

e.F.No. FS-14/3/2020-FS
Government of India
Ministry of Communications
Department of Posts
(FS Division)

Dak Bhawan, New Delhi
Dated :- 07.10.2020

To,
All Head of Circles/Regions.

Subject:-Regarding change of procedure for generation of LOTs /Consolidation Journal and handling of vouchers for National (Small) Savings Schemes in CBS Post Offices from 10.10.2020

Sir/Madam,

The existing process for generation of Scheme wise List of Transactions (LOTs) and Scheme-wise Consolidation Journals by CBS Post Offices and further processing by SBCO has been reviewed at Directorate level and after detailed examination the competent authority has accordingly decided to implement a common List of Transaction (LOT) and a common Consolidation Journals for all Small Savings Schemes in CBS Post Offices. This will enable savings of paper, less report generation, speed up the process and ease of operation.

2. From 10.10.2020 the following procedure will be followed for generation of List of Transactions (LOTs) and Consolidation Journals, handling of vouchers for National (Small) Savings Schemes by CBS Post Offices, SBCO.

Note:- In common List of Transaction the following changes have been made: -

- i) SI Entries (Automatic transfer from SB to RD, MIS/TD/SCSS to SB) will not be included in common List of Transaction as these are system generated transactions. However SI failure report will be shared by CEPT with respective CPCs for further necessary action on daily basis.
- ii) A single entry for each MPKBY Agents LOT is included, and if required, the detailed transaction can be viewed through agent reports using HFINRPT menu.
- iii) Transaction will be reflected as per time of creation of Transaction ID in each Post Office (SOL).
- iv) Other channel transactions will not be included in common List of Transaction (i.e. ATM, internet banking & mobile banking) as these are being handled through nodal office/GL integration.

Part A :- Process to be followed by Post Offices (HOs/SOs).

- i) **After each and every transaction, counter PA will shall write Name of Scheme and TRAN ID in red ink on the right hand side of the voucher.**
- ii) Consolidated list of commission paid as well as list of TDS deducted and should be sent to account branch of HO for preparation of schedule and Income Tax Return.
- iii) One withdrawal form will be prepared by counter clerk duly verified by HO DPM/APM for the POSB cheque Inward clearing amount intimated by cheque clearing branch. Printout of Inward clearing cheque images should be attached with the withdrawal Form. APM will verify the Inward cheque clearing amount with cheque clearing branch. DPM/APM (SB)/PM will tally inward clearing amount shown with total debit clearing amount in "Long Book Detailed report – BRN".

iv) If any Inward cheque is rejected one pay-in-slip is should prepared by clearing PA with total rejection amount and details of rejected cheques as well as cheque dishonor fee should be mentioned in the pay-in-slip.

v) In case of RD deposits accepted through MPKBY agents using Agent Portal, one copy of AGENT RD BULK LIST along with pay-in-slip should be placed at the end of the respective office voucher bundle.

vi) During counter operation, vouchers of all schemes ((i.e. SB/RD/TD/MIS/SCSS/PPF/SSA/NSS and KVP/NSC (issued after 01.07.2016)) should be arranged serially in one bundle according to their **Transaction ID number irrespective of scheme.**

vii) In case of KVP/NSC bulk closure and amount transferred in PO Savings Account, a single pay-in-slip should be prepared mentioning from and to transaction ID and no. of certificates and amount.

Note:- Where POSB transactions are being performed on multiple counters at the end of counter hours, vouchers from all counters to be arranged according to Transaction ID number irrespective of scheme in a single bundle. If vouchers are more multiple bundles may be prepared i.e first 100 vouchers in 1st bundle, next 100 vouchers 2nd bundle and so on.

viii) Discharge vouchers of physical certificates (KVP/NSCVIII issue) issued before 01.07.2016) should be arranged separately and processed as being done presently.

ix) Account Opening form (SB-3/AOF) of closed accounts are to be attached with account closure form and sent to SBCO. Wherever KYC documents are attached with AOF, CIF Number and Account number should be written on the top of the KYC documents and KYC documents are to be retained in Post office in the same guard file at same place with remark "Account closed onand SB-3/AOF transferred to SBCO". SB3/AOF should be detached from KYC documents and sent with account closure form to SBCO.

x) In case of accounts closed at other SOL (other than the account office), Account Transfer form/SB-3/AOF along with KYC documents is to be attached with account closure form and sent to SBCO.

xi) Wherever SB-3 /AOF is not available, fresh AOF is to be obtained with fresh KYC documents and should be attached with account closure form and is to be sent to SBCO.

xii) At the end of counter hours counter assistant will generate "Long Book Detailed report - BRN (Today)" through HFINRPT menu in Finacle Production server for respective SOL ID and tally all vouchers with this report.

Note:-PM/APM/SPM shall ensure that Print out of "Common Post Office Long Book Details Report" is NOT taken.

xiii) After tallying of vouchers with "Long Book Detailed Report-BRN (Today)" counter assistant will generate and print 2 copies of 'Long Book Consolidation Report-BRN (Today)' through HFINRPT menu in Finacle Production server.

xix) All vouchers including closed vouchers are to be sealed along with print out of "Long Book Consolidation Report-BRN (Today)" and one copy of the same is to be preserved in post office in a guard file.