

From: Director (CBS)

Sent: 30 July 2016 17:44

To: CPMG Andhra Pradesh Circle; CPMG Assam Circle; CPMG Bihar Circle; CPMG Chattisgarh Circle; CPMG Delhi Circle; CPMG Gujrat Circle; CPMG Haryana Circle; CPMG Himachal Pradesh Circle; CPMG Jammu & Kashmir Circle; CPMG Jharkhand Circle; CPMG Karnataka Circle; CPMG Kerala Circle; CPMG Madhya Pradesh Circle; CPMG Maharashtra Circle; CPMG North East Circle; CPMG Orissa Circle; CPMG Punjab Circle; CPMG Rajasthan Circle; CPMG Tamilnadu Circle; CPMG Uttar Pradesh Circle; CPMG Uttarakhand Circle; CPMG West Bengal Circle

Cc: DDG (Financial Services); GM CEPT; Sakthivelu VM; Giriraj Ponnambalam; FSI (CBS) Team, CEPT; Director CEPT (Mysore); DDG (PG, QA & Inspections); DDG (PCO / PMLA); Director (Vigilance); Member (Banking & HRD)

Subject: Re: CHANGE IN PROCEDURE OF ISSUE OF NSC AND KVP FROM 01.07.2016

Respected Sir/Madam

This office is receiving references regarding procedure for issue of duplicate passbook in lieu of duplicate certificates and taking of pledging fee after change of procedure. Following clarifications are issued, which may be circulated to all CBS Post Offices:-

After following the existing procedure of issue of Duplicate Certificate and approval from the competent authority, Head Post Office shall do Duplicate passbook printing by the two steps mentioned below :-

- * Use CSCACM to change the Account Statement option from 'Deposit Receipt' to 'Passbook'
- * Duplicate PB issue date should be entered by the user in the relevant field provided in addition to changing the Account Statement field.
- * Supervisor to verify the account in CSCACM
- * Print passbook using HPBP

HO should maintain separate register for recording details of issue of such duplicate passbooks. If certificates issued prior to 1.7.2016, Registration number and physical certificate numbers should be entered manually in the Passbook under signature and designation stamp of Authorized Official.

Pledging Fee

For the purpose of Pledging Fee for the accounts opened fater 1.7.2016, one Passbook shall be treated as one certificate irrespective of the amount. Procedure of taking pledging fee shall remain the same.

With regards,

Sachin Kishore
Director (CBS)
Sansad Marg,
Dak Bhavan