC forms received from various CBS Post Offices at Circle CPCs(CBS). Preservation period will be as given below:-

- (A) Physical KYC Forms at CPC(CBS):- "One year after scanning and uploading"
- (B) Scanned images of KYC forms at CPC(CBS) :- "Three year after scanning and uploading".
- (C) Disposal of KYC Forms at CPC (CBS):- KYC Forms to be destroyed by shredding method in the presence of In-charge CPC(CBS) and necessary records to be maintained at CPC(CBS) as regards the destruction of KYC forms.

2. It is requested that this SB order may be circulated to all concerned for information, guidance & necessary action.

This issues with the approval of competent authority.

Yours faithfully,

  
( Devendra Sharma )  
Assistant Director (SBPG)

Copy to:-

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. Resident Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, RAKANPA, Ghaziabad.
7. All Directors, Postal Training Centres.
8. Director PTC Mysore for uploading the SB order on India Post Web Site.
9. Deputy Director (CEPT) O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. PS to Member (Banking)
15. PPS to DG Posts.
16. PPS to Secretary Posts.