

F.No. 116-12/2016-SB  
Government of India  
Ministry of Communication  
Department of Posts  
(F.S. Division)

Dak Bhawan, New Delhi-110001  
Dated: - 10/01/2020

To,  
All Head of Circles,  
Addl. Director General, APS, New Delhi

**Subject:** - Collection of various types of fee prescribed in GSPR-2018 under Schedule II regarding.

Sir/Madam,

The undersigned is directed to inform that this office is in receipt of various references for collection and accounting of various types of fee/charges for services prescribed in "Government Savings Promotion General Rules 2018" under "Schedule II". In order to rationalize the process, the competent authority has decided to prescribe following process for collection and accounting of various types of fee.

2. Till necessary provisions are made in Finacle/CSI for collection of various types of fee/charges on services, following process should be adopted by all concerned.

(i) Collection of various types of fee to be collected in CSI – SAP through F-02/FB50

Sl.NO.	Service Description	Amount to be collected in Cash	GL Code in CSI (Credit)
1	Issue of Duplicate Passbook	Rs. 50	8800800010
2	Issue of statement of account	Rs. 20	1800423500
3	Issue of pass book in lieu of lost or mutilated certificate per registration.	Rs. 10	8800800010
4	Cancellation or change of nomination	Rs. 50	1800423200
5	Transfer of account/ Certificates (per registration) (The following cases not to be treated as transfer, as being done due to administrative reasons. 1. Accounts opened in APS and subsequently transferred to Post Office. 2. Accounts frozen under SCWF Rules-2016 and closed at respective HO. 3. Discontinued schemes accounts/ certificates closed at respective HO.	Rs. 100	8800800040
6	Pledging of account/ Certificates (per registration)	Rs. 100	1800423500
7	Issue of cheque book in savings account	up to 10 cheques in a calendar year no fee, thereafter at Rs. 2 per cheque.	1800423500

\* Charges on dishonor of cheque already configured in finacle.

(ii) 18% GST is also applicable on above fee/charges for services.

(a) CGST- Coll. on Banking & Fin. Services · 9% -8866102590

(b) SGST- Coll. on Banking & Fin. Services · 9% 8866102610

or

(c)UTGST-Coll. on Banking & Fin. Services· 9% 8866102630 (For Union Territories only)

**(Example:** For issue of duplicate passbook.)

(1) CSI- SAP F-02 or FB50 :-	8800800010	Rs. 50	Cr.(50)
	8866102590	Rs. 4.50	Cr. (50)
	8866102610	Rs.4.50	Cr. (50)
	4867100010	Rs. 59	Dr. (40)

(Document Number to be noted)

(2) CSI-POS Counter → F5 Customer Service → F12 ACK Slip Print → Action Type – Others.. “Duplicate Passbook Fee including GST collected Rs. 59 from Shri ..... vide Document Number ..... Dated .....”

(iii) Two copies of acknowledgement slips are to be generated in CSI-POS one copy is to be given to the customer and second copy is to be attached with respective application/form.

3. It is requested to circulate this amendment to all concerned for information and guidance and necessary action.

4. This issues with the approval of Competent Authority.

Your's faithfully

  
(Devendra Sharma)

Assistant Director (SB)

Copy to:-

1. DDG(VIG)/AS&FA/DDG(PAF)/DDG(RB)/DDG(Estt.)/DDG(PG & Inspections)/DDG(PCO) /Sr. DDG(PBI)
2. Director of Audit (P&T), Delhi.
3. Resident Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
4. All Directors/Dy. Directors of Accounts, Postal
5. Director, RAKANPA, Ghaziabad, All Directors, Postal Training Centres.
6. Director PTC Mysore for uploading the SB order on India Post Web Site.
7. Deputy Director (CEPT) O/o CPMG T.N.Circle, Chennai for information and necessary accordingly.
8. AD /Inspection/PF/Vigilance
9. All recognized unions.
- 10.MOF(DEA), NS-II, North Block, New Delhi
- 11.National Savings Institute, 4 Deen Dayal Upadhyay Marg, New Delhi.
- 12.PS to Member (Banking)
- 13.PPS to DG Posts.