

No 61-01/2016-SB  
Government of India  
Ministry of Communication & IT  
Department of Posts  
Financial Services Division

Dak Bhawan, New Delhi -110001

Dated: 23.06.2016

To  
All Heads of Circles/Regions  
Addl. Director General, APS, New Delhi.

**Subject: Change in procedure of issue of NSC and KVP from 01.07.2016.**

Respected Sir/Madam

The undersigned is directed to refer to this office letter of even number dated 21.6.2016 vide which it was conveyed that that Min. of Finance vide its OM No. 1/04/2016-NS-II dated 13.5.2016 has decided to stop sale of pre-printed NSC and KVP from 1.7.2016 in all CBS and non CBS post offices. Therefore, from 1.7.2016, following procedure is to be followed by CBS and non-CBS post offices for issue of NSC and KVP:-

1. Same common Account Opening Form will be used for purchase of NSC and KVP.
2. There will be no denomination of NSC or KVP. NSC-VIII Issue can be issued for minimum of Rs.100/- and in multiple of Rs.100/- only. For example, NSC for Rs.5450/- cannot be issued. Similarly, KVPs can be issued for minimum of Rs.1000/- and in multiple of Rs.1000/- only.
3. User has to open one NSC or KVP account in the CBS or Sanchaya Post system against one Purchase Application. In case of CBS, user has to open account in menu CMISAOP and same has to be verified in CMISAOPM by selecting scheme code as NSC16 or KVP16. For opening fo account in Sanchaya Post, HO will assign new block number to each SO which is still working in Sanchaya Post and that block has to be entered by Supervisor in initialization (patch will be deployed before 1.7.2016). Sanchay Post will pick account number from new block. Old registration number should be stopped from 1.7.2016.
4. After opening of account, Passbook has to be issued. If Passbook printer is working, Passbook will be printed from the printer. Otherwise, manual entries should be made in Passbook. Entries to be made on first page on the Passbook are attached.
5. No pre-printed NSC or KVP is to be issued from 1.7.2016 even where cheque is submitted before 30.6.2016 and clearance is received on 1.7.2016. In such cases also, only one account for the whole amount is to be opened and single Passbook is to issued.
6. Procedure for issue of duplicate certificate will remain the same except that no pre-printed duplicate certificate is to be issued.. Detailed procedure for issue of duplicate passbook in place of duplicate certificates will be issued shortly.
7. Generation/preparation of Certificate Issue Journal shall be stopped from 1.7.2016. CBS offices and Sanchaya Post Offices shall generate LOT for NSC and KVP from 1.7.2016. Manual offices if any shall prepare LOT manually.

8. For the NSC or KVPs issued from 1.7.2016, NSC and KVP issue return sent to DAP(PAO) ( through Patram Software as well as physical copy) stands abolished. However, designated PA who was comparing NSC/KVP issue journals received from SOs and prepared by HO with SO Summary and HO Summary shall continue to compare the amount of issue mentioned in NSC/KVP LOT and Consolidation of each SO and HO with SO Summary and Ho Summary.

9. For discharge of already issued certificates, there will be no change in procedure. For closure of new NSC and KVPs issued from 1.7.2016, detailed procedure will be circulated separately.

10. This may be circulated to all post offices urgently.

This has the approval of competent authority.

Yours faithfully,

  
(S. Manik Lakra)

Assistant Director General (FS-I)

Copy to:-

- 1) 1. DDG (FS)/DDG (VIG)/JS&FA/DDG (PAF)/DDG (RB)/DDG (Estt.)/DDG(PG & Inspections)/ DDG (PCO)
- 2) Director (FS)/Director (CBS), Dak Bhawan.
- 3) Director of Audit (P&T), Delhi.
- 4) All Directors/Dy. Directors of Accounts, Postal
- 5) Director, RAKNPA, Ghaziabad.
- 6) All Directors, Postal Training Centres.
- 7) Director CEPT Mysore for uploading the SB order on India Post Web Site.
- 8) Dy. Director CEPT, DMCC/SDC O/o CPMG T.N.Circle.
- 9) AD /Inspection/PF/Vigilance
- 10)All Accounts Officers ICO(SB)
- 11)All recognized unions.
- 12)MOF(DEA), NS-II, North Block, New Delhi
- 13)Director, NSI, CGO Complex, 'A'Wing, 4<sup>th</sup> Floor, Seminary Hills, Nagpur-440006
- 14)PS to Member (Banking & HRD)
- 15)PPS to Secretary Posts.

PASSBOOK PAGE-1

KISAN VIKAS PATRA/NSC VIII Issue

SOLID & NAME OF PO.....  
Account No.....  
Amount Deposited(in Rs.).....  
Date of Investment (value date).....  
Date of Maturity.....  
Amount of maturity.....  
Name of Investor 1.....  
Address of Investor 1.....  
Name of Investor 2.....  
Address of Investor 2.....  
City/State/Pin Code.....  
CIF NO. of Investor-1.....  
CIF NO. of Investor-2.....  
Nomination:- Yes/NO  
Through Agent:- Yes/No.

Date Stamp of PO

Dated Signature of Authorized Official  
Designation Stamp

PASSBOOK PAGE 2

Deposit Transaction Detail

Closure Transaction Detail

Date of discharge/payment:-  
Received Rs. (in words and figures).....  
.....  
.....

Signature/Thumb Impression of holder

Discharge/Payment allowed

Dated Signature of Authorized Official  
Designation Stamp

ROUND MO STAMP

OBLONG STAMP