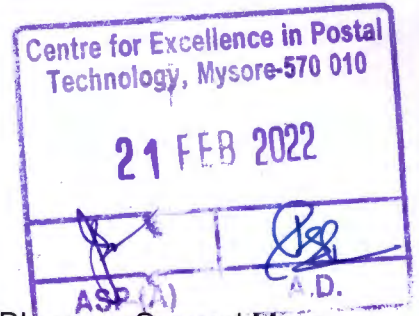


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Postal

Inv-21/1/2022-Inv
Government of India
Ministry of Communications
Department of Posts



Dak Bhawan, Sansad Marg
New Delhi-110001
Dated: 16.02.2022

To

All Chief Postmasters General
All Postmasters General

Subject: Loss and Fraud Cases -introduction of Standardized Proforma for furnishing Preliminary Report (all loss and fraud cases) and Quarterly Review Report (in the cases involving more than Rs 50 lakhs)

Sir/Madam,

During review of the loss and fraud cases, it is noticed that very often preliminary reports in such cases are not submitted in time by the Circles/Regions/Divisions. Further, it is also noticed that there is no time limit prescribed under the rules for submission of such preliminary reports as well as there is no standard proforma for the same. Delay in submission of preliminary reports in loss and fraud cases by the Circles/Regions/Divisions or lack of complete information therein, i.e., clear modus operandi, systemic issues involved, lodging of FIR etc., results in non-examination of the systemic issues and delays in corrective actions to be taken on the same by the Directorate, if any. Therefore, a need was being felt to standardize the format for furnishing Preliminary Report in respect of the loss and fraud cases. Accordingly, a Standardized Format for furnishing Preliminary Report has been devised. The standardized format, inter alia, contains the following provisions:

- i) Preliminary Report is to be submitted within 30 days of detection of misappropriation when it crosses the threshold limit of reporting to the appropriate authority.
- ii) In case of Report to the RO/CO, the preliminary report should be sent with the approval of Divisional Head.
- iii) In case of Report to the CO, the report should be sent with the approval of Regional Head, if the Division/Unit is not directly reporting to the CO. While in case of report to Directorate, the same should have the approval of Regional/Circle Head.
- iv) It is essential that in all the cases, specific mention of the systemic issues involved, need to be made and suggestions thereon should be included in the Preliminary Report, if immediate corrective action is to be

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taken by the Directorate.

2. In addition to the above, at present the instructions provides for Half Yearly Review of each loss and fraud case. However, as the high value cases (involving more than Rs. 50 lakhs) need more focused attention, it was felt that review of such cases should be carried out on a quarterly basis by Circles. Although for quite some time the Directorate is seeking quarterly review of such cases, yet in absence of any standardize format for review, difficulty is faced in effective review of such cases. Therefore, it has been decided that henceforth, in all the cases involving more than Rs. 50 lakhs, a '**Quarterly Review Report**' of review done by HOC should be furnished to Directorate in the Standardized Format enclosed herewith. All such cases are to be reviewed quarterly at the HoC level and a review report thereon is to be submitted by 15th of January/April/July/October in respect of the preceding Quarters. This will be in addition to the 'Half Yearly Review Report' which will continued to be furnished to Directorate by respective Regions/Circles in all the cases involving more than Rs. 10 lakhs. The cases involving below Rs. 10 lakhs would continue to be reviewed as per existing instructions.

3. All Circles/Regions are requested to bring the above to the notice of all concerned for strict compliance.

This issues with the approval of the DGPS.

Yours faithfully,



(Ravi Pahwa)
Assistant Director General (Inv-I)

Copy to:

GM CEPT, Mysore - for uploading on the website.

**Proforma for Quarterly Review Report for Loss & Fraud Cases
(Involving Amount above Rs. 50 lakhs)**

DO Case Mark	RO Case Mark	CO Case Mark	Directorate Case mark

1. Name of the Post office:

2. Amount involved:

a. Permanent :

b. Temporary :

c. NI & PI :

d. Total :

e. Amount Recovered :

3. Whether CLI conducted & CLI Report submitted to Directorate with comments of the CPMG/ PMG ? :

4. Whether Past Work Verification completed? If not, reasons thereof :

5. Disciplinary action:

	No of offenders	No. of offenders to whom charge sheet issued				No of cases in which Disc. Proceedings finalized	If not initiated/finalized, reasons thereof
		R-14	R-16	R-9	R-10		
Main offender:							
Co-offender:							
Subsidiary offender:							

9. Criminal Action:

10. Settlement of claims:

Total claim cases	Settled/Disposed off	Pending	Reasons for pending claims

12. Action under RR/Other relevant Act:

13. Date of Last Review By the Head of Circle :

14. Status of Last Review and nature of action taken on each observation separately:

S.No.	Observations of HOC	Action taken

14. Status of observations conveyed by the Directorate in last communication:

a) No. and Date of Communication of Directorate conveying observations :

b) No. and Date of reply given by Circle to Directorate on their observations

**PRELIMINARY REPORT
(For All Loss and Fraud Cases)**

TO BE SUBMITTED:

- i) Within 30 days of detection of misappropriation when it crosses the threshold limit of reporting to the appropriate authority.
- ii) In case of Report to RO/CO, it should be sent with the approval of Divisional Head.
- ii) In case of report to the CO/Directorate, the report should be sent with the approval of Regional Head/Circle Head

DIVISIONAL OFFICE CASE MARK:

REGIONAL OFFICE CASE MARK:

CIRCLE OFFICE CASE MARK:

1. Nature of fraud/loss : (Tick appropriate option)
- a) Temporary misappropriation
 b) Permanent misappropriation
 c) Leakage of Revenue
 d) Theft/Robbery
 e) Loss or damage to Public Property by fire, natural calamities etc.
 f) Any other (Please specify)

2. Amount involved :-

Permanent	
Temporary	
Total amount	

3. Place of loss/fraud

[Specify name of office with its Account's Office/Cash Office/HO/Division, where applicable or N.A]

EDBO :

EDSO :

SO :

Accounts Office :

Cash Office :

H.O. :

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Mail office/BPC/BNPL :

Division :

4. Detection of fraud :

- i. **Date of actual occurrence or commencement:**
- ii. **Date on which it came to light:**
- iii. **Date of reporting to R.O(if applicable):**
- iv. **Date of reporting to C.O(if applicable):**
- v. **Source: -**

(Attach Supporting Document in each case)

i) Complaint
ii) Surprise Visit
iii) Inspection
iv) Checking Squad
v) FRMU alert
vi) SBCO Objection
vii) Any other (specify)
Gist of the Information in the source:

5. Modus Operandi:- (may attach separate sheet)

6. Names of main/Co/Subsidiary offenders: (Attach separate list mentioning their roles/lapses in brief with violation of Rules)

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7. a) Whether case reported to Police/CBI/ED (Specify the FIR/RC No if registered):

[Reporting of case to CBI/ED should be with approval of RO/CO]

b) In case not reported, the reasons therefor

8. Recoveries (in Rupees)

Main Offender (s):

Other Sources:

Freezing of Accounts of the main offender(s)/other related accounts:

(specify the no. of accounts frozen and cumulative balance)

9. Whether revenue authorities addressed for acting under Revenue Recovery Act:

10. Systemic issue, if any (be furnished in below table):

Observations of Division	
Observations of R.O (if applicable)	
Observations of C.O (if applicable)	

11. Remedial action taken (Specify the details):

(Signatures)

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Date:

Name and Designation