

F. No. FS-13/7/2020-FS  
Govt. of India  
Ministry of Communications  
Department of Posts  
(FS Division)

Dak Bhawan, New Delhi-110001  
Dated: 23.02.2021

To,  
All Head of Circles/Regions

**Subject:-** Collection of various fee/charges prescribed in schedule II of 'Government Savings Promotion General Rules-2018' in Finacle.

Sir/Madam,

In continuation of SB Order No. 03/2020 dated 10.01.2020 on aforesaid subject, the undersigned is directed to inform that the necessary provision for collection of different types of fee/charges prescribed in schedule-II of GSPR-2018 has been implemented in Finacle. These fees are to be collected by all CBS Post Offices in Finacle with immediate effect.

2. The fee/charges collected on various types of services on National Savings Schemes will be accounted automatically through GL Integration in CSI and these transactions will be reflected in Long Book reports.

3. The non CBS Post Offices will continue to adopt procedure prescribed in SB Order 03/2020 dated 10.01.2020 till the office is migrated into CBS.

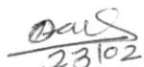
4. A detailed 'Standard Operating Procedure for handling of fee/charges collection in Finacle' has been prepared and enclosed herewith.

5. It is requested to circulate this amendment to all CBS Post Offices for information, guidance and necessary action. Same may also be placed on the notice board of all Post Offices in public area.

6. Hindi version will be issued in due course.

7. This issues with the approval of Competent Authority.

Your's faithfully,

  
23/02/2021  
(Devendra Sharma)  
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
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 Sections of Postal Directorate
13. All recognized Federations / Unions/ Associations
14. GM, CEPT for uploading the order on the India Post website.
15. MOF (DEA), NS-II, North Block, New Delhi.
16. Joint Director & HOD, ICCW Building, 4 Deendayal Upadhyay Marg, New Delhi-110002
17. Guard File
18. Spare copies.

## Standard Operating Procedure for handling of Fee/Charge collection in Finacle

### Introduction

At present various fees /charges which are collected for National Savings Schemes are collected under UCR either through POS module or manually. Provisions for collecting the fees/charges are now made available in Finacle.

The detailed process for collection of various fee/charges in Finacle as prescribed in Schedule-II of 'Government Savings Promotion General Rules' 2018 is as under: -

### (A) Details of Fee/Charges.

Sl.No	Nature of Fee/Charge	Amount (Rs.)	GST %	Manual/ Automated
1	Issue of duplicate pass book.	50	18%	Manual
2	Issue of statement of account or deposit receipt (each case)	20	18%	Manual
3	Issue of pass book in lieu of lost or mutilated certificate (per registration)	10	18%	Manual
4	Cancellation or change of nomination	50	18%	Manual
5	Transfer of account	100	18%	Manual
6	Pledging of account	100	18%	Manual
7	Issue of cheque book in Savings Bank Account – No fee for upto 10 leaves in a calendar year and thereafter at Rs. 2 per cheque leaf	2	18%	Automated
8	Charges for dishonour of cheque	100	18%	Automated for Inward /Outward Reject and Manual for Outward Reject for cheques lodged in office account 0382

### (B) Automated Fee/Charge Collection

Cheque books Issuance and Cheque Dishonour fee are automated in Finacle.

#### 1) Issue of cheque book in Savings Bank Account

No fee upto 10 cheque leaves in a calendar year and thereafter Rs. 2 per cheque leaves. This charge will be collected during cheque book issuance verification (HICHB) from SB account, automatically.