

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 HFNRPT 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.

xv) Counter PA/APM/SPM will tally total of debit side and credit side of "Long Book Consolidation Report-BRN (Today)" with "Long Book Detailed Report-BRN (Today)".

xvi) DPM/APM/SPM will sign the "Long Book Consolidation Report-BRN (Today)" and above signatures, write the total No. of vouchers attached with the bundle. Any manual correction if made in the Long Book Consolidation report-BRN should be supported by copy of error book and order from competent authority (one copy is to be attached with voucher, one copy with office copy of "Long Book Consolidation Report-BRN (Today)"). Date stamp is to be impressed on the long book consolidation report (Today).

xvii) For old KVP/NSC discharge transaction done during the day, respective discharge certificate will be attached with discharge journal of KVP/NSC(VIII Issue)/NSC(IX Issue) schemes as being done at present to the respective HO for further submission to DAP in monthly discharge returns.

xviii) At the end of day **single voucher bundle** along with Long Book Consolidation Report-BRN (Today) will be sent to respective HO/SBCO.

Part B: Process to be followed by Post Offices for vouchers received from GDS Branch Post Offices (BOs).

i) After receipt of vouchers from concerned BOs, PA/SPM will check vouchers with the list received with vouchers and in case of any discrepancy noticed error entry is to be made for concerned BO and copy should be sent to SDI (P) concerned.

ii) PA/SPM will generate 'Long Book Detailed Report-SDP & AO-SDP' from Finacle Production server/MIS server (as the case may be) through HFINRPT menu for date of transaction at BOs.

iii) After generation of report PA/SPM will tally all the vouchers (BO wise) with 'Long Book Detailed Report -SDP & AO".

Note:-Ensure that Print out of "Long Book Detailed Report-SDP & AO" should NOT be taken.

iv) After tallying of vouchers with "Long Book Detailed Report-SDP & AO" counter assistant will generate and print 2 copies of 'Long Book Consolidation Report -SDP & AO' through HFINRPT menu in Finacle Production server/MIS Server.

v) APM/SPM will sign the "Long Book Consolidation Report -SDP & AO" and above signatures shall write the No. of total vouchers attached with the BO bundle. Any manual correction if made in Long Book Consolidation report should be supported by copy of error book and order from competent authority (one copy to be attached with voucher, one copy with office copy of "Long Book Consolidation Report-SDP & AO"). Date stamp is to be impressed on the long book consolidation report-SDP & AO.

vi) At the end of day **single voucher bundle** for all BOS along with Long Book Consolidation Report -SDP & AO will be sent to respective HO/SBCO.

Note:- In BO's Long book detailed report , any account opened through RICT device in SB/RD/TD/SSA schemes, account opening entry will be reflected with value date as date of transaction done at BO and on the date of opening of Account at Account Office concerned, Account Opening entry will be reflected in BO Long Book Detailed Report on that day.

Part C :-Process to be followed by concerned SBCO Branch of HO for vouchers of HO/SOs

- i) Sub Account PA will hand over the sealed and stitched voucher bundle with long book consolidation report to SBCO PA.
- ii) SBCO PA will examine whether the Long Book Consolidation Report bears signature of Postmaster/APM (SB), date stamp of the office and number of vouchers written are tallied with number of voucher in the office wise (SOL ID wise) sealed bundle.
- iii) SBCO PA will counter sign on each "Long Book Consolidation Report-BRN". In case of any discrepancy observed, SBCO PA will take to the notice of the Supervisor SBCO and hand over all the voucher bundles with Long Book consolidation report-BRN to Supervisor SBCO.
- iv) Supervisor SBCO will assign the voucher bundles to SBCO PA according to the availability of staff and workload.
- v) In case of any irregularities noticed, Supervisor SBCO will record objection in Objection register and send copy of Objection Memo to concerned office.
- vi) SBCO PA will create date wise folder (i.e 28092020) in their respective nodes.
- vii) SBCO PA will generate "Long Book Detailed Report-BRN" for each Post Office(SOL ID) from Finacle MIS Server and save that report on respective date folder.

Note:-Supervisor, SBCO will ensure that Long book Detailed Report" is NOT PRINTED by SBCO PA.

- viii) After saving "Long Book Detailed Report-BRN" for all Post Offices under his jurisdiction, respective SBCO PA will open each office long book detailed report and tally all vouchers received from concerned Post Office as well as perform checks as prescribed in SB Order 14/2015, 05/2016
- ix) SBCO PA will tally total of debit and credit side available on "Long Book Consolidation Report-BRN" with "Long Book Detailed Report-BRN" generated by SBCO.
- x) SBCO PA will tally total of debit (Clearing) amount with total clearing amount with Treasury/clearing branch for each office.
- xi) In case any irregularity/discrepancy noticed, necessary action to be taken as prescribed in SB Order 14/2015.
- xii) After verifying voucher bundle of each Post Office (SOL ID) SBCO PA will write 'Checked and Verified' on the "Long Book consolidation report-BRN" received with voucher bundle along with signature. Supervisor SBCO will also countersign on the Long Book consolidation report-BRN.
- xiii) After verifying all voucher bundles of Post Offices, SBCO will arrange and store voucher bundle date wise.

Part D :-Process to be followed by concerned SBCO Branch of HO for vouchers relates to Branch Post Offices.

- i) Sub Account PA will hand over the BO sealed and stitched voucher bundle with long book book consolidate report-SDP & AO to SBCO PA.
- ii) SBCO PA will examine whether the "Long Book Consolidation Report-SDP & AO" bears signature of SPM/APM (SB), date stamp and number of vouchers written are tallied with number of voucher in the office wise (SOL ID wise) sealed bundle.

iii) SBCO PA will counter sign on each "Long Book Consolidation Report SDP & AO" on each BOs voucher bundle. In case of any discrepancy observed, SBCO PA will take to the notice of the Supervisor SBCO and hand over all the voucher bundles with Long Book consolidation report-SDP to Supervisor SBCO.

iv) Supervisor SBCO will assign the BO voucher bundles to SBCO PA according to the availability of staff and workload.

v) In case of any irregularities noticed, Supervisor SBCO will record objection in Objection register and send copy of Objection Memo to concerned office.

vi) SBCO PA will create BO followed by date folder (i.e BO28092020) daily in their respective nodes.

vii) SBCO PA will generate "Long Book Detailed Report- SDP & AO" for each Post Office (SOL ID) from Finacle MIS Server and save that report on respective date folder.

Note:-Supervisor, SBCO will ensure that Long Book Detailed Report-SDP & AO" is NOT PRINTED by SBCO PA.

viii) After saving "Long Book Detailed Report -SDP & AO" for all Post Offices under his jurisdiction, respective SBCO PA will open each office long book report and tally all vouchers received from concerned Post Office BO bundle as well as perform checks as prescribed in SB Order 14/2015, 05/2020.

ix) SBCO PA will tally total of debit and credit side available on "Long Book Consolidation Report-SDP & AO" with "Long Book Detailed Report-SDP & AO" generated by SBCO for each BO bundle.

x) In case any irregularity/discrepancy noticed, necessary action to be taken as prescribed in SB Order 14/2015.

xi) After verifying voucher bundle of each Post Office (SOL ID)'s BO bundle, SBCO PA will write 'Checked and Verified' on the "Long Book Consolidation Report-SDP & AO" received with voucher bundle along with signature. Supervisor SBCO will also counter sign on the common Long Book consolidate report.

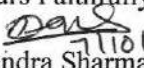
xii) After verifying all voucher bundles of Post Offices, SBCO will arrange and store voucher bundle date wise.

3. Non-CBS Post Offices will follow the same process for generation of LOTs and Consolidation Journal as being done presently.

4. After implementation of common LOT and Consolidation Journal, existing Scheme-wise List of Transactions (LOTs) and Consolidation Journals will be available only with Incharge, CPC role. For inquiry/investigation purpose (if required) the same can be taken from Incharge, CPC of the Circle on request from Director GPO/Chief Postmaster GPO/Divisional Head /Sr.Postmaster.

5. It is requested to circulate this SB Order to all concerned for information, guidance and necessary action.

6. This issues with approval of the Competent Authority.

Yours Faithfully,

(Devendra Sharma)
7/10/2020
Assistant Director (SB-II)

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 (Vigilance) & CVO) / Sr. Deputy Director General (PAF)
7. Director, RAKNPA / GM, CEPT / Directors of all PTCs
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