

F.No.25-11/2016-FS-CBS  
Government of India  
Ministry of Communications & IT  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Date: 13.06.2019  
14

ADDENDUM-1

To,

All Heads of Circles/Regions

Addl. Director General, APS, New Delhi.

**Subject:- Regarding Printing of Passbooks with Passbook Printers.**

Sir / Madam,

The undersigned is directed to refer this office SB Order No. 14/2017 dated 04.10.2017, whereby it has been prescribed that as a measure of safety and precaution, manual entry is not to be allowed in Post Office Passbooks of various POSB Schemes in CBS Post Offices where Passbook Printers have been supplied.

2. It has, however, come to notice of the Directorate that many CBS Post Offices are still resorting to manual entries in Passbooks (where Passbook Printers have already been supplied) on one pretext or the other. This is quite risky & objectionable which may not be allowed to continue.


3. It is therefore reiterated that as a measure of safety and precaution, no manual entry is to be done in Passbooks of various POSB Scheme in CBS Post Offices where Passbook Printers have been supplied.

4. If due to any reason the Passbook Printer is not working, the statement of last page of respective account is to be provided to the customers for reference. No Manual entry to be done in Passbook in any case in a CBS Post Office where passbook printer is supplied.

5. It is requested to circulate the above instructions to all field units and ensure that the instructions are strictly followed.

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.