

F.No. FS-14/3/2021-FS-DOP
Govt. of India
Ministry of Communications
Department of Posts
(F.S. Division)

Dak Bhawan, New Delhi – 110001

Dated : 01.04.2022

To

All Head of Circles / Regions

Subject: Printing and Supply of AAR Books, ASLAAS-5 Cards and POSB
Cheques by Department of Posts – Reg.

Sir / Madam,

At present, the following Savings Bank related forms / stationeries are printed and supplied by National Savings Institute (NSI), New Delhi.

- (i). Authorized Agents Receipt (AAR) Books – Cash and Cheque for SAS agents.
- (ii). ASLAAS-5 Cards for MPKBY agents.
- (iii). POSB CTS Cheque books for PO Savings Account holders.

2. In accordance with the orders in Department of Economic Affairs, Ministry of Finance OM No. PA/12/5(6)2021 dated 12.10.2021 and in OM No. 11/4/2021-BA dated 27.12.2021, the task of printing and supply of the above said items has been transferred from NSI to Department of Posts (DOP). Accordingly, the above said three items will be printed and supplied by DOP from the financial year 2022 – 2023 i.e. from 01.04.2022.

3. A detailed Standard Operating Procedure in connection with the printing and supply of the above said items by Department of Posts is attached herewith.

4. Printing of AAR Books and ASLAAS-5 cards will be carried out by the PSDs identified and printing of POSB Cheque books will continue to be done by India Security Press, Nashik. Sample copy of AAR book may be available with all PSDs and a sample copy of ASLAAS-5 card is attached for reference and printing.

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5. Circles / Regions are requested to take necessary actions in this regard and this order may be circulated to all the offices.

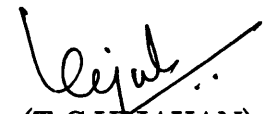
6. This is issued with the approval of DDG (FS).

Encl: As above.


(T.C. VIJAYAN)
Assistant Director (SB-I)

Copy to:-

1. Sr. PPS to Secretary (Posts)
2. PS to Director General Postal Services.
3. PPS/ PS to Addl. DG (Co-ordination)/Member (Banking)/Member (O)/Member (P)/ Member (Planning & HRD)/Member (PLI)/Member (Tech)/AS & FA
4. Addl. Director General, APS, New Delhi
5. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
6. Sr. Deputy Director General (Vig) & CVO) / Sr. Deputy Director General (PAF)
7. Director, RAKNPA / CGM, CEPT / Directors of all PTCs.
8. Director General P & T (Audit), Civil Lines, New Delhi
9. Secretary, Postal Services Board/ All Deputy Directors General
10. All General Managers (Finance) / Directors Postal Accounts / DDAP
11. Chief Engineer (Civil), Postal Directorate
12. All recognized Federations / Unions / Associations
13. The Under Secretary, MOF (DEA), NS-II Section, North Block, New Delhi.
14. The Joint Director & HOD, National Savings Institute, ICCW Building, 4 Deendayal Upadhyay Marg, New Delhi-110002. It is requested to kindly instruct all the Small Savings Offices across the country to adhere the procedure prescribed for printing of ASLAAS-5 cards.
15. GM, CEPT, Mysuru - for uploading the order on the India Post website.
16. The Manager (T-C) & Deputy Controller of Stamps, India Security Press, Nashik Road - 422101.
17. Guard File


(T.C. VIJAYAN)
Assistant Director (SB-I)

Standard Operating Procedure
For Printing and Supply of AAR Books, ASLAAS-5 Cards and POSB Cheque books

I. INTRODUCTION

Presently, the following Savings Bank related forms / stationeries are printed and supplied by National Savings Institute (NSI), New Delhi.

- (i). Authorized Agents Receipt (AAR) Books – Cash and Cheque for SAS agents.
 - (ii). ASLAAS-5 Cards for MPKBY agents.
 - (iii). POSB CTS Cheque books for PO Savings Account holders.
2. AAR Books are being used by the SAS Agents whenever any investment is accepted from any depositor. These books are printed in four categories as follows.
 - (i). Rs. 1,000/- Denomination
 - (ii). Rs. 5,000/- Denomination
 - (iii). Rs. 10,000/- Denomination
 - (iv). For Crossed Cheques
3. AAR Books with Cash denominations are used by the SAS Agents when the investment is made through Cash within limit prescribed by Ministry of Finance (Department of Economics Affairs) and that of without denomination is used for the investment through Cheques. AAR Books are supplied to the Agents by the Post Offices.
4. ASLAAS-5 cards are used by MPKBY Agents for the purpose of investment by the Depositors in Recurring Deposit Scheme. ASLAAS-5 cards are supplied to the MPKBY Agents by District Small Savings Offices of State Government concerned.
5. Printing of AAR Books and ASLAAS-5 cards is carried out by NSI, New Delhi through local printing firms and Directorate of Printing. POSB CTS Cheque books are printed by India Security Press (ISP), Nashik as per the orders placed by NSI, New Delhi.

II. GENERAL

In accordance with the orders in Department of Economic Affairs, Ministry of Finance OM No. PA/12/5(6)2021 dated 12.10.2021 and in OM No. 11/4/2021-BA dated 27.12.2021, the task of printing and supply of the above said items has been transferred from NSI to Department of Posts (DOP). Accordingly, the above said three items will be printed and supplied by DOP from the financial year 2022 – 2023 i.e. from 01.04.2022. The following procedure shall be followed by all the offices concerned.

1. Printing and supply will be done twice in a Financial Year. All the indenting units / offices shall place the indents, Half yearly, for the requirement for the period from 1st April to 30th September and for the period from 1st Oct to 31st March. However, the first indent for the requirements of AAR Books and ASLAAS-5 Cards can be placed by all the Head Post Offices and District Savings Officers immediately.
2. AAR Books and ASLAAS-5 Cards will be printed locally by the Postal Stores Depots (PSD) identified by the Circle listed in the Annexure – A, as per the requirement received from Head Post Offices and District Small Savings Offices respectively.
3. India Security Press (ISP), Nashik will continue to print the POSB CTS Cheque books. PSD, Nashik will be the nodal PSD for placing indent for supply of POSB Cheque books.
4. The indents from Divisional Offices and District Small Savings Offices should reach the PSD concerned as follows.

Sl. No.	Item	Indenting Units / Offices	First Half-yearly Indent should reach on or before	Second Half-yearly Indent should reach on or before
1.	AAR Books	Divisional Office	15 th January	15 th July
2.	POSB Cheque books	Divisional Office	1 st January	1 st July
3.	ASLAAS-5 Cards	District Small Savings Offices	15 th January	15 th July

5. The printing, supply, indenting shall be done by the identified PSD in each Circle and as such the PSDs identified are given in Annexure – A. *If indent is not received from DSSO, the concerned PSD should confirm the same from DSSO concerned.*
6. Copies of the indents / print orders related to these items should be marked to the Circle concerned for monitoring and Circles shall ensure that there is no shortage in the post offices.

III. ROLE OF DISTRICT SMALL SAVINGS OFFICES

1. The Directorate of Small Savings / District Small Savings Officers (DSSO) or the Authorities prescribed by the Directorate of Small Savings in the State concerned shall place the indents for supply of ASLAAS-5 cards to the Superintendent, Postal Stores Depot (PSD) concerned as per the list given in Annexure - B.
2. On receipt of the printed ASLAAS-5 cards from PSDs concerned, DSSOs will issue the cards to the MPKBY Agents under their jurisdiction.

IV. ROLE OF SUB POST OFFICES/HEAD POST OFFICES

1. The Sub Post Offices shall place the indent for requirements AAR Books and POSB Cheque books to its Head Post Office (Account Office) during the month of December and June every year, in the following format.

Indent for supply of AAR Books and POSB Cheque books

Name of the Sub Post Office _____
 Indent for the Half-Year From _____ To _____

Sl. No.	Item	Stock on Hand	Requirement for the Half-Year
1.	AAR Book – Rs. 1,000/- Denomination		
2.	AAR Book – Rs. 5,000/- Denomination		
3.	AAR Book – Rs. 10,000/- Denomination		
4.	AAR Book – For Crossed Cheques		
5.	POSB Cheque Books		

Date: _____

Sub Postmaster

To
 The _____
 _____ HPO

2. All Head Post Offices shall forecast the requirement of Cheque Books and AAR Books for the forthcoming half-year, by adding 10% with the quantity used in Post offices/supplied in the last half-year. Accordingly, HO's shall send their requirements (indent) including of their SO's in Half yearly indent to Divisional Office.

3. The Head Post Office shall place the consolidated indent for supply of AAR Books and POSB Cheque Books in the following format. The Postmaster, Head Post Office shall also ensure that the total requirement of cheque books is in multiples of 3. (Example: 210, 240, 999, 1500, 3000 etc) and correctness of MICR code of Head Post Office, to be printed in the Cheque books.

4. The indent shall be forwarded to the Divisional Office concerned by the Head Postmaster.

Indent for supply of AAR Books and POSB Cheque Books

Name of the Head Post Office _____

Indent for the Half-Year From _____ To _____

Sl. No.	Item	Stock on Hand			Requirement for the Half-Year		
		In HO	In SOs	Total	HO	SO	Total
1.	AAR Book – Rs. 1,000/- Denomination						
2.	AAR Book – Rs. 5,000/- Denomination						
3.	AAR Book – Rs. 10,000/- Denomination						
4.	AAR Book – For Crossed Cheques						
5.	POSB Cheque Books MICR Code _____						
	Total						

Date: _____

Head Postmaster

To

The Sr. Superintendent / Superintendent
_____ Division**V. ROLE OF DIVISIONAL OFFICE**

1. The Divisional Office shall place the consolidated indent to PSD concerned, for supply of AAR Books and POSB Cheque Books containing 10 leaves in the following format. Divisional Office shall ensure that the total requirement of cheque books is in multiples of 3 (Example: 210, 240, 999, 1500, 3000 etc) and correctness of MICR number of Head Post Office concerned, to be printed in the Cheque books.

Indent for supply of AAR Books

Name of the Division _____

Indent for the Half-Year From _____ To _____

Sl. No.	Item	Name of the HO	Requirement for the half year for the HO	Total Requirement (Item-wise)	Remarks
1.	AAR Book – Rs. 1,000/- Denomination	HO			
		HO			
2.	AAR Book – Rs. 5,000/- Denomination	HO			
		HO			
3.	AAR Book – Rs. 10,000/- Denomination	HO			
		HO			
4.	AAR Book – For Crossed Cheques	HO			
		HO			
	Total				

Date: _____

Senior Superintendent/ Superintendent
_____ DivisionTo
The Superintendent
_____ PSD**Indent for supply of POSB Cheque Books containing 10 leaves**Name of the Division _____
Indent for the Half-Year From _____ To _____

Sl. No.	Name of HPO along with the Designation of Issuing Authority	9 Digits MICR Code	2 Digits Transaction Code	Number of Cheque books on Hand	Requirement for the Half-Year		
					HO	SO	Total
	Total						

Date: _____

Senior Superintendent/ Superintendent
_____ DivisionTo
The Superintendent
_____ PSD

2. The indent should be signed by the Head of the Division and it shall be forwarded to the Superintendent, PSD concerned, within the time limit prescribed in Para II (4).

VI. ROLE OF POSTAL STORE DEPOTS

(i). AAR Books and ASLAAS-5 Cards

1. PSDs identified shall print AAR Books and ASLAAS-5 cards locally, following all the procedures prescribed for procurement of goods and services and supply them to the Head Post Offices and Directorate of Small Savings / District Small Savings Officers concerned as per the indents.
2. Specifications of AAR Books and ASLAAS-5 Cards are given in the Annexure – C and Annexure – D. Each receipt in the AAR Books and each ASLAAS-5 card shall have a unique serial number which will be a combination of Prefix allotted to each Circle/PSD, Alpha Serial and a numerical serial. While placing the orders for printing, PSDs shall ensure that correct serial numbers are provided and printed in the receipts in AAR Books and ASLAAS-5 cards.
3. PSDs shall ensure that printing and supply of the requirements of Divisions / Head Post Offices is completed before 31st March and 30th September every year.

(ii). POSB Cheque books

1. All the PSDs should have the information of MICR Codes of all the Head Post Offices in the Circle. PSDs will send their half-yearly indents, well in advance to PSD Nashik before the start of the half year. The first half-yearly indent should reach PSD Nashik by 31st January and 31st July every year. Before forwarding the indents to PSD, Nashik, Superintendent, PSD should ensure that the MICR code details in the indents are correctly written by the Head Post Offices and thereby in the indents to be placed to ISP, Nashik.
2. PSDs shall submit the indents for POSB Cheque books in the following format.

Indent for supply of POSB Cheque books containing 10 Leaves

Name of the PSD _____
Complete Address with Pincode _____
Contact Details (Telephone / Mobile & Email ID) _____
Indent for the period from _____ to _____

Sl. No	Name of HPO with designation of issuing authority as are required to be printed on MICR cheques	9-digit MICR code number	2 digits Transaction code	Requirement of cheque books for HO only	Requirement of cheque books for SO only.	Total requirement

Date: _____

Superintendent
PSD, _____

To
The Deputy Controller of Stamps
Central Stamp Depot
India Security Press (ISP)
Nashik Road – 422101.

3. The indent should be signed by Superintendent, PSD concerned and it should be ensured that the total requirement of cheque books is in multiples of 3. (Example: 210, 240, 999, 1500, 3000 etc).

4. PSDs shall forward **five copies of indents** addressed to The Deputy Controller of Stamps, Central Stamp Depot, India Security Press (ISP), Nashik Road – 422101 to the Superintendent, PSD, Nashik. The PSD concerned will also forward a copy of the indent, one copy each to the Head of Circle and all the Regional Heads in the Circle, for information and to keep watch over the stock of POSB Cheque books.

VII. ROLE OF PSD, NASHIK

1. Superintendent, PSD, Nashik will subsequently place consolidated indents to the Deputy Controller of Stamps, Central Stamp Depot, ISP Nashik in the month of February and August every year.

2. PSD, Nashik shall place the consolidated indents to ISP, Nashik in the following format. The indent number will run consecutively for each financial year.

Indent for supply of POSB Cheque books containing 10 Leaves

To
 The Deputy Controller of Stamps
 Central Stamp Depot,
 India Security Press,
 Nashik Road – 422101.

Indent No. _____ Financial Year _____

Date _____

Sl. No	Name of PSD	Requirement of cheque Books	Remarks
	TOTAL		

Enclosure: _____

Superintendent
 PSD, Nashik

3. Out of five copies received from various PSDs, one copy will be retained by PSD Nashik for future references if any and PSD Nashik shall submit remaining four copies of indents received from all the PSDs to ISP Nashik along with the consolidated indent.

4. PSD Nashik shall submit the copies of consolidated indents placed to ISP, Nashik to the Head of Circle, Maharashtra Circle, DDG (FS), Postal Directorate and to all the PSDs concerned whose indents are included in the consolidated indent.

VIII. ROLE OF ISP, NASHIK

1. ISP, Nashik shall print the POSB cheque books containing 10 leaves and supply to the PSDs concerned as per the list / consolidated indent submitted by PSD, Nashik.

2. ISP, Nashik shall raise the invoice in the name of Superintendent, PSD to which the supply is made and send the invoices to the Superintendent, PSD concerned along with the copies of the despatch slips and the acknowledgements.

IX. PROCEDURE FOR PAYMENT

1. All the PSDs, immediately on receipt of supply of POSB Cheques from ISP, Nashik should send the acknowledgement.
2. PSDs on receipt of the POSB Cheque books, should ensure that the payment for the supply is made to ISP, Nashik within 15 days from the date of receipt of the supply of cheque books.
3. All the payments for the POSB Cheque books supplied after 31.03.2022 including those supplied after 31.03.2022 against the indents placed by NSI, New Delhi shall be made by the PSDs concerned.
4. The Superintendent, PSD, Nashik shall be the nodal officer to co-ordinate with ISP, Nashik and other PSDs across the Country for all the matters related to ISP.

Note 1: PSDs shall not send the indents directly to ISP, Nashik and all PSDs shall send only one consolidated half yearly indent to PSD, Nashik along with all the details like MICR Code etc.

Note 2: In accordance with the provisions in MPKBY agency rules, ASLAAS-5 cards are to be issued to the Agents by the Appointing authority concerned. As such, neither Post Offices nor PSDs will supply ASLAAS-5 cards to the MPKBY Agents. Responsibility of supply of ASLAAS-5 cards to the MPKBY Agents shall not lie with Department of Posts.

Note 3: Proposed flow of printing and supply of ASLAAS-5 Cards, AAR Books and POSB Cheque books is given in the Annexure – E.

X. EXPENDITURE

1. The payment towards printing and supply of AAR Books and ASLAAS-5 cards will be paid to the local printers and suppliers by the PSDs concerned.
2. The payment to ISP Nashik for the printing of POSB Cheque books will also be made by the PSDs concerned.
3. The total expenditure on printing and supply of AAR Books, ASLAAS-5 cards and POSB cheque books will be borne by the Ministry of Finance (Department of Economic Affairs) and will be debited to “Cost of Printing” under the **MH 8008-03-104** (cost of printing).
4. A Standard Accounting Procedure will be sent separately on receipt of the same from Postal Accounts and Finance (PAF) Wing of Postal Directorate.

Annexure - A**List of PSDs identified for printing of AAR Books / ASLAAS-5 Cards and
for placing indents for POSB Cheque books**

Sl. No.	Name of the Postal Circle	Name of the PSD	Address	Phone number	e-mail ID
1	Andhra Pradesh	PSD Vijayawada	Besides Doordarshan Quarters, Gitanagar, Krishna Lanka, Vijayawada - 520013.	0866-2495563	psdvijayawada.ap@indiapost.gov.in
2	Assam	PSD Guwahati	Near Bamunimaidam Bus Stop, PO Bamunimaidam, Guwahati-781021	0361-2557013	psdguwahati.as@indiapost.gov.in
3	Bihar	PSD Patna	Patna GPO Campus, Patna - 800001	0612-2225885	psdpatna.br@indiapost.gov.in , supdtpsdpatna@gmail.com
4	Chhattisgarh	PSD Raipur	In front of pujari park, Tikrapara, Raipur-492001	0771-2273678	supdt.cg.psd@gmail.com
5	Delhi	PSD Delhi	Civil Lines, Delhi - 110054	011-23810295 011-23815926	supdt.del@gmail.com
6	Gujarat	PSD Ahmedabad	Cantonment, Shahibaug, Ahmedabad - 380004	079-22865284	psdahmedabad.gj@indiapost.gov.in
7	Haryana	PSD Ambala	P& T Colony, Near Railway Hospital Ambala Cantt, Ambala Cantt-133001	0171-2610618 0171-2610630	psdambala_dop@rediffmail.com , psdambala@gmail.com
8	Himachal Pradesh	PSD Shimla	Block No. 12 A, SDA Complex, Kasumpti, Shimla - 171009	0177-2629008	spsdsml@gmail.com
9	J & K	PSD Jammu	Narwal, Jammu - 180006	0191-2490850	psdjammu.jk@indiapost.gov.in
10	Jharkhand	PSD Ranchi	Hehel, Ranchi - 834005	0651-2513400 0651-2513500	psdranchi.jh@indiapost.gov.in supdtpsd@gmail.com
11	Karnataka	PSD Hubballi	Near Bharat Mill, Karwar Road, Hubballi - 580029	0836-2362758 0836-2367160	psdhubli.ka@indiapost.gov.in
12	Kerala	PSD Thrissur	Nethaji Road, Poothole - 680004	0487-2384523	spsdtsr.keralapost@gmail.com
13	Madhya Pradesh	PSD Bhopal	PSD Campus, Arera Hills, Bhopal -462027	0755-2551559	psdbhopal.mp@indiapost.gov.in
14	Maharashtra	PSD Nashik	Upnagar, Nashik-422006.	0253-2414675 0253-2415315	psdnashik.mh@indiapost.gov.in , psdnashik@gmail.com

15	North Eastern	PSD Silchar	Arunachal, Masipur, Tarapur Pt I, Silchar - 788025	0384- 2278403	psdsilchar@gmail.com
16	Odisha	PSD Bhubaneswar	PSD, Bhubaneswar - 751007	0674-2570656	psdbhubaneswar.od@indiapost.gov.in
17	Punjab	PSD Ludhiana	Vill. Sunet, F Block, BRS Nagar, Ludhiana- 141012	0161-2457352	psdludhiana.pb@indiapost.gov.in
18	Rajasthan	PSD Jaipur	Baria House, Jaipur - 302006	0141-2223079	psdjaipur.ri@indiapost.gov.in , spsdip@gmail.com
19	Tamilnadu	PSD Chennai	126, Kutchery Road, Mylapore, Chennai - 600004	044-24672412	psdchennai.tn@indiapost.gov.in sppsdchennai@gmail.com
20	Telangana	PSD Hyderabad	Padmarao Nagar Colony, Hyderabad – 500020	040 23463898	sppsdhyd25@gmail.com
21	Uttar Pradesh	PSD Lucknow	Postal Stores Depot, Lucknow	0522-2628743	psdlucknow.up@indiapost.gov.in
22	Uttarakhand	PSD Saharanpur	Postal Training Centre Campus, Saharanpur- 247002	0132-2648063	SupdtPSDSRE@gmail.com
23	West Bengal	PSD Kolkata	33, B.B.D. Bag (East), Kolkata - 700001	033-22429060 033-22301134 033-22304584	psdkolkata.wb@indiapost.gov.in , sppsdkolkata@yahoo.co.in

Note: If there is any change in the address or contact details, it may be updated accordingly.

Annexure – B**List of Directorate of Small Savings and PSDs identified for supply of ASLAAS-5 cards**

Sl. No.	State / UT	Address	PSD to whom indent is to be placed
1	Andhra Pradesh	The Director, Directorate of Insurance Department, Door No. 7-104, C-Block, 5th Floor, Anjaneya Towers, Ibrahimpatnam, Krishna District, Pin-521456 Andhra Pradesh Phone: 0866-2884006	PSD, Vijayawada
2	Andaman and Nicobar Islands, Port Blair	The Director, Information, Publicity and Tourism, Andaman and Nicobar Islands, Port Blair-744101	PSD, Kolkata
3	Arunachal Pradesh	The Director of Small Savings, Govt. of Arunachal Pradesh, D-Sector, Naharlagun-791110, Arunachal Pradesh Email: smallsavingsarunachal@gmail.com	PSD, Silchar
4	Assam	The Director of Small Savings, Govt. of Assam, KarBhawan Complex, 5th Floor, Ganeshguri, Guwahati-781006. Assam Email-smallsavingsassam@gmail.com	PSD, Guwahati
5	Bihar	The Additional Secretary, National Savings, Finance Department, Govt. of Bihar, Patna-800001	PSD, Patna
6	Chandigarh	The Dy. Commissioner, Union Territory Chandigarh-160009	PSD, Ludhiana
7	Chhattisgarh	Directorate of Small Savings, First Floor, Block-1, 4th Floor, Indravati Bhawan, Naya Raipur, Chhattisgarh-492002 Telephone: 0771-2428406	PSD, Raipur
8	Daman	The Collector, Directorate of Daman, Dholar, Moti Daman, Daman-396220	PSD, Ahmedabad
9	Diu	The Collector, Office of the Collector, Fort Road, Diu(U.T)-362520	PSD, Ahmedabad
10	Goa	The Director, Directorate of Small Savings & Lotteries, Serra Building, Near All India Radio, Altinho, Panaji, Goa-403001 Telephone: 0832-2423864	PSD, Nashik
11	Gujarat	The Dy. Director, Small Savings, Bachat Bhawan, Relief Road, Ahmedabad-380001 Mobile: 9014990610/7567008965	PSD, Ahmedabad

12	Haryana	The Director, Directorate of Small Savings, Govt. of Haryana, 30 Bays Bldg, Sector 17-C, Chandigarh (Haryana)	PSD, Ambala
13	Himachal Pradesh	The Director, Small Savings, Himachal Pradesh Secretariat, Yojana Bhawan, Shimla-171002 (H.P)	PSD, Shimla
14	Jammu & Kashmir	The Financial Commissioner, Finance Deptt., Civil Secretariat (Jammu), 1/44, Jammu (U.T)-180001 Phone: 0191-2546715, 2520864 Email: finance-jk@nic.in	PSD, Jammu
15	Jammu & Kashmir	<u>Winter</u> The Financial Commissioner, Finance Deptt., Civil Secretariat 1/44, Jammu (U.T)-180001 Phone: 0191-2546715, 2520864 Email: finance-jk@nic.in <u>Summer</u> The Financial Commissioner, Finance Deptt., 5 th Floor, Room No-507, Civil Secretariat. Srinagar (U.T)-190009 Phone: 0194-2506052	PSD, Jammu
16	Jharkhand	The Director, National Savings, Finance Department, Ranchi, Jharkhand-834004	PSD, Ranchi
17	Karnataka	The Director, Department of Treasury, Directorate of Pension, Small Savings and Asset liability monitoring, Podium Block, Vishveshwaraiah Centre, Ambedkar Veedhi, Bangalore -560001 Karnataka Phone: 08022862785, 08022861623	PSD, Hubballi
18	Kerala	The Director of National Savings, Golden Jubilee Corporation Building IIInd Floor, (Opp: SMV School), M.G.Road, Trivandrum-695001 Phone: 04712473116, 04712478731	PSD, Thrissur
19	Lakshadweep	The Sub Divisional Officer, Sub Divisional Office, Lakshadweep Administration, Amini-682552.	PSD, Thrissur
20	Leh-Ladakh	The Commissioner/Secretary, Finance, Leh-Ladakh, U.T. Administration, Civil Secretariat, Leh Ladakh-194101 (U.T) Phone: 0198-2257561 Email: commrsecy-ladakh@gov.in	PSD, Jammu
21	Madhya Pradesh	The Directorate of Institutional Finance, Government of Madhya Pradesh, C-Wing, 1st Floor, Vindhyaachal Bhawan, Bhopal-462003 Telephone: 91-755-2551199, 2552003	PSD, Bhopal

22	Maharashtra	The Commissioner, 8th Floor, New Administrative Building, Madam Cama Road, Mantralaya, Mumbai-400032 Telephone: 022-2048029	PSD, Nashik
23	Manipur	The Director of Small Savings, Govt. of Manipur, New Secretariat Building, Imphal-795001, Manipur, Email- rojenkar@gmail.com	PSD, Silchar
24	Meghalaya	The Director of Small Savings, Govt. of Meghalaya, Nohkrek Building, Lower Lachumiere, Shillong-793001, Meghalaya Mob: 9863067505, Email: anitakharpur@gmail.com	PSD, Silchar
25	Mizoram	The Director of Small Savings, Institutional Finance and State Lottery, Govt. of Mizoram, Tuikhutlang, Aizawal-796001, Mizoram Phone: 0389-232291 Email: ifsl_mizoram123@yahoo.in	PSD, Silchar
26	Nagaland	The Officer on Special Duty Revenue and Director of Small Savings, Govt. of Nagaland, Nagaland Secretariat, Finance Department, Kohima-797001, Nagaland Phone-0377-2270065	PSD, Silchar
27	New Delhi	The Directorate of Small Savings & Lotteries, 5 th Floor, N Block, Vikas Bhawan, New Delhi-110002 Phone: 011-23379779 Email: ssfin.delhi@nic.in	PSD, Delhi
28	Odisha	The Director, Small Savings & Secretary Finance, Govt. of Odisha, Secretariat Building, Bhubaneswar-751001	PSD, Bhubaneswar
29	Puducherry	The Director, Planning & Research Deptt., Govt. of Pondicherry, 505, Kamaraj Salai, Saram, Puducherry-605013. Phone: 0413-2248071	PSD, Chennai
30	Punjab	The Directorate of Small Savings, Govt. of Punjab, Vittiya Yojana Bhawan, 5 th floor, Sector-33-A, Chandigarh-160033	PSD, Ludhiana
31	Rajasthan	The Director, Directorate of Treasury Accounts, A-Block, Vitta Bhawan, Jyoti Nagar, Janpath, Jaipur-302005 Mobile: 9057585363	PSD, Jaipur

32	Sikkim	The Director of State Lotteries cum Director of Small Savings, Govt. of Sikkim, Finance Department, Deorali, Gangtok-737102, Sikkim Email: directorskmlotto@gmail.com	PSD, Kolkata
33	Tamilnadu	The Director, Directorate of Small Savings, LLA Buildings, No.735, Anna Salai, Chennai-600002 Phone: 044-28518737	PSD, Chennai
34	Telangana	The Director, Directorate of Insurance Department, Govt. of Telangana, 3rd Floor, APGLI Building, Tilak Road, Abids, Hyderabad-500001 Telangana Phone: 040-24754301	PSD, Hyderabad
35	Tripura	The Director of Small Savings, Group Insurance & Institutional Finance, P.N. Complex, Gorkha Basti, PO: Kunjaban-799006, Agartala, Tripura Phone-0381-2325833, 0381-2325801 Email: dif_agt@yahoo.in	PSD, Silchar
36	Uttar Pradesh	The Dy. Director (Publicity), National Savings Directorate, Vikasdeep, 2 nd Floor, 22-Station Road, Lucknow (UP), Mobile: 8853609090	PSD, Lucknow
37	Uttarakhand	The Joint Director, National Savings Directorate, Tax Bldg, 2nd Floor, Ring Road, P.O Nehrugram, Dehradun-248005. Mobile: 9411581908	PSD, Saharanpur
38	West Bengal	The Director, Finance Department, Small Savings, Govt of West Bengal Jessop Building, 63, N.S Road, Kolkata-700001 Phone: 033-22625895 Email: directorsmallssavingswb@gmail.com	PSD, Kolkata

Note: If there is any change in the above contact details, it may be updated accordingly.

Annexure - C**Specifications of Items to be printed locally by PSDs****1. AAR Books**

Sl. No.	Item	Specification
1.	Size	30 cm X 21.5 cm
2.	Pages	20 foils + cover pages
3.	Paper for Text	60 GSM Map Litho Printing paper (GSM of paper duly certified / verified from the Paper Laboratory Testing Centre)
4.	Paper for Cover	75 GSM Pink/Blue Colour paper (GSM of paper duly certified / verified from the Paper Laboratory Testing Centre)
4.	Printing	Black and White with alphanumeric numbering. Each serial number for book will be given from 00001 to 50000 and their respective foils will be given serial from 000001 to 999999 along with the prefix prescribed for each Circle/PSD.

2. ASLAAS-5 Cards

Sl. No.	Item	Specification
1.	Size	30 cm X 22 cm (Finished Size)
2.	Pages	1 Leaf (2 Pages)
3.	Paper for Text	150 GSM White Cartridge paper (GSM of paper duly certified / verified from the Paper Laboratory Testing Centre)
4.	Printing	Black and White with alphanumeric numbering at three places in each card. Alphanumeric pattern will change after each block of 1 - 999999 Lakh

3. Each AAR book and receipts in AAR Books and each ASLAAS-5 cards shall have a unique serial number.

4. Serial number of receipts in AAR books and ASLAAS-5 cards shall be 12 alpha numeric text and it shall be a combination of Prefix allotted to Circle / PSD, Alpha Serial & Numerical Serial. Prefix shall be in four alphabets and it is listed in the Annexure – D. Alpha Serial shall be in two alphabets starting from AA, AB, AC AZ, BA, BB, BC BZ, CA, CBetc. Numerical Serial shall be in six digits format starting from 000001 to 999999. After exhaustion of numerical serial from 1 to 999999, the alpha serial shall be changed and a numerical serial shall restart from 1.

5. Each AAR book shall have a book serial number having 11 alpha numeric text and it shall be a combination of Prefix allotted to Circle / PSD, Alpha Serial and numerical serial in

5 digits format starting from 00001 to 50000. Prefix and alpha serial will be the same as that of AA receipts.

Examples:

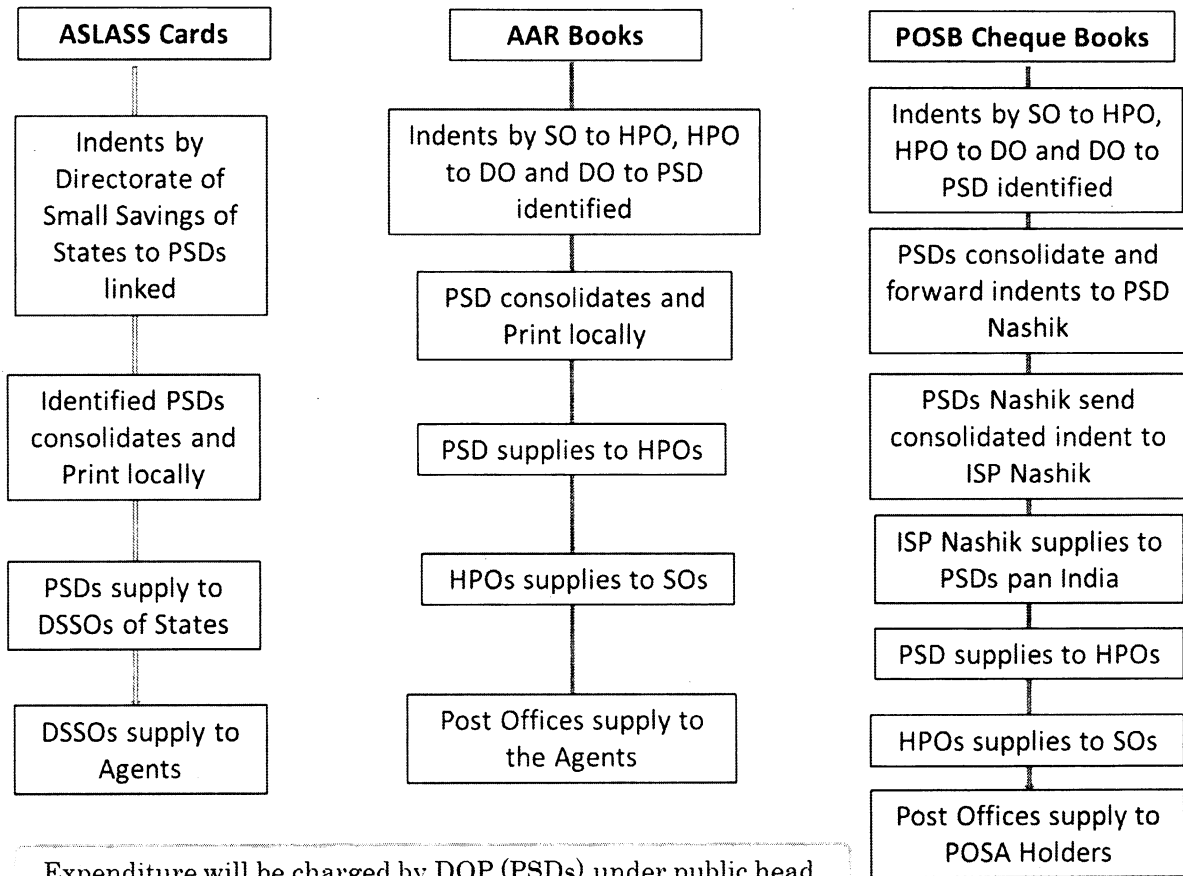
(i). AAR Book of Andhra Pradesh Circle will have serials – Book No. APARAA 00001 and Receipt Serial will be from APARAA 000001 to APARAA 000020 and Book No. ARARAA 00002 will have the receipts serial from APARAA 000021 to APARAA 000040 and Book No. APARAA 50000 will have the receipts with serial from APARAA 999981 to 999999. Once after the serial APARAA 999999 is printed, next block will start with serial APARAB 00001 for book and APARAB 000001 for receipts.

(ii). ASLAAS-5 Cards of Gujarat Circle will have serial – GJASAA 000001. Once after the serial GJASAA 999999 is printed, next block will start serial GJASAB 000001.

Annexure - D

Prefix to be used for printing serial numbers in AAR Books and ASLAAS-5 cards

Sl. No.	Circle	PSD	Prefix for AAR Books	Prefix for ASLAAS-5 Cards
1	Andhra Pradesh	Vijayawada	APAR	APAS
2	Assam	Guwahati	ASAR	ASAS
3	Bihar	Patna	BRAR	BRAS
4	Chhattisgarh	Raipur	CGAR	CGAS
5	Delhi	Delhi	DLAR	DLAS
6	Gujarat	Ahmedabad	GJAR	GJAS
7	Haryana	Ambala	HRAR	HRAS
8	Himachal Pradesh	Shimla	HPAR	HPAS
9	Jammu & Kashmir	Jammu	JKAR	JKAS
10	Jharkhand	Ranchi	JHAR	JHAS
11	Karnataka	Hubbali	KAAR	KAAS
12	Kerala	Thrissur	KLAR	KLAS
13	Madhya Pradesh	Bhopal	MPAR	MPAS
14	Maharashtra	Nashik	MHAR	MHAS
15	North East	Silchar	NEAR	NEAS
16	Odisha	Bhubaneswar	ODAR	ODAS
17	Punjab	Ludhiana	PBAR	PBAS
18	Rajasthan	Jaipur	RJAR	RJAS
19	Tamilnadu	Chennai	TNAR	TNAS
20	Telangana	Hyderabad	TLAR	TLAS
21	Uttar Pradesh	Lucknow	UPAR	UPAS
22	Uttarakhand	Saharanpur	UKAR	UKAS
23	West Bengal	Kolkata	WBAR	WBAS

Annexure – E**Proposed Flow of Printing and Supply of ASLASS, AAR Books and POSB Cheque Books**

1. खातेदार अपना कार्ड सावधानी से रखें ।

- अधिकर्ता को सूचना/Instructions to Agent**

5. ए एस एल ए ए एस-5 कार्ड की एजेंटों की प्रति प्राधिकृत अधिकारी राष्ट्रीय बचत संस्थान (भारत सरकार) के मांगने पर प्रस्तुत करना होगा।
The Agents copy of the ASLAAS-5 Card shall be produced to Authorised Officer.
6. भारत सरकार अथवा सरकार द्वारा अधिकृत व्यक्ति के आदेशों तथा निदेशों का उचित पालन अधिकर्ता द्वारा होना आवश्यक है।
Agents should strictly abide by instruction/directions issued by Govt. of India or by a person duly authorised by Govt.
7. उपरोक्त दर्शाये गये किसी भी नियमों का उलंघन करने पर एजेंसी रद्द कर दी जाएगी।
Violation of any of these rules will result in termination of Agency.

I agree to follow the above pointed instructions and shall be solely responsible on any failure to adhere to them.

नाम और पता/ Name & Address**नाम और पता/ Name & Address**[illegible][illegible]