

INDIA POST PRODUCTS AND SERVICES MAILS

01. **Domestics**

- Speed Post, the market leader in the domestic express industry, provides express and time-bound delivery of letters and **parcels weighing up to 35 kg** in India.
- It is an affordable service and delivers across the country @ **INR 35.00** and Local @ **INR Rs.15.00** for consignments **up to 50 grams**.
- Speed Post has by far the widest network delivering to every address in the country

Features:

- **Insurance** - Insurance of consignments up to **INR 1.00 lakh**
- **24 hours booking facility** - Available in selected offices in major cities
- **Internet-based Track and Trace system** - Online track and trace service to track your consignments from booking to delivery
- **Delivery information on SMS** - Receive SMS on your registered mobile number when your consignment is received at the delivery post office and a confirmation SMS upon delivery.
- **Free pick-up** - Corporate and bulk customers may avail free collection from their premises through on-call or regular collection service
- **Book Now Pay Later** - No upfront payment required. Corporate and contract customers may avail credit facility
- **Volume based discounts** - Huge discounts for corporate and other regular customers.
- **Cash on Delivery** - Cash on delivery service for e-commerce and online sellers.
- **Compensation**
 - **Delay** - Speed Post charges.
 - **Loss of article, pilferage or damage** - Double the Speed Post charges or INR. 1000 whichever is less.

Tariff structure of Speed Post

Weight	Local	Up to 200 Kms.	201 to 1000 Kms.	1001 to 2000 Kms.	Above 2000 Kms.
Up to 50 gm	INR 15	INR 35	INR 35	INR 35	INR 35
51 gm to 200 gm	INR 25	INR 35	INR 40	INR 60	INR 70
201 gm to 500 gm	INR 30	INR 50	INR 60	INR 80	INR 90

Additional 500 gms or part thereof	INR 10	INR 15	INR 30	INR 40	INR 50
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- Tariff is exclusive of taxes as notified by Central Government from time to time.
- Proof of Delivery charges is INR 10.00 per article in addition to Speed Post charges.

Discount for walk in customers

Daily Revenue	Discount rate for Speed Post
INR 2,000/- to 1,00,000/-	5%
Above INR 1,00,000/-	10%

- Applicable with the same sender's address, irrespective of number of bookings in a day .

Service Standards for Delivery of Speed Post (From Booking To Delivery)

Success Indicators	ONLINE COACHING CLASSES	Average Time Taken
Local *		1-2 Days
Metro-Metro		1-3 Days
State Capital to State Capital		1-4 Days
Same State		1-4 Days
Rest of the Country		4-5 Days

- For All Categories of Mail the Delivery in Branch Offices will take one additional Day
- Local shall mean:
 - Articles booked and to be delivered within identified PIN codes-for Metro Cities.
 - Articles booked and to be delivered within Municipality limit-for cities other than Metro cities.
 - Articles booked and to be delivered within the same PIN code delivery jurisdiction- for Small Towns (Kasbas) or Mufussil areas having no defined town delivery area

02. EMS/International Speed Post

- International Speed Post (EMS), the premium and time bound international postal service for documents and merchandise.

Booking

- International Speed Post articles can be booked in almost all the Departmental Post offices across the country.
- In metro and other major cities, International Speed Post articles can be booked till late in the evening.

Internet based Track & Trace System

- India Post provides online Track & Trace facility for International Speed Post.

Weight Restrictions

- The general maximum weight for **International Speed Post (EMS)** is **35kg**.
- Some countries have lower weight restrictions.
- The **size of a postal article** for International speed Post service shall not exceed 1.5 meter for any one dimension and 3 meters for the sum of the length and the greatest circumference measured in a direction other than the length.

Compensation Policy for International Express Mail Service (EMS):

- **For loss** or total damage or total theft of International EMS Merchandise – Value of **contents or 130 SDR, whichever is less, plus the postage paid**
- For **partial loss** or partial damage or partial theft of International EMS Merchandise - Compensation paid shall be limited to the value of lost or damaged content.
- In any case it shall not exceed the corresponding amounts mentioned for EMS Merchandise in case of loss or total damage.
- Postage paid will not be refunded **For loss or damage** of International EMS Document - **Postage paid**
- **For Delay in delivery** of EMS Articles - **5% of the Postage charges** for the delay of more than 5 days (Excluding Holidays) from the published norms
- 1 SDR = INR 105.2438 (For 2022)

International Speed Post - Delivery Standards

- All International Speed Post (EMS) articles are subject to customs examination. Period for customs examination/ detention is not included in the service standards.
- These are "End to End" delivery standards.
 - ***International EMS articles** - All International Mail articles are subject to customs examination. Period for customs examination/ detention is not included in the service standards.
 - These are "**End to End**" delivery standards for outbound articles booked in cities with OEs, i.e. Delhi, Mumbai, Kolkata ,Chennai and Kochi. For articles booked at other locations, the timelines as per domestic speed post service standards will be added.

EMS Tariff - Discount structure

Monthly International EMS Revenue	Discount Rate	Allowed EMS destinations
Rs 2,00,000/- to 10,00,000/-	5%	All EMS destinations served by India Post
Rs 10,00,001/- to 50,00,000/-	10%	-Do-
Above Rs 50,00,000/-	15%	-Do-

Forms used:

Form CN22 and Form CN23 are used.

CN22: For articles of value below SDR 300.

CN23: For articles of value SDR 300 or above.

03. Business Solutions Book Now Pay Later (BNPL Scheme)

- Bulk customer is eligible for credit facility provided he enters in to an agreement with the Department.
- Bulk customer is defined as anyone who provides Rs. **10,000 worth of speed post business in calendar month** at a Speed Post booking office.
- The bulk customer choosing to avail credit facility will apply to designated authority in the prescribed format.
- The bulk customer will have to enter into an agreement with the designated authority. On getting approval, the customer shall have to produce Bank Guarantee.
- The contract will be applicable for a period of one year and approving authority shall renew the contract on an annual basis.
- The BNPL bill will be prepared on a **monthly basis** (Calendar month) by the office of posting.
- The bill will be raised by **7th day of following month** (bill date).
- The bulk customer shall pay the bill amount in full on or before last day of the month in which bill is raised(due date).
- In case the customer fails to make the payment by the due date, **penalty at the rate of 12% per annum** on the amount of the bill amount shall be imposed from the bill date.
- In case, the bulk customer chooses not to avail the credit facility and to make full payment at the time of Speed Post articles, he/she will be eligible for discount of the speed post business provided by him in a **calendar month is Rs 50,000** and above or more.
- In order to meet the requirement of bulk customers for collection of amount for costlier goods, Cash on Delivery facility is available which provides collection of amount **up to Rs. 50,000/-** at the time of delivery of consignments.

04.Use COD Facility

- Fast, Safe and economical solution of collection of amount of goods at the time of its delivery and its remittance to sender.
- Insurance of Cash on Delivery articles shall not be compulsory irrespective of amount of recovery from addressee.
- Amount, recovered from addressee on delivery of such article by post, shall be remitted to the sender through e Payment.
- Address Specific delivery i.e article can be delivered to any person at the address on realization of requisite amount.

Conditions for Availing COD facility

- Customer is a **contractual customer** and has agreement with the Department for transmission **Cash on Delivery** articles.
- Amount specified for recovery from addressee in the case of any such postal article shall not exceed **fifty thousand rupees (Rs. 50,000/-)** and shall not include a fraction of rupee.
- Such articles do not contain coupons, tickets, certificates or introductions designed for the sale of goods on what is known as the **Snowball System**.
- In addition to postage, insurance fee wherever applicable, the sender of the postal article intended to be transmitted by post as **Cash on Delivery** article shall be required to pay the following additional fee on delivery of such postal article:

Additional Fee Charged for Availing COD facility

Amount to be recovered from addressee	Schedule of fee
Up to Rs.5,000/-	2% of the amount recovered or Rs. 50/- whichever is more
Above Rs.5,000/-	Rs. 100/- + 1% of amount exceeding Rs. 5,000/-

- The above fee shall be exclusive of taxes and the taxes, if applicable, have to be paid extra as notified by the Central Government from time to time.
- For corporate customers and regular users, Speed Post provides customised solutions for your needs such as pick-up from the premises, convenient monthly billings, centralized billing under a single national account, account management, corporate tracking facilities, volume discounts etc.
- **1% additional** discount for contractual customers who either avail advance deposit facility or make payment at the time of booking. In case monthly revenue is **more than Rs. 25 lack**, the additional discount **will be 2%**.

- The additional discount would be offered provided the booking data is made available by the customer in electronic format. In case booking data is received only as a hard copy, the discount would be reduced by half.

Monthly Revenue	Discount for Corporate Customers	Discount rate
	INR 50,001/- to 5,00,000/-	10%
	INR 5,00,001/- to 25,00,000/-	15%
	INR 25,00,001/- to 100,00,000/-	20%
	INR 100,00,001/- to 500,00,000/-	25%
	Above INR 500,00,000/-	30%



Domestic Mail Products

LETTER AND PARCEL POST INTRODUCTORY

- **“Inland Post”**. – Subject to such exceptions as may be notified by the Central Government the term **“Indian Post”** means the post maintained by the Central government either by land or by sea or by air
- (1) between any places in India; or
 - (2) between any places in India and places beyond the limits of India which are served by Post Offices established by the Central Government; or

(3) between any places beyond the limits of India which are served by Post Offices established by the Central Government.

➤ **“Postal Articles”**. – The term **“Postal article”** is used to describe for the purposes of the Inland, the following ten classes, for each of which a distinctive rate of postage is prescribed

1. Letters
2. Letter cards
3. Post cards
4. Book and pattern packets
5. Book packets containing printed Books
6. Book packets containing periodicals
7. “Blind Literature” packets
8. Registered Newspapers
9. Sample packets
10. Parcels

First class and Second class Mails.

- **Letters, post cards and letter cards** are treated as **first class mail**; all **other articles**, such as Book Packets, Registered Newspapers, Pattern and sample packets and Blind literature packets are treated as articles of **second class mail**.
- Under the **“All-up”** scheme all **First Class Mails** are given air transmission within the limits of India, wherever such a conveyance is available and will expedite the delivery of the articles without any special air surcharge.
- **Second Class Mails** are forwarded by air only if they are marked for its transmission and are paid with the requisite **air surcharge**.
- Registered Newspapers, however, are treated in sorting as in class mail but no air lift is allowed unless they bear the required surcharges.

LETTERS



A Letter means any communication, which is enclosed in an envelope and addressed.

Maximum Weight	2 Kilograms
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- **Payment of Postage.** – Letters may be transmitted by post with or without pre-payment of postage. The advantage of the payment of postage has been indicated in clause 9.

- **Limits of weight and size.** – A letter should not weigh **more than 2 Kg**. It should also conform to the following limits and size :

(i) Maximum limits

(a) In roll form

- Single dimension - 80 cm.
- Sum of length & twice diameter - 100 cm.

(b) In other than roll form

- Single dimension - 60 cm.
- Sum of length, breadth and depth combined - 90 cm.

(ii) Minimum Limits :

In roll form

- Single dimension - 10 cm
- Sum of length & twice diameter - 17 cm.
- (b) In other than roll form - 10 cm x 7 cm.

Unpaid and Insufficiently Paid Letters

- A **letter posted unpaid** is charged on delivery with **double the postage**, and a letter posted **insufficiently prepaid** is charged on delivery with **double the amount of the deficiency**.
- Unpaid letters, with or without covers, must be securely closed by the senders, and any such letter posted open or insecurely closed by the Post Office before being forwarded to their destination.



LETTER CARDS

Communication is contained on a sheet of paper with prescribed size & folding. Inland letter card is used for **transmission within India only**.

Maximum Weight

5 grams

- A **“Letter card”** means a sheet of paper of the kind ordinarily used for letter writing suitably folded and gummed.

- Letter cards, closely resembling in size and shape of the aerogramme form used in the foreign service, are issued by the Post Office for the use of the public.
- A letter card has a stamp of the prescribed value of postage impressed on it.

Letter Cards of Private Manufacture.

Privately printed letter cards are permitted provided they conform to the following specifications:-

- The weight of a letter card should not exceed 5 grams,
- The dimensions of a letter card, when unfolded or folded, are within the following limits:

UNFOLDED

- Maximum - 30 cm.x 21 cm.
- Minimum - 20 cm. x 14 cm.
- Flaps. – Not exceeding 2.5. cm. x 12.5 cm. on one side and 1.5 cm. x 7.5 cm. on the other.

FOLDED

- Maximum - 15 cm. x 10.5 cm.
- Minimum - 10 cm. x 7 cm.

Conditions for the Transmission of Inland Letter Cards. –

- Nothing will be attached to or enclosed in a inland letter card.
- There shall be printed on the outside at the top left hand corner on the address side of every folded letter intended for inland transmission, the words “Inland Letter Card”.

The following rates shall be chargeable on the delivery of inland letter cards on which the postage is not prepaid or is insufficiently prepaid:

- On an **unpaid letter card - Double the prepaid rate**
- On an **insufficiently paid Letter card -Double the deficiency**

POST CARDS



- Post Card is **an open communication** on a card of prescribed size. Post Card is available in two varieties: **Single & reply Post Card**.
- Post Cards are used for transmission **within India only**.
- Dimensions: 14 cm × 9 cm (length and breadth).
- Privately manufactured post cards shall not be thinner or more flexible than an embossed post card, and will have the same size and thickness of embossed post card.

There are other varieties of Post cards also such as



Printed Post Card:

- Post cards containing **communication recorded by printing**, cyclostyling or by any other mechanical process are classified as '**Printed Post Cards**'.
- Printed matter includes printed pictures also. Open communication on a card of prescribed size.
- Available in two varieties: **Single & reply post card**.
- Dimensions: 14 cm × 9 cm (length and breadth).



Meghdoot Post Card

- The portion next to the address is available for advertisement in four colors , open communication on a card of prescribed size.
- Post Cards Available in two varieties: **Single & reply post card**.
- **Single and reply postcards** for transmission by the inland post are issued by the Post Office for the use of the public.
- A single card has a **stamp** of the prescribed value **impressed** on it.
- Similarly, a reply postcard has a stamp of the prescribed value impressed on each card.
- One part of the reply postcard is intended to contain the sender's communication while the annexed part is for addressee's answer, and when detached and posted by the latter will be carried to destination through post in the same way as a single post card.

Post Cards of Private Manufacture

- **Single and reply cards** of private manufacture may be transmitted by post as post-cards provided that the postage is prepaid in full;
- that their dimensions are **not greater than 15 cm. by 10.5 cm. or less than 10 cm. by 7 cm.** and that, as regards substance, they are neither thinner nor more flexible than the inland postcards issued by the Post Office.

- **“Folded paper type”**, post cards of private manufacture made by folding and or pasting together two or more layers of paper cannot be transmitted by post as a post card.
- All reply post cards of private manufacture must display the title **“Post card”** on the address side but this title is not obligatory for single cards of private manufacture.
- Reply halves of reply cards must bear the words **“Post card”** and **“Reply”**. Whatever is printed on the address-side of the inland post card issued by the Post Office is also permissible on the address side of cards of private manufacture.

Penalty for Breach of Conditions

- Should a post-card be posted **unpaid** or **insufficiently paid** it shall be taxed on delivery with **double the pre-paid rate** or **double the deficiency** as the case may be
- And **unpaid or insufficiently paid** Reply Post card will be taxed with **double the pre-paid rate or double the deficiency** as the case may be on the original half only.
- Should **any of the other conditions** regarding the size and thickness be **infringed**, the **Post card** shall be **treated as a letter**.
- If an **inland post card** be addressed to a country served by the **foreign Post**, it will be **treated as insufficiently paid post card** and **returned to the sender**, if the address is available, otherwise forwarded to the RLO.
- EXPLANATION : When a post card is **treated as a letter**, the amount for recovery is the difference between the **minimum postage payable** on a letter and the postage already paid on the post card.

BOOK PACKETS



Maximum Weight	5 Kilograms
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Prohibitions:

- There shall be no **personal communication** enclosed or written up on a book packet.
- It shall not contain any **paper money, postage** or other stamps, Cheque etc Exception: It may contain stamped self addressed post card or letter or wrapper.

Book Packet containing Printed Books

- Specifications are same as for book packet.
- It shall not contain any publication published in regular intervals. No advertisements permitted.

Book Packet containing Periodicals

- Specifications are same as for book packet. The contents shall be **periodicals** registered with the '**Registrar of Newspapers in India**'.
- The first or last page of the periodical shall have the superscription "**Registered with the Registrar of Newspapers in India under serial No. -**" printed on it.

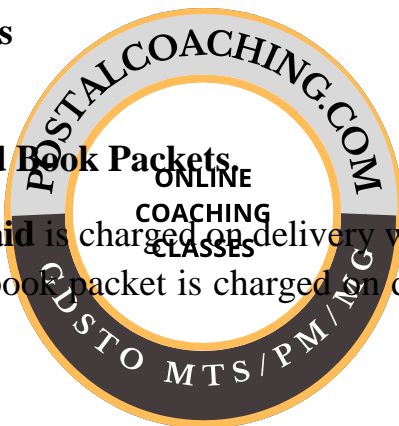
Pattern and Sample Packet

- It may contain bona fide trade patterns or samples of merchandise not having any saleable value together with or without any matter which may be sent as a book packet.
- Specifications same as in the case of book packets.

Maximum weight: 2 kilograms

Unpaid and insufficiently paid Book Packets

- A **book packet posted unpaid** is charged on delivery with **double postage**;
- an **insufficiently pre-paid** book packet is charged on delivery with **double amount of the deficiency**.



Size. –

- The **dimensions of a book-packet** shall be subject to the following maximum and minimum limits :-

(i) Maximum –

- In roll form Length- 80 cm
- Sum of Length & twice diameter -100 cm
- In other than roll form - 60 – 30 – 30 cm

(ii) Minimum –

- In roll form Single dimension - 10 cm
- Sum of length & Twice diameter - 7 cm

(iii) In other than roll form -10 x 70 cm

- **Weight .-** The weight of a book packet **shall not exceed 5 Kilograms** but the director-General may, in special circumstances, prescribe a lower limit of weight for book packets for and from any particular post office or offices.
- **Packing.** – A book packet must be posted without a cover or in an unfastened envelope or in a cover which can be easily removed for the purpose of examination without breaking any seal or tearing any paper or separating any adhering surfaces.

Penalty for Breach of Conditions. –

- If a book packet to which is found to contain **anything not permitted** by the rules or to be packed in a manner not in accordance with rules, it shall be charged on delivery **with the letter or parcel postage**, whichever may be less provided that the conditions subject to which such postage can be charged are also fulfilled.
- Any **postage paid on it** shall be taken into account in assessing the charge; but the amount charged under this sub-clause **shall in no case be less than 25 paise**.
- If a **book packet is found** to be in **excess of either the prescribed size or the prescribed weight**, it shall be **returned to the sender**. Any postage paid on it shall not be refunded.

BOOK PACKETS CONTAINING PRINTED BOOKS

Conditions. –

The special rates in respect of a book packet containing printed books shall be applicable only if the following conditions are satisfied :-

- Such book packet **shall not contain any publication** published at regular intervals;
- Such book packet shall bear on the outside the inscription **“Printed books”**;
- Each book in such book packet shall consist wholly or substantially of reading matter, painting, photography, diagrams or any other similar matter, with or without blank spaces, for notations by students;
- Each book in such book packet shall consist of printed matter, but **shall not contain any advertisements** other than incidental announcements or list of books.
- Each book in such book packet shall **contain the name of the printer or publisher**;
- No book in such book packet shall bear any character or inscription reproduced by any means other than printing.
- Any such book may, however, contain in writing the name of the person to whom it is sent or presented, the date, the name and address of the sender or owner, and not more than five words or initials of a complimentary nature of signifying presentation
- The provisions, prohibitions, size, weight, packing and penalty for breach of condition, etc. are also applicable, so far as may be, to book packets containing printed books.

BOOK PACKETS CONTAINING PERIODICALS

Conditions for Charging Special Rates for Book Packets containing Periodicals. –

The special rates of postage in respect of a book packet containing periodicals shall be applicable only if the following conditions are satisfied :-

- That it is **registered with the Registrar of Newspapers** in India under the Press and Registration of Books Act, 1867 (25 of 1867).
- That the periodical bears in print in any convenient place, either on the first or last page thereof, the superscription **“Registered with the Registrar of Newspapers for India under No. _____”**.

PATTERN AND SAMPLE PACKETS

Unpaid and Insufficiently Paid Pattern and Sample Packets. –

- A pattern or sample packet posted **unpaid** is charged on delivery with **double the postage**;
- An **insufficiently prepaid** pattern or sample packet is charged on delivery with **double the amount of the deficiency**.

Contents. –

- A pattern or sample packets may contain **bonafide trade patterns or samples of merchandise not having any saleable value** together with or without, any matter which may be sent as a book packet.
- There must be **no writing upon or in a pattern or sample packet**, except the name and address of the sender, the name and address of the person for whom it is intended, a trade mark, numbers prices and indications as to the weight, size or quantity to be disposed of.
- Objects of natural history **dried or preserved animals and plants**, geological specimens and other similar objects will also be admitted to transmission by post at the rate of postage for pattern and sample packets, provided that they are not sent for a commercial purpose and that they are packed in the manner prescribed for **pattern and sample packets** generally.

Size and Weight.

- No pattern or sample packet may **be more than 2 kilograms** in weight.
- The maximum and minimum permissible dimensions of a Pattern or Sample packet rate the same as for book packets.

Penalty for Breach of Conditions. –

- If a pattern or sample packets is found to contain anything not permitted by the rules or to be in excess of the prescribed size or weight or to be packed in a manner not in accordance with the rule, it will be **charged on delivery with letter or parcel postage, whichever may be less***.
- Any postage paid on it will, however, be taken into account in assessing the charge.
- If a packet containing **samples of any of the articles** is not packed in the **manner prescribed therein**, it will **not be forwarded**.

Prepayment of Postage in Cash. –

- Certain important post offices are authorized by the **Head of the Circle** to **realize the postage charges in cash** from firms or other persons who post a very large number of unregistered packets **subject to a minimum of 500 packets at a time**.
- Particulars of this facility can be ascertained from the nearest principal post office or by writing to the **Head of the Circle** direct.



- India Post allows free transmission of blind literature packets **upto 7 kilograms**.
- Papers of any kind, periodicals and books impressed in "Braille" or other special type for the use of blind are allowed to be transmitted by post as Blind literature packets.
- Size and packing is same as for book packets.

Conditions:

- It must be sent by or to a blind person. No written or printed communication should be enclosed except: the title and table of contents the key or instructions, a label for return of the packet

Exemption from Postal Fees. –

- Blind literature packets are exempted from payment of the following fees besides being exempt from the payment of postage.
 - a. registration fee.
 - b. fee for acknowledgement
 - c. fee for the attested copy of the receipt.

- Postage free blind literature packets will be transmitted by surface route only, any if they are to be sent by air, the **airmail charge as prescribed for packets** has to be paid.

Contents and conditions of Posting. –

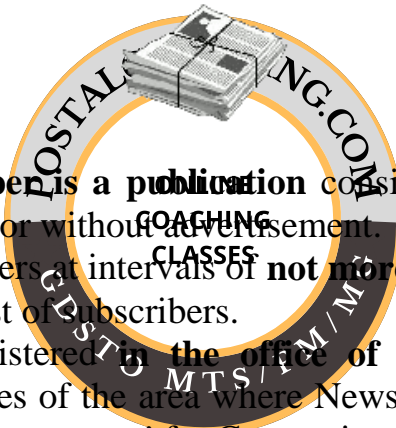
Papers of any kind, periodicals, books and letters to or from blind persons impressed in “**Braille**” or other special type for the use of the blind, may be transmitted by post as “**blind literature**” packets provided that they are posted in accordance with the following conditions

- The Packets shall consist only of articles specially impressed as described above for the use of the blind, and shall **not contain any communication either in writing or printed** in ordinary type, except the title and table of contents of the book or periodical and any key to, or instructions for, the use of special type, or any enclosure except a label for the return of the packet.
- The Packet shall bear on the outside the inscription “**Literature for the Blind**”, and the written or printed name and address of the sender.
- The Packet shall be posted either **without a cover, or in a cover open at both ends**, which can easily be removed for the purpose of examination.
- No blind literature packet may **weight more than 70 kilograms**.
- Blind literature packets are subject to the same limits of dimensions as book packets
- EXPLANATION : **Plates bearing the characters of writing, sound records** for the use of the blind, and discs, films, tapes and wires on which spoken messages for the blind have been recorded when sent by, or addressed to, an officially recognized institution for the blind shall be treated as ‘**Blind Literature**’

Penalty for Breach of Conditions. –

- Should any of the conditions mentioned above be infringed, the packet will be **charged on delivery with letter or parcel postage**, whichever may be less.

REGISTERED NEWSPAPERS



A Registered News paper is a **publication** consisting wholly or in great part of political or other news, with or without advertisement.

- It is published in large numbers at intervals of **not more than 31 days**.
- It should have a bona fide list of subscribers.
- If such news paper is registered **in the office of the Superintendent** or Senior Superintendent of Post offices of the area where News paper is to be published, it will be treated as '**Registered News paper**' for Concessional rates of postage.
- There is **no fee for registration**.
- The registration number allotted to the paper should be printed on the top of the front page of the News paper preceded by the word '**Registered**'.

Definition. –

The following is the definition given in the Post Office Act of **newspapers which may be registered and posted for transmission** by the inland post, as “**Registered Newspapers**” –

“Every **publication**, consisting wholly or in great part of political or other news or of articles relating thereto, or to other current topics, with or without advertisements, shall be deemed a newspaper, subject to the following conditions, namely :-

- (1) that it is published in numbers at intervals of **not more than thirty one days**; and
- (2) that it has a **bonafide list of subscribers**.

- A newspaper shall be **registered the office of the Supdt./Sr. Supdt. of post offices** in the Postal Division in which it is published.
- The newspaper shall bear in print in any convenient place either on the first or last page the word “**Registered**” followed by **the registration number**
- A first registration shall remain in force **till the 31st December** of the calendar year following that in which it was effected.
- Application for renewal of registration shall be made so as to reach the officer concerned **at least one month before the date of expiry** of the previous registration and shall be accompanied by two copies of the latest issue of the newspaper.
- **A late fee of Rs. 5 shall be charged for each application for renewal** received later than the last working day of the calendar month preceding the last month of the period of previous registration
- In case the previous registration expires before registration is renewed, the paper shall be prepaid at **book packet rates** pending issue of the renewal.

Posting of newspapers without prepayment of postage. –

- Newspapers which post a large number of papers can post their papers without affixing postage stamps in accordance with the following scheme :-
- The scheme is confined to **Registered Newspapers** (including Magazines and Periodicals) which are published at intervals of not more than 31 days and which post **more than 500 copies at a time**.
- “In respect of those newspapers which carry stamps of 5 paise only, **minimum number of newspapers** posted for availing the facility under this clause **shall be 100.**”

PARCELS



- Contents anything can be sent in a parcel except articles whose transmission is prohibited.
- It can contain single communication to the addressee of the parcel.
- If the parcel is suspected to contain other than the permitted communication, it will be opened in the presence of the addressee or his authorized agent, and each written communication will be charged on delivery with double the letter postage.
- If the addressee refuses to pay the charges, the parcel will be returned to the sender from whom the charge will not be recovered.

Weight and Size :

- The weight of an un-registered parcel should not **exceed 4 kilograms** (4000 grams). The weight of a registered parcel should not exceed
 - a. **10 kilograms** if posted at or addressed to, a **branch post office**
 - b. **20 kilograms** in other cases
- The length of a parcel should not exceed 1 meter and the length and girth combined should not exceed 1.80 meters.
- No parcel shall be such that, by reason of its shape, manner of packing or any other feature, it cannot be carried by post without serious inconvenience or risk.
- Compensation to be paid in respect of **International Parcels**
- The **compensation** to be paid in respect of **International Parcels booked** in Post Offices in India in case of loss / total theft / total damage are as under:
- **For loss / total theft / total damage - 40 SDR* per parcel and 4.50 SDR* per kg.**

PARCELS (PO GUIDE)

(1) **Anything may be sent in a parcel** excepting articles the transmission of which is **prohibited** . A parcel may **contain a single written communication** of the nature of a

letter or having the character of a personal communication, addressed to the addressee of the parcel.

(2) Save as provided in sub-clause (1) **no written communication** must be enclosed in a parcel.

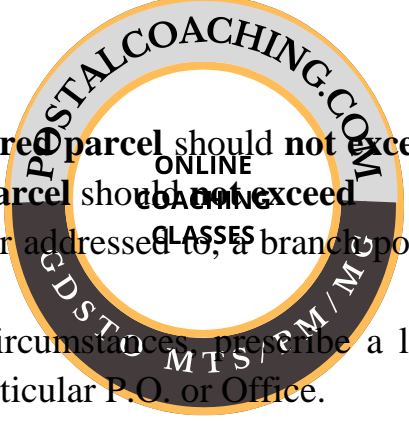
(3) If a parcel is suspected to contain any written communication other than the permitted by sub-clause

(1), it will be forwarded to its destination marked **“For open delivery”**. If on being opened in the office of delivery in the presence of the addressee or his authorized agent it is found to contain any **written communication** other than the one permitted by sub-clause

(1), each such **written communication** shall be charged on **delivery with double the letter postage**. Any postage paid on the parcel shall not be taken into account in assessing this charge.

If the addressee fails to attend as required or refuses to pay the charge in full the **parcel shall be returned to the sender** from whom the charge will not be recovered.

Weight and size. –

- 
- The weight of an **un-registered parcel** should **not exceed 4 kilograms (4000 grams)**; the weight of a **registered parcel** should **not exceed**
 - **10 Kilograms** if posted at or addressed to, a branch post office; and (b) **20 kilograms in other cases.**
 - The D.G. may in special circumstances, prescribe a lower limit of weight for book packets for and from any particular P.O. or Office.
 - The **length of a parcel** should **not exceed 1 metre** and the **length and girth** combined should **not exceed 1.80 metres.**

Manner of Prepaying Postage. –

- The postage on a parcel, and also the registration fee if the parcel is to be registered must be prepaid fully.

Manner of Posting. –

- **Every parcel** (including service parcels) intended for transmission by post **must be presented at the window of the post office.**
- Any **parcel found in a letter box** will be treated and charged as a **registered parcel.**

REGISTRATION



Objective :

- To provide secure transmission of customers articles, **a record is kept** at all stages the article passes through.
- Also the registered articles are transmitted , under special precautions.

Articles which can be Registered

Articles which can be Registered	Registration is compulsory for the following
<ul style="list-style-type: none"> ➤ Letters ➤ Letter Cards ➤ Postcards ➤ Book and pattern packets ➤ Blind literature packets ➤ Parcels and newspapers prepaid with postage at newspaper rates of postage may be registered at any Post Office 	<div style="text-align: center;"> </div> <ul style="list-style-type: none"> ➤ Any parcel exceeding 4 kilograms in weight ➤ Any Insured article ➤ Any parcel addressed to a place for which a customs declaration is required. ➤ Any article containing the following stamps labels, Cheque, Hundi, bank note, bank post bill, bill-of-exchange ➤ Any article bearing the word “registered” on the cover ➤ Any registered article which is re-posted after having been delivered ➤ Any value-payable article

How to Register

- An article intended for registration must be presented at the window of the post office.
- A receipt will be given to the person who presents an article for registration at the post office window during the hours prescribed for posting registered article

No such article shall also be accepted for registration:

- Where it contains words to the effect that it has been, or is intended to be insured for any specific sum, or that it may contain valuable contents unless it is also to be insured, OR Where such words are scored out.

Compensation to be paid in respect of International Registered articles :

- The compensation to be paid in respect of International Registered article booked in Post Offices in India in case of loss / total theft / total damage are as under:
- **For loss / total theft / total damage - 30 SDR**

INSURANCE



- Articles may be **insured** at all post offices.
- **Insurance covers all risks** in course of transmission by post.
- The prepayment of all charges on insured articles namely postage, registration and insurance fee is compulsory.
- Postage stamps affixed to an insured article must be placed apart from one another so that they may not serve to conceal injuries to the cover of the letter or parcel.

Article Insurance

What article can be insured?	Limit up to which You can Insure
<ul style="list-style-type: none"> ➤ Registered letters ➤ Value Payable ➤ Registered Letters ➤ Registered Parcels ➤ Value-Payable ➤ Registered Parcels 	<ul style="list-style-type: none"> ➤ up to the value of ₹ 600 for articles booked at branch post offices ➤ up to the value of ₹ 1,00,000 for articles booked at other post offices ➤ Insured value shall not exceed the real value of the contents of the article insured ➤ The articles containing gold, coin or bullion government currency notes or bank notes or any combination of these shall be insured for the actual value of the contents

- In addition to the postage, the sender of the postal article intended to be transmitted shall be required to pay the following additional Insurance fee.

A). For all **Retail Customers**:

Insured Value	Insurance Fees
Up to Rs 200	Rs 10
Above Rs 200	Rs 10 + Rs 6 for every additional Rs 100 or fraction thereof

B). For all **Contractual Customers** of Speed Post and Business Parcel:

Insured Value	Insurance Fees
Up to Rs 200	Rs 4
Above Rs 200	Rs 4 + 1.50 % of insured value exceeding Rs 200

Cases in which Insurance is compulsory

- Insurance is also compulsory for at least the amount specified for recovery from the addressee in the case of all value payable articles in which the amount specified for recovery exceeds ₹ 100.
- Other than value payable letters containing Railway receipt, bills invoices, documents etc. of no intrinsic value and value payable packets containing printed papers, books etc. sent under book packet rates.
- **Coin, bullion, platinum, precious stones, Jewellery, government currency notes or bank notes and articles of gold or silver may be sent by post only in insured letters, insured parcels.**

Responsibility of the Post Office

- Compensation will be payable **one month after the date** on which intimation of loss is given by the sender to the Post Office, except in cases in which the Head of the Circle may consider that the circumstances demand the withholding of payment pending enquiry.
- In the event of the loss of the postal article, or any of its contents, or for any damage caused to it in course of transmission by post the compensation will be paid to the sender and the compensation in **no case exceeds the value of the article** or any of its contents lost or the amount of the damage caused.
- In the case of loss, the sender furnishes full particulars of the contents of the postal article and their values.

No compensation will be payable:

- Where there has been **mis-delivery** arising out of incorrectness or incompleteness of the address written by the sender.
- Where there has been **fraud** on the part of the sender or addressee.
- Where the **insured article** has been delivered to the addressee, and he has signed and returned the receipt therefor.
- Where the sender has **not given intimation** of the loss **within three months** from the date of posting, Where the loss or damage was due to improper or insecure packing.
- Where there **is no visible damage** to the cover or seals it being understood that the sender must so pack the letter or parcel that its contents cannot be touched without visible damage as aforesaid being caused.
- Where the insured article contains **Government currency notes**, bank notes, gold coin or bullion or any combination of these, and has **not been insured for the actual value** of the contents.
- In the case of the loss of **halves of currency notes**.
- In the case of damage arising from the **nature of the article** insured, OR Where the insured article contained anything the transmission of which by post is prohibited.
- If after **compensation has been** paid for the loss of a postal article or any portion of its contents, the contents or any portion thereof are subsequently recovered, the recovered contents will be dealt with as follows namely:
 - If the value of the recovered contents added to the amount of compensation paid is not in excess of the amount of loss, the recovered contents will be restored to the sender.
 - If the value of the recovered contents added to the amount of compensation paid is in excess of the amount of the loss, the **Post Office** will be entitled either to restore the recovered contents to the sender on his **repaying the amount** of such excess or to retain and dispose of so much of the recovered contents as may be held by the Head of the Circle to represent such excess and restore the rest of the recovered contents, if any, to the sender.

Value Payable Post



- The **value payable** system is designed to **meet the requirements of persons** who wish to pay for articles sent to them **at the time of receipt of the articles** or of the bills or railway receipts relating to them.
- And also to meet the requirements of traders and others who wish to recover, through the **agency of the Post Office** the value of article supplied by them.

Value Payable Articles

- Registered Parcels, registered letters, registered book packets and newspapers prepaid with postage of newspaper rates of postage and with registration fee may be transmitted by the inland post as value payable postal articles.
- Provided that the amount specified for remittance to the sender in the case of any such postal article **does not exceed Rs.5,000/-**
- And provided that such parcels, letters and packets do not contain coupons, tickets, certificates of introduction designed for the sale of goods on what is known as the **“Snowball System”**.

Conditions

- No article will be accepted at any post office for transmission by post as value payable postal article if it is **so small or so covered** with writing or sealing wax on the address side or otherwise made up in such a manner as to render it impracticable to affix to the article the prescribed official labels of the Post Office.
- Explanation: This rule does not apply to an article which has an address labeled to it, provided that the label is not so small or covered with writing on the address side as to render it impracticable to affix to that side the prescribed official labels of the Post Office.
- No article on which the amount specified for recovery from the **addressee exceeds ₹ 1500/-** will be accepted at any post office for transmission by post as value payable postal article unless it is insured for at least the sum specified for remittance by the sender.
- Explanation: This rule does not apply to value payable letters containing Railway receipts, bills, invoices, documents, etc. of no intrinsic value and to value payable packet containing printed papers, books, etc., sent under book packet rates.
- Payment to Sender When the amount due is recovered from the addressee, the sum for payment, to the sender **will be remitted** to him by means of **money order**.

Detention in Office of Delivery and levy of demurrage

- If the addressee of a VP postal article omits to take delivery of it within 7 days following the date of its first presentation or the date of delivery to him or to his accredited agent of an intimation of its arrival, the article will be returned to the sender on the 8th day:

- Provided that if in the meantime the addressee has applied in writing to the post office for detention of the article for a further period not exceeding seven days beginning with the said 8th day and pays the prescribed fee the article shall not be returned to the sender until the expiration of the further period covered by the application.
- Any fee so paid shall in no circumstances be refunded.
- When a value payable Postal article is returned to the sender the sender will be required to pay any charges that may be due on it and to acknowledge receipt of the article by signing the form presented by the postman.
- In no circumstances will any fee or fees prepaid by the sender be refunded.
- Insurance of VP articles: The value declared for insurance need not correspond with the amount specified by the sender for remittance to himself.
- Thus, in the case of a watch returned after repairs by value-payable post to its owner, the amount to be remitted to the sender of the watch would be only the cost of repairs while the sum insured would represent the value of the watch itself.

Complaints regarding Value Payable Articles

- Wherever the sender article addressee of a VP postal article makes a complaint regarding the delivery of or payment for the value payable postal article, he will be entitled to have an enquiry made by the post office on paying the prescribed fee.
- The fee will be paid by means of a postage stamp or stamps affixed to the letter of complaint. This fee will be refunded in cases where the complaint was found to be well grounded.
- The complaint will be required to furnish particulars regarding each value payable article to which the complaint refers and to pay the prescribed fee in respect of each article.
- No complaint will be attended to unless made within six months of the date of posting of the value payable article. The result of the enquiry will be communicated by letter.
- When a complaint is made regarding payment for a V.P. article the V.P. money order will not be produced unless an allegation of fraud or receipt practiced on the sender is put forward, and the V.P. money order will only be available for inspection at the post office at which the Department finds it convenient to permit examination.
- If a complaint is made by the addressee immediately after the receipt of a value payable postal article, that it was sent dishonestly or fraudulently the Head of the Circle may if he is satisfied that there are prima facie grounds for believing that the value payable postal article was sent with the intention of defrauding the addressee, withhold the payment to the sender of the money recovered from the addressee.
- If after making such enquiries as may be necessary, he is fully satisfied that the value payable postal article was sent with this intention he may order the return of the article to the sender and refund to the addressee the sum of money recovered from him on delivery of the value-payable postal article.
- Explanation: Impression of a stamping machine made by a competent authority shall be tantamount to affixing stamps of corresponding value.

Responsibility of the Post Office

- The Central Government shall not incur any liability in respect of the sum specified for remittance to the sender in respect of a value payable postal article unless and until that sum has been received from for remittance to the sender in respect of a value payable **within six months from the date of posting of the article.**



International Mail Products

International Letters

- India Post provides basic international postal services viz. Letters, Post Cards, Aerogramme, Small Packets, Blind Literature, Printed Papers, M Bag (Special bags containing newspapers, periodicals, books and similar printed documentation for the same addressee at same address)

Booking

- International Letter Post articles can be booked in all the Departmental Post offices across the country.

Letter Post Network

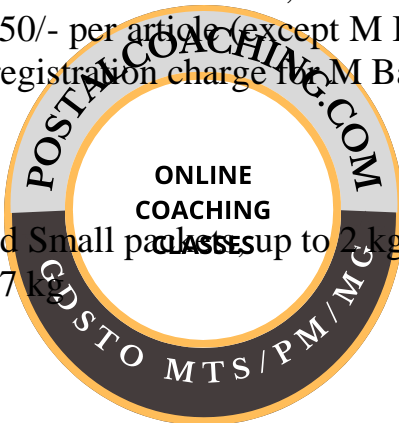
- These services are available for 219 destinations across the globe and cover all major destinations.

Registration

- Registration facility is available for Letters, Small Packets and Printed Papers. Registration charges @ Rs.150/- per article (except M Bag) are payable over and above the applicable postage. The registration charge for M Bag is Rs.750 per bag.

Weight and Size Restrictions

- Letters, Printed papers and Small packets up to 2 kg
- Items for the blind, up to 7 kg
- M Bags, up to 30 kg



Size Limits for-

- The limits of size of items other than postcards and aerogramme is given below:
 - **Maximum:** length, width and depth combined: 900 mm, but the greatest dimension may not exceed 600 mm, with a tolerance of 2 mm; in roll form: length plus twice the diameter: 1,040 mm, but the greatest dimension may not exceed 900 mm, with a tolerance of 2 mm.
 - **Minimum:** to have a surface measuring not less than 90 x 140 mm, with a tolerance of 2 mm; in roll form: length plus twice the diameter: 170 mm: but the greatest dimension may not be less than 100 mm.

Size Limits for-

- The limits of size of Post Card is given below:
 - 14 cm × 9 cm (length and breadth).

Compensation policy for Registered Letter Post

The compensation to be paid in respect of International Registered article booked in Post Offices in India in case of loss / total theft / total damage are as under:

- For loss / total theft / total damage of International Registered article - value of contents or 30 SDR*, whichever is less, plus the postage paid
- For partial loss or partial damage or partial theft of International Registered article - compensation paid shall be limited to the value of lost or damaged content. In any case it shall not exceed the corresponding amounts mentioned for International Registered Article in case of loss, total theft or total damage. Postage paid will not be refunded
- For loss / total theft / total damage of International Registered M Bag - 150 SDR*
 - 1 SDR = INR 104.6298 (For 2023)

Registration Tariff		
S. No.	Letter-Post Items	Tariff
1.	Air Letters, Post Cards and Packets	Rs. 150/-
2.	Mail Bag	Rs. 750/-

International Air Parcels

- This service is a dedicated service for corporate and retail customers to provide economical and fast merchandise services.

Booking

- International Air Parcel can be booked in all the Departmental Post offices across the country.

Letter Post Network

- These services are available for 219 destinations across the globe and cover all major destinations.

Internet based Track & Trace System

- India Post provides online Track & Trace facility for Air Parcel.

Weight and Size Restrictions

Weight:

- The general maximum limit of weight for Air Parcel is 20 kgs which is subject to the maximum acceptable weight limit prescribed by the destination country, whichever is lower.

Size*:

The maximum and minimum size of the Air Parcel is :

- **Maximum:** The length should not exceed 1.05 metre. The sum of the length and the greatest circumference measured in a direction other than the length should not exceed 2 metre.
- **Minimum:** A parcel should have a surface measuring not less than 90mmX 140mm.
- *The maximum and minimum acceptable size of Air Parcel is subject to the maximum and minimum acceptable size prescribed by the destination country.

Compensation policy for International Parcel

The compensation to be paid in respect of International Parcels booked in Post Offices in India in case of loss / total theft / total damage are as under:

- For loss / total theft / total damage – Up to 40 SDR* per parcel plus 4.50 SDR* per kg or the value of contents, whichever is less, subject to an upper ceiling of 130 SDR* plus the postage paid
- For partial loss or partial damage or partial theft - compensation paid shall be limited to the value of lost or damaged content in any case it shall not exceed the corresponding amounts mentioned for International Parcel in case of loss, total theft or total damage. Postage paid will not be refunded. 1 SDR = INR 100.6298 (For 2023)

International Tracked Packet**Sending consignments to Asia Pacific Region Becomes Easy !**

- International Tracked Packet is specially designed to cater to the needs of eCommerce for cross border transactions. However, individuals are also most welcome to use this service. It is the best economical service with visibility to send shipments to Asia Pacific region.

Product features :

- Packets up to 2 kg
- Fast & economical
- Track & Trace
- Convenient
- Best suited for e Commerce
- Pick up facility*

Compensation for loss/damage

- In case of the loss or damage of the ITPS article or content thereof, the compensation shall be restricted to Rs One thousand (Rs 1000/-) or the actual value of the contents damaged or lost whichever is less .The declaration made by the sender regarding the value of the content will be final.

Volume discounts*

Revenue in a calendar month	Discount
Up to 100000/-	Nil
More than 100000/- and up to 200000/-	5%
More than 200000/-	10%

- The discount will be available to the customers availing advance deposit Scheme

Enquiry about International Tracked Packet articles

- In case a customer desires to enquire about his/her International Tracked Packet article, enquiry may be raised without any charge or fee.

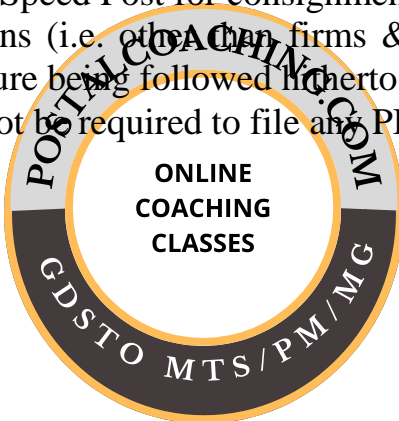
Export of Commercial Items through Postal Channel**Brief Background**

- For exporting items through Postal channel a new procedure have been mandated by Customs to be followed by exporters.
- The exporters can use the Postal channel of exports for sending the commercial exports out of the country.
- The procedures have been put in place by customs in all FPOs. Starting with 5 FPOs Delhi, Mumbai, Chennai, Kolkata and Kochi, the customs has notified additional locations through notifications Notification No. 31/2017 Customs (N.T) dated 31st March, 2017 and Notification No. 103 /2018- Customs (N.T.) dated 31st December, 2018.
- Thus exports through Posts are possible through 28 locations across the country.

Procedure

- Any exporter holding a valid Import-Export Code shall be permitted to export goods by filing a Postal Bill of Export (PBE) in the form prescribed under the “Export by Post Regulations 2018”.
- The procedures of filling and filing the PBE forms have been detailed by Customs through notifications.
- The two PBE forms, PBE-I and PBE-2 are for e Commerce exports and other than e Commerce exports respectively subject to other terms and conditions as notified from time to time by Customs and other concerned organizations.

- The PBE along with goods shall be presented to the Customs at the Foreign Post Office.
- Upon completion of processing of the PBE by Customs, the goods shall be presented to the Postal department, who will acknowledge receipt of the shipment on the PBE and affix the tracking number of each shipment on the same.
- Upon affixation of the tracking number by postal authorities, the PBE consignment shall be presented to the Custom for grant of “Let Export Order”.
- The original PBE will be retained by Customs and the duplicate PBE will be handed over to the exporter or his customs broker.
- In the case of exports, not involving e-commerce, the PBE-II shall be filed.
- The Postal Authorities will furnish the proof of export of the goods i.e. copy of relevant CN / CP forms, as applicable to different categories of postal mails, to the Customs at the FPO.
- The recent surge in e Commerce goods being exported from India is being facilitated further by Department of Post.
- The export can be done by using bouquet of products like Registered packets (2 kg), Air Parcels for consignments weighing upto 20 kg, International Tracked Packet for select destination and EMS- Speed Post for consignment weighing upto 35 kg.
- In the case of natural persons (i.e. other than firms & companies) exporting parcels, there is no change in procedure being followed hitherto.
- It is clarified that they will not be required to file any PBE.



Postal Rates (Inland)		postalcoaching.com
SI	Name of Postal Article	Postage in Rs
1	Post Card	
	Single Card	0.50
	Reply Card	1.00
	Meghdoot Post Card	0.25
	Printed Card (Postcards containing printed communication)	6.00
2	Inland Letter Card	2.50
3	Letters (Maximum Weight 2 Kg)	
	For a weight not exceeding 20 gms	5.00
	For every additional 20gms or fraction thereof	5.00
4	Book Pattern and Sample Packets (maximum weight 5/2 Kg)	
	For the first 50 gms	4.00
	For every additional 50gms or fraction thereof in excess of fifty grams	3.00
5	Book Packets containing printed Books (Maximum weight 5Kg)	
	For the first one hundred grams or fraction thereof	1.00
	For every one hundred grams or fraction thereof in excess of one hundred grams	1.00
6	Book Packets containing periodicals (Registered with Registrar of News Paper)	
	(i) Value of Periodicals from Re 1 to Rs 20	
	Upto 100gms	2.00
	For every additional 100gms or part thereof	3.00
	(ii) Value of Periodicals from Rs 21 to Rs 50	
	Upto 100gms	4.00
	For every additional 100gms or part thereof	5.00
	(iii) Value of Periodicals from Rs 51 and above	
	Upto 100gms	8.00
	For every additional 100gms or part thereof	9.00
7	Blind Literature packets (maximum weight 7 Kg)	

	Postage, Registration and Acknowledgement charges	Free
8	Parcels (Maximum weight 20 Kg (10kg if booked or delivered at B.O.))	
	For a weight not exceeding 500 gms	19.00
	For every additional 500 gms or fraction thereof Exceeding 500 gms.	16.00
9	For Registered News Paper (Must be Registered with Department of Posts)	
	I. Single Copy	
	For a weight not exceeding 50 gms	0.25
	For a weight exceeding 50gm but not exceeding 100 gms	0.50
	For every additional 100 gms or part thereof, exceeding 100 gms	0.20
	II. In case of more than one copy of the same issue of a Registered News paper being carried in the same packet - Delivered at window of Post office	
	For a weight not exceeding 100 gms	0.50
	For every additional 100 gms or part thereof, exceeding 100 gms	0.20
10	Registration	
	Fee for Registration	17.00
	Concessional Registration fee for V.P. Passes for retaining Printed Books, the printed or stamped value whereof does not exceed Rs. 50/-	2.50
11	Acknowledgements	
	Fee for each acknowledgement	3.00
12	Electronic Money Orders	
	For every sum of Rs. 20 or fraction thereof	1.00
13	Insurance of Postal Articles viz. Registered letters, value payable registered letters, registered parcels and value payable registered parcels (having value upto Rs. 600 in case articles booked at BOs and Rs. 100000 in case of other Post Offices)Note: Where currency notes are dispatched by insured post the value shall not exceed Rs. 20,000/-	
	Insurance fee upto Rs. 200	10.00
	For every additional Rs. 100 or fraction thereof in excess of Rs. 200	6.00
14	Indian Postal Orders	
	Commission on each IPO	
	Upto Rs. 10/-	1.00

	Upto Rs. 20/-	2.00
	Upto Rs. 50/-	5.00
	Upto Rs. 100/-	10.00
15	VPP Fee	
	Not exceeding Rs. 20	2.00
	Exceeding Rs. 20 but not exceeding Rs. 50	3.00
	Exceeding Rs. 50	5.00
16	VPP Inquiry Fee	1.00
17	Postal Identity Cards (Valid for a period of 03 Years) *	9.00
18	Business Reply Permit Fee (Handling charges per article)	1.00
19	Warehousing Charges on VPP articles for detention beyond 07 days	
	For Parcels (per day)	3.00
	For other articles (per day)	2.00
20	Airmail Fee	
	i. For postal articles (other than letters, letter cards, and post cards) for the first fifty grams or fraction thereof	2.00
	For every additional 50 grams or fraction thereof	1.00
21	Late Fee	
	i. For each unregistered letter, letter card, postcard or packet	2.00
	ii. For each registered letter, letter card postcard or packet	3.00
22	Fee for obtaining copy of original receipt signed by addressee (for regd. Per article)	2.00
23	Licence Fee for franking Machines (for 5 years)	375.00
24	Fee for recall of Postal articles (per article)	6.00
25	Rent for Boxes/ Bags	
	(a) Post Boxes or Bags if taken separately	
	(i) if rented for full financial year	150.00
	(ii) For three calendar months or part thereof, if rented for a period of less than a full financial year	50.00
	(b) Post Box and Bag combined together with the same or different number	

	(i) if rented for full financial year	250.00
	(ii) For three calendar months or part thereof, if rented for a period of less than a full financial year	80.00
26	Electronic Money Order Form	Free



STAMPS

Commemorative Stamps :

- Commemorative stamps are issued, as the **name suggests, commemorating important events**, prominent personalities in various fields, aspects of nature, beautiful or rare

flora and fauna, environmental issues, agricultural activities, national/international issues, games etc.

- These stamps are **only available at Philatelic Bureaux** and counters or under the **Philatelic Deposit Account** Scheme.
- They are printed in limited quantities.
- An event which is not nationally important enough to be commemorated by issue of Commemorative/Special stamp or for which a stamp cannot be accommodated in the annual issue programme may be commemorated by the Department by issue of Special Covers which can be cancelled with a special cancellation at the post office selected for the purpose.
- Such covers can also be issued at the instance of private parties on payment of requisite charges. These covers should bear minimum postage stamps of any kind equivalent to the minimum inland letter mail rate.

Definitive Stamps :

- Definitive stamps are **used for day - to - day** postal mailing purposes and are available in various ascending denominations from 25 paise onwards at all post offices.

Buy Stamps :

- To cater seamlessly to philatelists across the globe, Department of Posts has launched its own e-commerce portal called the **e Post Office**.
- Anyone can visit the portal and browse through a gamut of philately products listed on the portal such as CPS, FDI, Brochure, Ancillary and gift items etc



My Stamp :

- 'My Stamp' is the brand name for **personalized sheets** of Postage Stamps of India Post.
- The personalization is achieved by printing a thumb nail image of the customer's photograph and logos of institutions, or images of artwork, heritage buildings, famous tourist places, historical cities, wildlife, other animals and birds etc., on a selected template sheet having Postage Stamps.
- 'My Stamp' was first introduced in India during the World Philatelic Exhibition, **'INDIPEX-2011'**.
- This scheme is available in selected Philatelic Bureaux and counters/ Important Post offices/Post Offices situated at tourist places.

Philatelic Deposit Account :

- A domestic **philatelic deposit account (PDA)** system was introduced with effect from 1.8.1965 at all philatelic bureau in India.
- The customers who wish to take advantage of this facility are supplied with the commemorative/special issues of stamps; **first day covers (FDCs)**; information sheets and new postal stationery soon after their issue.

- Domestic philatelic account holders can also obtain philatelic items issued by other philatelic bureau and post offices by placing their demands with the Bureau where their accounts stand.
- Philatelic counters are functioning at all the Head Post Offices.
- The philatelic counter at offices other than philatelic bureau would offer registration facility for opening of philatelic deposit account with supply of the material to be made by the parent bureau of the respective counter with customers having the option to book from the counter of registration.

How to open a Philatelic Deposit Account:

- If any one wishes to operate a Philatelic Deposit Account with the Philatelic Bureau, an application in the prescribed proforma may be sent to the Philatelic Bureau.

Conditions of Service:

- The account may be opened with a minimum **deposit of Rs. 200/-** in cash or by remittance by money order or by cheque/draft encashable in India.
- With the remittances the customers should also indicate clearly the types and quantities of philatelic items they desire to purchase with each issue of new stamp.
- The items indicated in the application form, will be dispatched to the customer automatically without any further order on the part of the customer.

Mode of dispatch and charges for dispatch of philatelic items:

- The items will be dispatched free **“on postal service”** by registered post unless the customer specifically desires that the items should be sent to him by insured post.
- The Philatelic Deposit Account holder may also collect these items after every issue, by calling at the counter of the philatelic bureau.

Deen Dayal SPARSH Yojana :

Scholarship for Promotion of Aptitude & Research in Stamps as a Hobby

- **Philately is the collection and study of Postage stamps.**
- It also entails the collection, appreciation and research activities on stamps and other related philatelic products.
- The hobby of collecting Stamps includes seeking, locating, acquiring, organizing, cataloguing, displaying, storing, and maintaining the stamps or related products on thematic areas.
- **Stamp collection as a hobby** has lot of educational benefits as it teaches a lot about the socio economic political reality of the period in which the stamp is issued or the theme on which it is issued.
- Maintaining a collection can be a relaxing activity that counteracts the stress of life, while providing a purposeful pursuit which prevents boredom.

- The hobby leads to social connect between people with similar interests and the development of new friendships.
- Collecting also hones the memory skills by working on the need of the human brain to catalogue and organize information and give meaning to ones actions.
- Reinforcing the efforts aimed towards increasing the reach of Philately, the Department of Posts is launching a **Scholarship Scheme called Deen Dayal SPARSH Yojana** to award children in the class category of Standard VI to IX.
- Under the Scholarship for Promotion of Aptitude & Research in Stamps as a Hobby or Deen Dayal SPARSH Yojana it is proposed to award annual scholarships to those students who have good academic record and also pursue Philately as a hobby.
- The objective of the scholarship is to "Promote Philately among children at a young age in a sustainable manner that can reinforce and supplement the academic curriculum in addition to providing a hobby that can help them relax and de-stress".



Banking & Remittance

Post Office Savings Schemes

Post Office Savings Account (SB)

Interest payable, Rates, Periodicity etc.	Minimum Amount for opening of account and maximum balance that can be retained
4.0% per annum on individual / joint accounts	Minimum INR 500/- for opening

1. Who can open :-

- (i) a single adult
- (ii) two adults only (Joint A or Joint B)
- (iii) a guardian on behalf of minor
- (iv) a guardian on behalf of person of unsound mind
- (iv) a minor above 10 years in his own name

2. **Only one account** can be opened by an individual as a single account

3. **Only one account** can be opened in the name of minor/above 10 years of age (self)/person of unsound mind

4. In case of death of a Joint holder, the surviving holder will be the sole holder, if surviving holder already has single account in his/her name, Joint account have to be closed

5. **Conversion** of single to joint account or vice versa is not allowed

6. **Nomination is mandatory** at the time of opening of account

7. **Minor after attaining majority** has to submit fresh account opening form and KYC documents of his/her name at concerned Post Office for conversion of the in his/her name

(b) Deposit and Withdrawal: -

- All deposits/ withdrawals shall be in whole rupees only.
- Minimum deposit amount: - Rs. 500 (subsequent deposit not less than 10 rupees).
- Minimum withdrawal amount: - Rs. 50 Maximum deposit: - No maximum limit.
- No withdrawal will be permitted which effect reducing of minimum balance Rs. 500.
- In case account balance not raised to Rs. 500 at the end of financial year Rs. 50 will be deducted as Account Maintenance Fee and if account balance became Nil the account shall stands automatically closed.

(c) Interest:-

- Interest will be calculated on the basis of minimum balance between 10th of the month and end of the month and allowed in whole rupees only.

- No interest will be allowed in a month if balance between 10th and last day of the month falls below Rs. 500.
- Interest shall be credited in account at the end of each Financial Year at the interest rate prescribed by Ministry of Finance.
- At the time of closure of account, interest will be paid up to the preceding month in which account is closed.
- u/s 80TTA of the Income Tax Act, from all Savings Bank Accounts, interest up to Rs. 10,000 earned in a Financial Year is exempted from taxable Income.

(d) Silent Account: -

- If no deposit/withdrawal takes place in an account during continuous three financial years, the account shall be treated as silent/dormant
- Revival of such account can be done by submitting application along with fresh KYC documents and passbook at concerned Post Office

(e) Additional Facilities available on PO Savings Account

To avail below facilities on your PO Savings Account, kindly download and submit respective form at concerned Post Office

- (i) Cheque book
- (ii) ATM Card
- (iii) ebanking/mobile banking
- (iv) Aadhaar Seeding
- (v) Atal Pension Yojana (APY)
- (vi) Pradhan Mantri Suraksha Bima Yojana (PMSBY)
- (vii) Pradhan Mantri Jeevan Jeevan Jyoti Bima Yojana (PMJJBY)



National Savings Recurring Deposit Account(RD)

5-Year Post Office Recurring Deposit Account (RD)

Interest payable, Rates, Periodicity etc.	Minimum Amount for opening of account and maximum balance that can be retained
<p>From 01.01.2024, interest rates are as follows:-</p> <p>6.7 % per annum (quarterly compounded)</p>	<p>Minimum INR 100/- per month or any amount in multiples of INR 10/-. No maximum limit.</p>

Salient features

(a) Who can open :-

- (i) a single adult
- (ii) Joint Account (up to 3 adults) (Joint Account of Joint B)
- (iii) a guardian on behalf of minor
- (iv) a guardian on behalf of person of unsound mind
- (iv) a minor above 10 years in his own name

Note:- **Any number of accounts** can be opened

(b) Deposits :-

- Account can be opened by cash/cheque and in case of cheque the date of deposit shall be date of clearance of cheque.
- Minimum Amount for monthly deposit is **Rs. 100** and above minimum in multiple of Rs. 10.
- Subsequent deposit shall be made up to **15th day of month**, if account is opened up to 15th of a calendar month.
- Subsequent deposit shall be made up to **last working day of month**, if account is opened between 16th day and last working day of a calendar month.

(c) Default :-

- If subsequent deposit is not made up to the prescribed day for a month, a default is charged for each defaulted month, **default @ 1 rupee** shall be charged **for 100 rupee** denomination account (proportionate amount for other denomination) shall be charged.
- If in any RD account, there is monthly default, the depositor has to **first pay the defaulted** monthly deposit with default fee and then pay the current month deposit.
- After **4 regular defaults**, the account becomes discontinued and can be revived within two months from 4th default but if the account is not revived within this period, no further deposit can be made in such account and account became discontinued.

- If there are not more than four defaults in monthly deposits, the account holder may, at his option, extend the maturity period of the account by as many months as the number of defaults and deposit the defaulted installments during the extended period.

(d)Advance deposit :-

- If an RD account is not discontinued can made advance deposit up to 5 years in an account.
- Rebate on advance deposit of at least 6 installments (inclusive of month of deposit), for Rs. 100 denomination **rebate Rs. 10 for 6 month** , Rs. 40 for 12 month.
- The advance deposit may be made at the time of opening of the account or any time thereafter.

(e)Loan :-

- After **12 installments** deposited and account is continued for 1 year not discontinued depositor may avail loan facility up to **50% of the balance** credit in the account.
- Loan can be repaid in one lump-sum or in equal monthly installments. Interest on loan will be applicable as 2% + RD interest rate applicable to the RD account.
- Interest will be calculated from date of withdrawal to date of repayment.
- In case loan is not repaid till the maturity, loan plus interest will be deducted from the maturity value of the RD account.
- Loan can be taken by submitting loan application form with passbook at concerned Post Office

(f)Premature Closure :-

- RD Account can be closed prematurely **after 3 years** from the date of account opening by submitting prescribed application form at concerned Post Office.
- PO Savings Account interest rate will be applicable if the account is closed prematurely even one day before maturity.
- No premature closure of account shall be permissible until the period for which the advance deposits have been made.

(g)Maturity :-

- 5 years (60 monthly deposits) from the date of opening.
- Account can be extended for further 5 years by giving application at concerned Post Office.
- Interest rate applicable during extension will be the interest rate at which account was originally opened.
- Extended account can be closed any time during the period of extension.
- For completed years, RD interest rate will be applicable and for period less than a year, PO Savings Account interest rate will be applicable.
- RD account can be retained up to 5 years from the date of maturity without deposit also.

(h) Repayment on the death of account holder :-

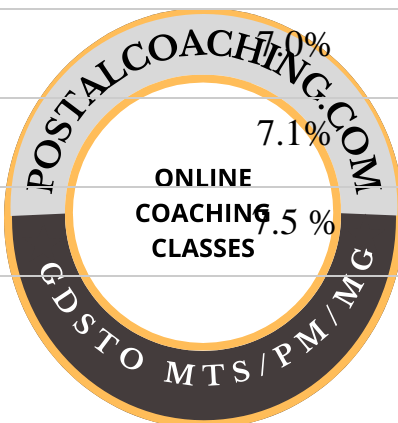
- On the death of account holder nominee/claimant can submit claim at concerned Post Office to get the eligible balance of such RD account.
- After sanction of claim, Nominee/legal heirs can continue RD account till maturity by submitting application at the concerned Post Office.



National Savings Time Deposit Account (TD)

Post Office Time Deposit Account (TD)	
Interest payable, Rates, Periodicity etc.	Minimum Amount for opening of account and maximum balance that can be retained
Interest payable annually but calculated quarterly.	<ul style="list-style-type: none"> ➤ Minimum INR 1000/- and in multiple of 100. ➤ No maximum limit.

Interest rates From 01.01.2024 to 31.03.2024	
Period	Rate
1yr.A/c	6.9%
2yr.A/c	7.0%
3yr.A/c	7.1%
5yr.A/c	7.5%

**Salient features****(a)Who can open :-**

- (i) a single adult
- (ii) Joint Account (up to 3 adults) (Joint A or Joint B)
- (iii) a guardian on behalf of minor
- (iv) a guardian on behalf of person of unsound mind
- (v) a minor above 10 years in his own name.

Note:- Any number of account can be opened.

(b)Deposits :-

- Account type for 1 year, 2 year, 3 year, 5 year.
- Account can be opened with minimum of Rs. 1000 and in multiple of Rs. 100.
- No maximum limit for investment.
- Interest shall be payable annually, No additional interest shall be payable on the amount of interest that has become due for payment but not withdrawn by the account holder.
- The annual interest may be credited to the savings account of the account holder by submitting application.

- The investment under 5 year TD qualifies for the benefit of section 80C of Income Tax Act, 1961.

(c)Maturity :-

- Deposit amount shall be repayable after expiry of 1 year, 2 year, 3 year, 5 year (as the case may be) from the date of opening.

(d)Extension of Account :-

- On maturity depositor may further extend TD account for another tenure for which account was initially opened.
- TD account can be **extended from date of maturity** within the following prescribed period..
 - 1 year TD = within 6 months of maturity.
 - 2 year TD = within 12 months of maturity.
 - 3/5 year TD = within 18 months of maturity.
- At the time of opening of account depositor can submit request for extension of account from the date of maturity.
- TD account can be extended after maturity by submitting prescribed application form at concerned Post Office along with passbook.
- Interest rate applicable to respective TD account on the day of maturity shall be applicable to the extended period.

(e)Premature closure of Account:-

- No deposit shall be withdrawn before **expiry of six months** from the date of deposit.
- If TD account closed after 6 months but before 1 year, PO Savings Account Interest rate will be applicable.
- If 2/3/5 year TD account prematurely closed after 1 year, interest shall be calculated 2 % less than of TD interest rate (i.e. 1/2/3 years) for completed years, and for part period less than a year, PO Savings Interest rates will be applicable.
- TD account can be closed prematurely by submitting prescribed application form with pass book at concerned Post Office.

(f)Pledging of TD account :-

- A TD account may be pledged or transferred as security, by submitting prescribed application form at concerned Post Office supported with acceptance letter from the pledgee.
- Transfer/pledging can be made to the following authorities.
 - The President of India/Governor of the State.
 - RBI/Scheduled Bank/Co-operative Society/Co-operative Bank.
 - Corporation (public/private)/Govt. Company/Local Authority.
 - Housing finance company.

National Savings Monthly Income Account(MIS)

Post Office Monthly Income Scheme Account (MIS)	
Interest payable, Rates, Periodicity etc.	Minimum Amount for opening of account and maximum balance that can be retained
From 01.01.2024, interest rates are as follows:- 7.4 % per annum payable monthly.	<ul style="list-style-type: none"> ➤ In multiples of INR 1000/- ➤ Maximum investment limit is INR 9 lakh in single account and INR 15 lakh in joint account ➤ An individual can invest maximum INR 9 lakh in MIS (including his share in joint accounts) ➤ For calculation of share of an individual in joint account, each joint holder have equal share in each joint account.

Salient features

(a) Who can open:-

- (i) a single adult
- (ii) Joint Account (up to 3 adults) (Joint A or Joint B))
- (iii) a guardian on behalf of minor/ person of unsound mind
- (iv) a minor above 10 years in his own name

(b) Deposit:-

- Account can be opened with minimum of Rs. 1000 and in multiple of Rs. 1000.
- A maximum of Rs. 9 lakh can be deposited in a single account and 15 lakh in Joint account.
- In a joint account, all the joint holders shall have equal share in investment.
- Deposits/shares in all MIS accounts opened by an individual shall not exceed Rs. 9 lakh.
- Limit for account opened on behalf of a minor as guardian shall be separate.

(c) Interest:-

- Interest shall be payable on completion of a month from the date of opening and so on till maturity.
- If the interest payable every month is not claimed by the account holder such interest shall not earn any additional interest.
- In case any excess deposit made by the depositor, the excess deposit will be refunded back and only PO Savings Account interest will be applicable from the date of opening of account to the date of refund.
- Interest can be drawn through auto credit into savings account standing at same post office, or ECS.

- In case of MIS account at CBS Post offices, monthly interest can be credited into savings account standing at any CBS Post Offices.
- Interest is taxable in the hand of depositor.

(d)Pre-mature closure of account:-

- No deposit shall be withdrawn **before the expiry of 1 year** from the date of deposit.
- If account is closed after 1 year and before 3 year from the date of account opening, a deduction equal to 2% from the principal will be deducted and remaining amount will be paid.
- If account closed after 3 year and before 5 year from the date of account opening, a deduction equal to 1% from the principal will be deducted and remaining amount will be paid.
- Account can be prematurely closed by submitting prescribed application form with pass book at concerned Post Office.

(e)Maturity:-

- Account may be closed on expiry of 5 years from the date of opening by submitting prescribed application form with pass book at concerned Post Office.
- In case the account holder dies before the maturity, the account may be closed and amount will be refunded to nominee/legal heirs.
- Interest will be paid up to the preceding month, in which refund is made.

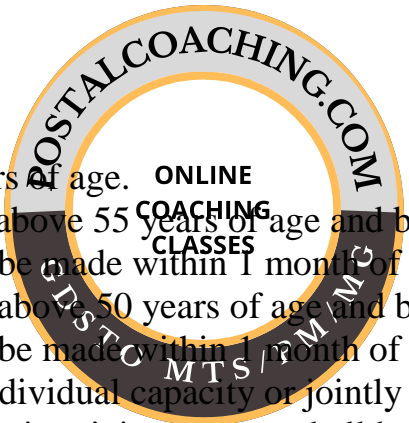


Senior Citizens Savings Scheme Account(SCSS)

Senior Citizen Savings Scheme (SCSS)	
Interest payable, Rates, Periodicity etc.	Minimum Amount for opening of account and maximum balance that can be retained
<p>From 01.01.2024 , interest rates are as follows:-</p> <p>8.2% per annum, payable from the date of deposit to 31st March/30th Sept/31st December in the first instance & thereafter, interest shall be payable on 1st April, 1st July, 1st October and 1st January.</p>	<ul style="list-style-type: none"> ➤ There shall be only one deposit in the account in multiple of INR.1000/- ➤ maximum not exceeding INR 30 lakh.

Salient features

(a)Who can open:-

- 
- An individual above 60 years of age.
 - Retired Civilian Employees above 55 years of age and below 60 years of age, subject to condition that investment to be made within 1 month of receipt of retirement benefits.
 - Retired Defense Employees above 50 years of age and below 60 years of age, subject to condition that investment to be made within 1 month of receipt of retirement benefits.
 - Account can be opened as individual capacity or jointly with spouse only.
 - The whole amount of deposit in a joint account shall be attributable to the first account holder only.

(b)Deposit:-

- Minimum deposit shall be Rs. 1000 and in multiple of 1000, subject to maximum limit up to Rs. 30 lakh in all SCSS accounts opened by an individual.
- In case any excess deposit made in SCSS account, excess amount will be refunded immediately to the depositor and only PO Savings Account Interest rate will be applicable from the date of excess deposit to the date of refund.
- Investment under this scheme qualifies for the benefit of section 80C of Income Tax Act, 1961.

(c) Interest:-

- Interest shall be payable on quarterly basis and applicable from the date of deposit to 31st March/30th June/30th September/31st December.
- If the interest payable every quarter is not claimed by an account holder, such interest shall not earn additional interest.

- Interest can be drawn through auto credit into savings account standing at same post office, or ECS. In case of SCSS account at CBS Post offices, monthly interest can be credited into savings account standing at any CBS Post Offices.
- Interest is taxable if total interest in all SCSS accounts exceeds Rs.50,000/- in a financial year and TDS at the prescribed rate shall be deducted from the total interest paid.
- No TDS will be deducted if form 15 G/15H is submitted and accrued interest is not above prescribed limit.

(d) Premature Closure:-

- Account can be prematurely closed any time after date of opening.
- If account closed before 1 year, no interest will be payable and if any interest paid in account shall be recovered from principle.
- If account closed after 1 year but before 2 year from the date of opening, an amount equal to 1.5 % will be deducted from principal amount.
- If account closed after 2 year but before 5 year from the date of opening, an amount equal to 1 % will be deducted from principal amount.
- Extended account can be closed after the expiry of one year from the date of extension of the account without any deduction.

(e) Account closure on maturity:-

- Account may be closed after 5 year from the date of opening by submitting prescribed application form with passbook at concerned Post Office.
- In case of death of account holder, from the date of death, account shall earn interest at the rate of PO Savings Account.
- In case spouse is a joint holder or a sole nominee, account can be continued till maturity if spouse is eligible to open SCSS account and not have another SCSS Account.

(f) Extension of Account:-

- Account holder may extend the account for further period for 3 years from the date of maturity by submitting prescribed form with passbook at concerned post office.
- Account can be extended within 1 year of maturity.
- Extended account shall earn interest at the rate applicable on the date of maturity.

Public Provident Fund Account (PPF)

Salient features

(a) Who can open:-

- a single adult by a resident Indian.
- a guardian on behalf of minor/ person of unsound mind .
- Only one account can be opened all across the country either in Post Office or any Bank.

(b) Deposit:-

- Minimum deposit Rs. 500 in a Financial Year and Maximum deposit is Rs. 1.50 lakh in a FY
- Maximum limit of Rs. 1.50 lakh shall be inclusive of the deposits made in his/her own account and in the account opened on behalf of minor.
- Amount can be deposited in any number of installments in a FY in multiple of Rs. 50 and maximum up to Rs. 1.50 lakh.
- Account can be opened by cash/cheque and in case of cheque the date of realization of cheque in Govt. account shall be date of opening of account/subsequent deposit in account.
- Deposits qualify for deduction under section 80C of Income Tax Act.

(c) Discontinuation of account:-

- If in any financial year, minimum deposit of Rs.500/- is not made, the said PPF account shall become discontinued.
- Loan/withdrawal facility is not available on discontinued accounts.
- Discontinued account can be revived by the depositor before maturity of the account by deposit minimum subscription (i.e. Rs. 500) + Rs. 50 s default fee for each defaulted year.
- The total deposit in a year, shall be inclusive of deposits made in respect of years of default of previous financial years.

(d) Interest:-

- Interest shall be applicable as notified by Ministry of Finance on quarterly basis.
- The interest shall be calculated for the calendar month on the lowest balance in the account between the close of the fifth day and the end of the month.
- Interest shall be credited to the account at the end of each Financial year.
- Interest shall be credited to the account at the end of each FY where account stands at the end of FY. (i.e. in case of transfer of account from Bank to PO or vice versa)
- Interest earned is tax free under Income Tax Act.

(e) Loan:-

- Loan can be taken after the expiry of one year from the end of the FY in which the initial subscription was made.(i.e. A/c open during 2010-11, loan can be taken in 2012-13).

- Loan can be taken before expiry of five years from the end of the year in which the initial subscription was made.
- Loan can be taken up to 25% of balance to his credit at the end of the second year immediately preceding the year in which loan is applied. (i.e. if loan taken during 2012-13, 25% of balance credit on 31.03.2011)
- Only one loan can be taken in a Financial Year.
- Second loan shall not be provided till first loan was not repaid.
- If loan repaid within 36 month of the loan taken, loan interest rate @ 1% per annum shall be applicable.
- If loan repaid after 36 month of the loan taken loan interest rate @ 6% per annum shall be applicable from the date of loan disbursement.

(f) Withdrawal:-

- A subscriber can take 1 withdrawal during a financial after five years excluding year of account opening. (if account open during 2010-11 the withdrawal can be taken during or after 2016-17)
- Amount of withdrawal can be taken up to 50% of balance at the credit at the end of 4th preceding year or at the end of preceding year, whichever is lower. (i.e. withdrawal can be taken in 2016-17, up to 50% of balance as on 31.03.2013 or 31.03.2016 whichever is lower).

(g) Maturity:-

- Account will be maturity after 15 F.Y. excluding FY of account opening.
On maturity depositor has the following options:
- Can take maturity payment by submitting account closure form along with passbook at concerned Post Office.
- Can retain maturity value in his/her account further without deposit, the PPF interest rate will be applicable and payment can be taken any time or can take 1 withdrawal in each FY.
- Can extend his/her account for further block of 5 years and so on (within one years of maturity) by submitting prescribed extension form at concerned Post Office.(Discontinued account cannot be extended).
- In extended account with deposits, 1 withdrawal can be taken in each FY subject to maximum limit 60% of balance credit at the time of maturity in the block of 5 years.

(h) Premature closure:-

- Premature closure shall be allowed after 5 years from the end of the year in which the account was opened subject to following conditions.
- > In case of life threatening disease of account holder, spouse or dependent children.
- > In case of higher education of account holder or dependent children.
- > In case of change of resident status of account holder (i.e. became NRI).
- At the time of premature closure 1% interest shall be deducted from the date of account opening/date of extension as the case may be.

- Account can be closed on above conditions by submitting prescribed form along with pass book at concerned Post Office.

Death of account holder:-

- In case of death of account holder, the account shall be closed and nominee or legal heir(s) shall not be allowed to continue deposits in the account.
- At the time of closure due to death PPF rate of interest shall be paid till the end of the preceding month in which account is closed.



Sukanya Samriddhi Account (SSA)

Sukanya Samriddhi Accounts	
Interest payable, Rates, Periodicity etc.	Minimum Amount for opening of account and maximum balance that can be retained
Rate of interest 8.2% Per Annum (with effect from 01-01-2024), calculated on yearly basis, Yearly compounded.	<ul style="list-style-type: none"> ➤ Minimum INR. 250/-and ➤ Maximum INR. 1,50,000/- in a financial year. Subsequent deposit in multiple of INR 50/- ➤ Deposits can be made in lump-sum ➤ No limit on number of deposits either in a month or in a Financial year

Salient features

(a) Who can open account:-

- By the guardian in the name of girl child below the age of 10 years.
- Only one account can be opened in India either in Post Office or in any bank in the name of a girl child.
- This account can be opened for maximum of two girls in a family.
- Provided in case of twins/triplets girls or more than two accounts can be opened.

(b) Deposits:-

- Account can be opened with minimum initial deposit Rs. 250.
- Minimum deposit in a FY is Rs. 250 and maximum deposit can be made up to Rs. 1.50 lakh (in multiple of Rs.50) in a FY in lump sum or in multiple installments.
- Deposit can be made maximum up to completion of 15 years from the date of opening.
- If minimum deposit Rs. 250 is not deposited in a account in a FY, the account shall be treated at defaulted account.
- Defaulted account can be revived before completion of 15 years from the date of opening of account by paying minimum Rs. 250 + Rs. 50 default for each defaulted year.
- Deposits qualify for deduction under section 80C of Income Tax Act.

(c) Interest:-

- The account will earn on the prescribed rate notified by Ministry of Finance on quarterly basis.
- The interest shall be calculated for the calendar month on the lowest balance in the account between the close of the fifth day and the end of the month.
- Interest shall be credited to the account at the end of each Financial year.
- Interest shall be credited to the account at the end of each FY where account stands at the end of FY. (i.e. in case of transfer of account from Bank to PO or vice versa)

- Interest earned is tax free under Income Tax Act.

(d) Operation of Account:-

- Account will be operated by the guardian till the girl child attains the age of majority (i.e. 18 years).

(e) Withdrawal:-

- Withdrawal may be taken from account after girl child attains age of 18 or passed 10th standard.
- withdrawal may be taken up to 50% of balance available at the end of preceding F.Y.
- withdrawal may be made in one lump sum or in installments, not exceeding one per year, for a maximum of five years, subject to the ceiling specified and subject to actual requirement of fee/other charges.

(f) Premature closure:-

Account may be prematurely closed after 5 years of account opening on the following conditions : -

- On the death of account holder. (from date of death to date of payment PO Savings Account interest rate will be applicable).
- On extreme compassionate grounds

(i) Life threatening decease of a/c holder:

- Death of the guardian by whom account operated.
- Complete documentation and application required for such closure.
- For premature closure of account submit prescribed application form along with pass book at concerned Post Office.

(g) Closure on maturity:-

- After 21 years from the date of account opening.
- Or at the time of marriage of girl child after attaining age of 18years.(but no closure is allowed before 1 month or after 3 months from the date of marriage).

National Savings Certificates (VIIIth Issue) (NSC)

National Savings Certificates (NSC)		
Scheme	Interest payable, Rates, Periodicity etc.	Minimum Amount for opening of account and maximum balance that can be retained
<ul style="list-style-type: none"> ➤ National Savings Certificates (NSC) ➤ 5 Years National Savings Certificate (VIII Issue) 	<p>From 01.01.2024, interest rates are as follows:-</p> <p style="text-align: center;">7.7 % compounded annually but payable at maturity.</p>	<ul style="list-style-type: none"> ➤ Minimum of Rs. 1000/- ➤ and in multiples of Rs. 100/- ➤ No Maximum Limit

Salient features

(a) Who can open :-

- a single adult
- Joint Account (up to 3 adults)
- a guardian on behalf of minor or on behalf of person of unsound mind
- a minor above 10 years in his own name

(b) Deposit:-

- Minimum Rs. 1000 and in multiple of Rs. 100, no maximum limit.
- Any number of accounts can be opened under the scheme.
- Deposits qualify for deduction under section 80C of Income Tax Act.

(c) Maturity:-

- The deposit shall mature on completion of five years from the date of the deposit.

(d) Pledging of account:-

- NSC may be pledged or transferred as security, by submitting prescribed application form at concerned Post Office supported with acceptance letter from the pledgee.
- Transfer/pledging can be made to the following authorities.
 - a. The President of India/Governor of the State.
 - b. RBI/Scheduled Bank/Co-operative Society/Co-operative Bank.
 - c. Corporation (public/private)/Govt. Company/Local Authority.
 - d. Housing finance company.

(e) Premature closure:-

NSC may not be prematurely closed before 5 years except the following conditions : -



- On the death of a single account, or any or all the account holders in a joint account
- On forfeiture by a pledgee being a Gazetted officer.
- On order by court.

(f) Transfer of account from one person to another person.:-

NSC may be transferred from one person to another person on the following conditions only.

- On the death of account holder to nominee/legal heirs.
- On the death of account holder to joint holder(s).
- On order by the court.
- On pledging of account to the specified authority.



Kisan Vikas Patra(KVP)

Kisan Vikas Patra (KVP)	
Interest payable, Rates, Periodicity etc.	Minimum Amount for opening of account and maximum balance that can be retained
<p>From 01.01.2024, interest rates are as follows:-</p> <ul style="list-style-type: none"> ➤ 7.5 % compounded annually ➤ Amount Invested doubles in 115 months (9 years & 7 months) 	<ul style="list-style-type: none"> ➤ Minimum of Rs. 1000/- ➤ and in multiples of Rs. 100/- ➤ No Maximum Limit.

Salient features

(a) Who can open

- a single adult
- Joint Account (up to 3 adults)
- a guardian on behalf of minor or on behalf of person of unsound mind
- a minor above 10 years in his own name.

(b) Deposit :

- Minimum Rs. 1000 and in multiple of Rs. 100 , no maximum limit.
- Any number of accounts can be opened under the scheme.

(c) Maturity :

- The deposit shall mature on the maturity period prescribed by the Ministry of Finance from time to time as applicable on the date of deposit.

(d) Pledging of account :

- KVP may be pledged or transferred as security, by submitting prescribed application form at concerned Post Office supported with acceptance letter from the pledgee.
- Transfer/pledging can be made to the following authorities.
 - a. The President of India/Governor of the State.
 - b. RBI/Scheduled Bank/Co-operative Society/Co-operative Bank.
 - c. Corporation (public/private)/Govt. Company/Local Authority.
 - d. Housing finance company.

(e) Premature closure

KVP may be prematurely closed any time before maturity subject to the following conditions

- On the death of a single account, or any or all the account holders in a joint account
- On forfeiture by a pledgee being a Gazette officer.

- When order by court.
- After 2 years and 6 months from the date of deposit.

(f) Transfer of account from one person to another person.

KVP may be transferred from one person to another person on the following conditions only.

- On the death of account holder to nominee/legal heirs.
- On the death of account holder to joint holder(s).
- On order by the court.
- On pledging of account to the specified authority.



Mahila Samman Savings Certificate

Mahila Samman Savings Certificate, 2023

Salient features

Who can open:-

- By a woman for herself
- By the guardian on behalf of a minor girl.

(b) Deposit :

- Minimum of rupees one thousand and in multiple of rupees one hundred.
- Maximum limit of rupees two lakh in an account or all account hold by an account holder.
- A time gap of three months shall be maintained between the existing account and the opening of other account.

(c) Interest

- Deposit shall eligible for 7.5 per cent interest per annum.
- Interest will be compounded quarterly and credited in account and paid at the time of closure of account.
- Account opened or deposit made in contravention of rules will be eligible for interest @ PO Savings Account.

(c) Withdrawal

- 40% withdrawal of eligible balance can be taken after one year from the date of account opening.

(d) Pre-mature closure

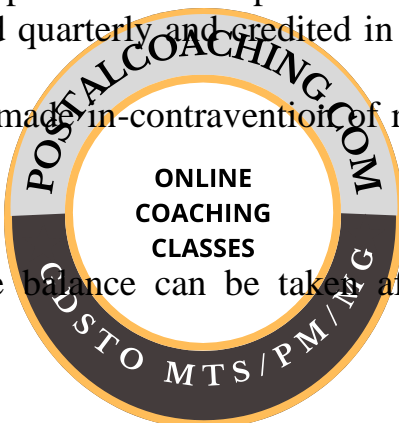
- On the death of the account holder
- On extreme compassionate ground
 - a. Life threatening decease of account holder
 - b. death of the guardian on production of relevant documents.
- Scheme interest will be paid on principal amount.
- After six months of account opening without mentioning any reason.
- Scheme interest less by 2 per cent will be paid e.g. 5.5%.

(e) Maturity

- After two years from the date opening eligible balance will be paid to the depositor.

(f) How to open account

- Submit Account Opening Form, KYC Document (Aadhaar and PAN card) , KYC form for new account holder, Pay-in-Slip alongwith deposit amount/cheque at nearest post office.



PM CARES for Children Scheme, 2021

Salient features

Scheme :- PM CARES for Children Scheme, 2021.

Date of event :-

- Between the period 11.03.2020 to 31.12.2021 (extended till 28.02.2022 by MWCD) during which the children who had not attained the age of eighteen years, lost both parents or last surviving parent or both adopted parents or sole legal guardian to COVID-19 pandemic.

General Rules applicable :-

- Government Savings Promotion General Rules, 2018.
- Joint Account Holder means concerned District Magistrate, who shall act as the guardian for the purpose of operation of the account under the scheme.

Scheme guidelines :-

- Issued by the Ministry of Women and Child Development on PM CARES for Children Scheme, 2021.

Opening of Account :-

- Account will be opened in the name of a beneficiary with concerned District Magistrate as joint account holder for an eligible beneficiary who has not attained the age of 18 years on the date of event.
- Provided that a single account may be opened for a beneficiary who has turned 18 years or more on the date of opening of the account

Deposit :-

- The upfront lump-sum contribution shall be made in the account.
- For the purposes of computation of lump-sum contribution from PM CARES Fund, age of eligible beneficiary shall be the number of completed years on the upcoming date of birth on the date of opening of account.
- On attaining age of 18 years of beneficiary the said upfront lump-sum will become ₹ 10 lakh and the account converted in a single account of the beneficiary.
- The beneficiary will earn interest applicable to Monthly Income Account Scheme on ₹ 10 lakh and beneficiary would get monthly stipend in her/his savings account till she/he attains 23 years of age.
- The beneficiary would receive a sum of ₹ 10 lakh on attaining 23 years of age.



Interest rates (New)

The interest rates applicable on various National (Small) Savings Schemes are as under.

Interest rates (New)			
Sl. No.	Instruments	Rate of interest w.e.f 01.04.2024 to 30.06.2024	Compounding Frequency*
01.	Post Office Savings Account	4.0	Annually
02.	1 Year Time Deposit	6.9 (Annual Interest ₹708 for ₹10,000/-)	Quarterly
03.	2 Year Time Deposit	7.0 (Annual Interest ₹719 for ₹10,000/-)	Quarterly
04.	3 Year Time Deposit	7.1 (Annual Interest ₹719 for ₹10,000/-)	Quarterly
05.	5 Year Time Deposit	7.5 (Annual Interest ₹771 for ₹10,000/-)	Quarterly
06.	5 Year Recurring Deposit Scheme	6.7	Quarterly
07.	Senior Citizen Savings Scheme	8.2 (Quarterly Interest ₹205 for ₹10,000/-)	Quarterly and Paid
08.	Monthly Income Account	7.4 (Monthly Interest ₹62 for ₹10,000/-)	Monthly and paid
09.	National Savings Certificate (VIII Issue)	7.7 (Maturity Value ₹14,490 for ₹10,000/-)	Annually
10.	Public Provident Fund Scheme	7.1	Annually
11.	Kisan Vikas Patra	7.5 (will mature in 115 months)	Annually

12.	Mahila Samman Savings Certificate	7.5 (Maturity Value ₹11,602 for ₹10,000/-)	Quarterly
13.	Sukanya Samriddhi Account Scheme	8.2	Annually

Schedule of Fee

Schedule of Fee

Issue of duplicate pass book - Rs. 50.

Issue of statement of account or deposit receipt-Rs. 20 in each case.

Issue of pass book in lieu of lost or mutilated certificate –Rs. 10 per registration.

Cancellation or change of nomination –Rs. 50

Transfer of account – Rs. 100

Pledging of account – Rs. 100

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.

Charges on dishonour of cheque-Rs. 100

Tax as applicable on the above service charges shall also be payable



E Passbook for POSB schemes

- The Department of Posts (DOP) through the Post Office Savings Bank (POSB) provides **various types of accounts** as an avenue to the citizens to save and invest their money.
- The account holders of these schemes are provided a **physical passbook** into which entries of the transactions are made.
- To further enhance the convenience of the account holders, the DoP has launched **e Passbook** feature for the account holders of POSB schemes.
- e Passbook is a feature providing the following services through an online webpage –
Balance enquiry** Mini statement* Full statement**

Following is the workflow for the same in brief –

- After OTP validation, the webpage will provide the option of accessing the ePassbook.
- The customer will have to select the scheme and enter the relevant account details.
- Another OTP validation will be done after which the customer will have to select the required service i.e Balance Enquiry or Mini Statement.
- Based on the service chosen, either the balance will be displayed or the mini statement will be displayed.
- **The mini statement** can also be downloaded if needed.

* Mini statement will be available for SB, PPF and SSA schemes currently.

** Full statement will be introduced for POSB schemes in a phased manner.

- A money order is an order issued by the Post Office for the payment of a sum of money to the person whose name the money order is sent through the agency of the Post Office.
- A '**Payee**' is the person named in money order as the person to whom the money **is to be paid**.
- The advantage of sending money to someone through money order is that the money is delivered at the house or his place of stay.

Procedure of sending the Money Order

- Buy a money order form at the counter of the post office. A **remitter** is the person who **send money order**.
- Fill in ink the necessary entries adding his signature or thumb marks at the foot.
- A form without signature or thumb mark or incomplete in any respect will not be accepted.
- All entries made in the form must be legible and may be written in English, Hindi or in the language of the district either by the remitter himself or by any one on his behalf.
- The remitter may write on the coupon any communication he desires to make to the payee. The amount for which **a single money order** may be issued **must not exceed Rs 5000/-**

- The money order form duly filed in, together with the amount of the money order and commission either in cash or by Cheque be presented at the post office counter.
- A **receipt** will be given for the amount paid by him on account of the money order and commission.
- Any error or omission in the receipt should be pointed out at once by the remitter, otherwise the Post Office will not be responsible.
- After the money is paid to the payee the remitter of money order receives an **acknowledgement of payment** of the amount of the money order signed by the payee or his authorized agent.
- If the **acknowledgment** is not received in a reasonable time, a **certificate of payment** signed by the Postmaster of the office will be given on application.
- However, in the case of money orders issued in favor of Government or District, Local or Municipal Boards, the acknowledgment in some cases is retained by the payee who issued a departmental receipt to the remitter direct.

How the Money Order is sent and paid

- Certain special types of Money Order Forms have been prescribed for remitting Government dues and some of them are current only within the limits of the state for which they are issued.
- These forms can be obtained from the Post Offices concerned.
- Note 1:- Could have been chargeable if the money order had originally been drawn in a post office of that country and the commission at the inland rate already paid will be deducted from the amount of the **re-directed order** when it is advised to be country of destination.
- Note 2:- In the case of a money order in excess of the limit prescribed for remittance to a foreign country under any law or regulation in force at the time of such redirection, the remitter or the payee should obtain payment of the amount of the money order in India either personally or through a duly authorized agent or furnish the authority of the Reserve Bank of India permitting the remittance of the amount of the money order out of India by means of a **foreign money order**.

Alteration in address or place of payment:-

- The remitter of a money order which has not been paid may require that the address of the payee **shall be altered** or that the name of post office at which the order was originally made payable, **shall be changed**.
- The required change will be made without additional charge on the remitter applying in writing to the Post Office at which the order was issued and producing the receipt and giving full particulars of the payees address as entered in the money order.

Alteration of payee's name:-

- The remitter of a money order which has not been paid may require that the amount be paid to some person **other than the payee named** in the order.
- The required change will be made, on payment of a **second commission** equal to the first, on the remitter applying in writing to the post office at which the order was issued

and producing the receipt and giving full particulars of the payee's address as entered in the money order.

Stoppage of payment :-

- The remitter of a money order which has not been paid may **stop payment** and require that the money be **repaid to himself**.
- This will be done **without additional charge** on the remitter applying in writing to the post office at which the money order was issued and producing the receipt and giving full particulars of the payee's address as entered in the money order.
- In no case however will the Post Office be responsible for inability or failure to stop payment of a money order in compliance with the remitter's request.



IFS Money Order

- **International Financial System (IFS)** is software developed by **UPU** to coordinate international remittance services among the partner countries.
- At present the service is operational with La Poste Group, **France and UAE**.

Features

- This service is India Post's own service. The remittances received under this service are being paid through our eMO service.
- Remittances can be received at any of the 17,500 post offices on eMO network.
- The Payee receives the full amount in Indian Rupees.
- Remittances up to **INR 50,000** can be received in cash.
- Amount exceeding **INR 50,000** to be paid through Cheque subject to a maximum limit of **USD 2500**.
- Maximum of **30 transactions** per person per year.
- Beneficiary has to furnish Unique MO Number (**9 digits in case of UAE and 26 digits in case of France**) along with valid identification documents like Voter ID Card, Driving License, PAN Card, Ration Card, Aadhar Card, Passport etc. A copy of such document has to be handed over to Post Office staff for their record (KYC Documents).
- Same day payment for remittances booked before cut-off time.
- Payments subject to RBI Guidelines from time to time.
- Payment can be collected from identified Post offices.

International Money Transfer

International Money Transfer process

- Money Transfer Service Scheme is a quick and easy way of transferring **personal remittances from abroad to beneficiaries in India**.
- Only inward personal remittances into India such as remittances towards family maintenance and remittances favoring foreign tourists visiting India are permissible.
- **No outward remittance** from India is permissible under MTSS.
- As a result of the collaboration of the Department of Posts, Government of India with the **Western Union Financial Services**, a state of the art International Money transfer Service is now available through the Post Offices in India, which enables instantaneous remittance of money from around 195 countries and territories to India.
- The recipients can in fact collect the money in minutes after the sender has made the remittance.
- The service is targeted to particularly fulfill the needs of NRI dependent families in India, visiting International tourists and foreign students studying in India.

Mutual Funds

Distribution of Mutual Funds and Securities:

- The Post Office has traditionally been a **distributor of financial services**, from money orders to banking services.
- The **Post Office Savings Bank** is the largest retail bank in the country, operating from over 1,50,000 branches.
- With an objective to leverage the strength of the postal network and skills Department of Posts had started retailing mutual funds and bonds.
- At present select schemes of UTI Mutual Fund only are retailed through the designated post offices in the country through NISM/EUIN certified staff.

National Pension System - All Citizen Model

- National Pension System (NPS) is a **voluntary retirement savings scheme** laid out to allow the subscribers to make defined contribution towards planned savings thereby securing the future in the form of Pension.
- It is an attempt towards a sustainable solution to the problem of providing adequate retirement income to every citizen of India.
- At the time of normal exit from NPS, the subscribers may use the accumulated pension wealth under the scheme to purchase a life annuity from a **PFRDA** empanelled life insurance company apart from withdrawing a part of the accumulated pension wealth as lump-sum, if they choose so.
- PFRDA is the nodal agency for implementing and monitoring of NPS.

Who can open a NPS account under All Citizen Model

- A citizen of India, whether resident or non-resident, subject to the following conditions:
- Applicant should be between 18 – 70 years of age as on the date of submission of his/her application and should comply with KYC norms prescribed.

Benefits of NPS Account

i) Low Cost:-

- NPS is considered to be the world's lowest cost pension scheme. Administrative charges and fund management fee are also lowest.

ii) Simple:-

- All applicant has to do is to open an account with any one of the POPs being run through all Head Posts Offices across India and get a Permanent Retirement Account Number (PRAN)

iii) Flexible:-

- Applicant can choose his/her own investment option and Pension Fund or select Auto choice to get better returns.

iv) Portable:-

- Applicant can operate an account from anywhere in the country and can pay contributions through any of the POP-SPs irrespective of the POP-SP branch with whom the applicant is registered, even if he/she changes his/her city, job etc and also make contribution through eNPS.
- The account can be shifted to any other sector like Government Sector, Corporate Model in case the subscriber gets the employment.

Tax benefit to employee* :-

- Individuals who are employed and contributing to NPS would enjoy tax benefits on their own contributions as well as their employer's contribution as under: -

Employee's own contribution -

- Eligible for tax deduction up to **10% of Salary (Basic + DA)** under Section 80 CCD(1) within the overall ceiling of Rs. 1.50 lacs under Sec 80 CCE.

Employer's contribution –

- The employee is eligible for tax deduction up to **10% of Salary (Basic + DA)** contributed by employer under Sec 80 CCD(2) over and above the limit of Rs. 1.50 lacs provided under Sec 80 CCE.

Tax benefit for self-employed:

- Eligible for tax deduction up to **10 % of gross income** under Sec 80 CCD (1) within the overall ceiling of Rs. 1.50 lacs under Sec 80 CCE.
- Subscriber is allowed deduction in addition to the deduction allowed under Sec. 80CCD(1) for additional contribution in his NPS account subject to maximum investment of Rs. 50,000/- under sec. 80CCD 1(B)
- Tax benefits would be applicable as per the Income Tax Act, 1961 as amended from time to time.

Types of Accounts :-

Tier -I Account -

- The applicant shall contribute his/her savings for retirement into this condition; & restricted withdrawal account.
- This is the retirement account and applicant can claim tax benefits against the contributions made subject to the Income Tax rules in force.

Tier-II Account –

- This is a voluntary savings facility.
- The applicant will be free to withdraw his/her savings from this account whenever he/she wishes.

- This is not a retirement account and applicant can't claim any tax benefits against contributions to this account.

II. Contributions :-

- The subscriber can contribute the amount through cash, local cheque, demand draft or Electronic Clearing System (ECS) at his/her chosen POP-SP.
- However, for cash transactions exceeding Rs.50000/- subscriber needs to submit the copy of the PAN card as per the Anti-Money laundering (AML) rules.
- Also, No outstation cheques shall be accepted.

Minimum Contributions (For Tier-I):-

- Minimum contribution at the time of account opening and for all subsequent transactions- Rs 500
- Minimum contribution per year - Rs 1,000 excluding charges and taxes
- Minimum number of contributions in a year - 01

Charges and Penalty for non-compliance of mandatory minimum contributions:-

- If the subscriber contributes less than Rs. 1,000 in a year, his/her account would be frozen and the facilities provided by CRA such as online view of account etc. will be restricted.
- In order to reactivate the account, the subscriber would have to pay the minimum contributions of Rs. 500/-
- A frozen account shall be closed when the account value falls to zero.

Minimum Contributions (For Tier-II):-

- Minimum contribution at the time of account opening - Rs.1000/- and for all subsequent transactions a minimum amount per contribution of Rs.250/-
- There is no minimum contribution requirement for the financial year and also there is no cap on maximum contribution

III. How to open NPS Account :-

Procure your **Permanent Retirement Account Number (PRAN)** application form:-

- "As a Subscriber between the age brackets of 18 to 65 years of age, you can procure your PRAN application form from any of the Point of Presence - Service Providers (POP-SP) you wish to register with. You can also procure the PRAN application form from our website by clicking here."
- "You have to ensure that your PRAN application form is filled up i.e. photograph, signature, mandatory details, scheme preference details etc and also submit KYC documentation with respect to proof of identity and proof of address."
- For detailed information on NPS, please refer to the offer document prescribed by the Pension Fund Regulatory and Development Authority (PFRDA)."

- Submit PRAN application form to your nearest Point of Presence - Service Provider (POP-SP)
- You can go to your nearest POP-SP and submit the PRAN application along with the KYC documents. PRAN card will be sent to your correspondence address by CRA.

Track your PRAN application:-

- At the time of submission of the PRAN application, POP-SP shall give you a receipt number.
- You can track the status of your PRAN application by entering the receipt number in the following link: <https://cra-nsdl.com/CRA/pranCardStatusInput.do>

Submit your first Contribution Slip:-

- You are required to make your **first contribution (minimum of Rs 500)** at the time of applying for registration to any POP-SP.
- For this, you will have to submit NCIS (Instruction Slip) mentioning the details of the payment made towards your PRAN account.
- The applicant has to ensure that subscriber registration application form is duly filled up i.e. photograph, signature, mandatory details, scheme preference details etc and also submit Know Your Customer (KYC) documentation with respect to proof of identity and proof of address.
- The applicant is advised to read the instructions given at the back of the form.
- NRIs should have an account with a bank based in India to open an account under NPS and also should have a local address.
- The contributions made by the NRI would be subject to regulatory requirements as prescribed by RBI from time to time and FEMA requirements.
- Once the application form is duly filled in applicant can go to the nearest POP-SP and submit the PRAN application along with the KYC documents.
- PRAN card will be sent to applicant's correspondence address by CRA.
- The list of POP –SP (Service Provider branches) is available on the CRA website www.npscra.nsdl.co.in and on the website of the concerned POP.
- To know the nearest POP-SP branch of your choice applicant may visit <https://www.npscra.nsdl.co.in/pop-sp.php>.
- After the account is opened, CRA shall mail a “Welcome Kit” containing the subscriber's unique Permanent Retirement Account Number (PRAN) Card and the complete information provided by the subscriber in the Subscriber Registration form.
- This account number will be the primary means of identifying and operating the account.
- The applicant will also receive a Telephone Password (TPIN) which can be used to access an account on the call Centre number (1-800-222080).
- Applicant will also be provided an Internet Password (IPIN) for accessing an account on the CRA Website (www.npscra.nsdl.co.in) on a 24X7 basis.

Withdrawal /Exit :-

1. Upon attainment of the age of 60 years : -

- At least 40% of the accumulated pension wealth of the subscriber needs to be utilized for purchase of annuity providing for monthly pension to the subscriber and balance is paid as lump sum payment to the subscriber.
- In case the total accumulated corpus is less than Rs. 5 Lacs, the subscriber may opt for 100% lumpsum withdrawal.
- However, the subscriber has the option to defer the lump sum withdrawal till the age of 75 years. Subscriber has also got the option to continue contributing upto the age of 75 years.
- This option is required to be exercised upto 15 days prior to completion of 60 years.

2. At any time before attaining the age of 60 years: –

- The subscriber may exit from NPS before attaining the age of 60 years, only if he has completed 10 years in NPS.
- At least 80% of the accumulated pension wealth of the subscriber needs to be utilized for purchase of annuity providing for monthly pension to the subscriber and the balance is paid as a lump sum payment to the subscriber.
- In case the total accumulated corpus is less than Rs. 2.5 Lac, the subscriber may opt for 100% lumpsum withdrawal

Death of the subscriber: –

- In such an unfortunate event, option will be available to the nominee to receive 100% of the NPS pension wealth in lump sum.
- However, if the nominee wishes to continue with the NPS, he/she shall have to subscribe to NPS individually after following due KYC procedure Under National Pension System.
- PFRDA has entrusted the responsibility of receiving, processing and settlement of all withdrawal claims made to Central Recordkeeping Agency (CRA) and CRA has created a special NPS claim processing cell (NPSCPC) for this purpose for handling all types of withdrawal claims.
- The CRA will monitor the performance of NPSCPC on the withdrawal processing as per the instructions provided by PFRDA in this regard.
- At present the NPSCPC is fully functional.
- The subscribers can submit their claims online for withdrawal from NPS

Finance Cap :

Minimum Initial Contribution with Registration	Rs. 500 (excluding taxes).
Minimum Subsequent Contribution	Rs. 500 (excluding taxes).
Maximum Contributions	No limit.

Minimum Contributions in a Financial Year	Rs.1,000 in Tier I.
Minimum transactions in a Financial Year	One.

Transactional Charges :

Registration Charges	Rs. 200 (excluding taxes).
Contribution charges	Rs.30 (excluding taxes)
All Service Charges (Except all type of withdrawals)	Rs.30 (excluding taxes).
All type of withdrawals	Rs.125 (excluding taxes).

Electronic Clearance Service (ECS)

- The **Electronic Clearance Service (ECS)** scheme provides an alternative method of effecting bulk payment transactions like periodic (monthly/ quarterly/ half-yearly/ yearly) payments of interest/ salary/ pension/ commission/ dividend/ refund by Banks/Companies /Corporations /Government Departments.
- The transactions under this scheme move from a single User source (i.e. Banks/Companies /Corporations /Government Departments) to a large number of Destination Account Holders (Customers/Investors).
- This scheme obviates the need for issuing and handling paper instruments and thereby facilitates improved customer service by the Banks and Companies/Corporations/Government Departments effecting bulk payments.
- The Scheme is in operation at 15 centers where Reserve Bank of India manages Clearing Houses, 21 centers where SBI is managing ECS on behalf of RBI and 29 other centers where PNB and other banks are managing ECS on behalf of RBI.
- The ECS is being offered in the Department of Posts in connection with payment of monthly interest under “**Monthly Income Scheme**” (MIS). The Department of Posts introduced ECS scheme on a pilot basis in Mumbai City on 9th August 2003.
- Under ECS, the depositors have the facility of getting MIS interest automatically transferred and credited into their SB account on the due dates at the designated Bank of their choice.
- Currently, the service is available in the Department of Posts at 15 RBI locations and 21 SBI locations.

Postal Life Insurance

- Postal Life Insurance (PLI) was introduced on **1st February 1884**.
- It started as a welfare scheme for the benefit of postal employees and was later extended to the employees of the Telegraph Department in 1888.
- In 1894, PLI extended insurance cover to female employees of the erstwhile P & T Department at a time when no other insurance company covered female lives.
- It is the oldest life insurer in this country.
- Over the years, PLI has grown substantially from a few hundred policies in 1884 to more than 50 Lacs policies as on 31.03.2021.
- It now covers employees of Central & State Governments, Defence and Para-Military Services, Public Sector Undertakings, Banks, Educational Institutions, Local Bodies, professionals (such as doctors, engineers, chartered accountants, MBAs, lawyers etc.) and employees of companies listed with National Stock Exchange (NSE) / Bombay Stock Exchange (BSE)

Schemes

1. Whole Life Assurance (Suraksha)
2. Convertible Whole Life Assurance (Suvidha)
3. Endowment Assurance (Santosh)
4. Joint Life Assurance (Yugal Suraksha)
5. Anticipated Endowment Assurance (Sumanjal)
6. Children Policy (Bal Jeevan Bima)

Whole Life Assurance (Suraksha)

- This is a scheme where the assured amount with accrued bonus is payable to the insured either on attaining the **age of 80 years**, or to his/her legal representatives or assignees on death of the insured, whichever occurs earlier, provided the policy is in force on the date of claim.
- Minimum & Maximum age at entry: **19-55 years**
- Minimum Sum Assured **₹ 20,000; Maximum ₹ 50 lac**
- Loan facility **after 4 years**
- Surrender **after 3 years**
- Not eligible for bonus if surrendered before 5 years
- Can be converted into **Endowment Assurance Policy upto 59 years of age** of the insurant provided the date of conversion does not fall within one year of the date of cessation of premium payment or date of maturity.
- Premium paying age can be opted for as 55, 58 or 60 years
- Proportionate bonus on reduced sum assured is paid if policy is surrendered
- Last declared Bonus- **₹ 76/- per ₹ 1000** sum assured per year

Convertible Whole Life Assurance (Suvidha)

- A Whole Life Assurance Policy with the added **feature of an option to convert to Endowment Assurance Policy** at the end of five years of taking policy.
- Assurance to the extent of sum assured with accrued bonus till attainment of maturity age
- In case of death, assignee, nominee or legal heir paid full amount of sum assured with accrued bonus
- Minimum age & Maximum age at entry: **19-55 years**
- Can be converted into Endowment Assurance **after 5 years not later than 6 years** of taking policy. If not converted, policy will be treated as Whole Life Assurance
- Minimum sum assured **₹ 20,000; Maximum ₹ 50 lac**
- Loan facility after **4 years**
- Surrender after **3 years**
- Not eligible for bonus if surrendered before completion of 5 years
- Last declared Bonus- ₹ 76/- per ₹ 1000 per year (for WLA policy if not converted to Endowment Assurance)
- On conversion, bonus of Endowment Assurance will be payable.

Endowment Assurance (Santosh)

- Under this scheme the proponent is given an assurance to the extent of the sum assured and accrued bonus till he/she attains the pre-determined **age of maturity i.e 35,40,45,50,55,58 & 60 years of age.**
- In case of death of insurant, assignee, nominee or legal heir is paid full amount of sum assured with accrued bonus
- Minimum & maximum age at entry: **19-55 years**
- Minimum sum assured **₹ 20,000; Maximum ₹ 50 lac**
- Loan facility **after 3 years**
- Surrender after **3 years**
- Not eligible for bonus if surrendered before completion of 5 years
- Proportionate bonus on reduced sum assured is paid if policy is surrendered after 5 years
- Last declared Bonus- ₹ 52/- per ₹ 1000 sum assured per year

Joint Life Assurance (Yugal Suraksha)

- It is a Joint Life Endowment Assurance in which one of the spouses should be eligible for PLI policies.
- Life **cover to both spouses to the extent of sum assured** with accrued bonus with a single premium
- Minimum sum assured **₹ 20,000; Maximum ₹ 50 lac**
- Minimum age & Maximum age at entry **of spouses: 21-45 years**
- Maximum Age of the elder policy holder should not be more than 45 years & the couple should be between 21 years to 45 years
- Minimum term of policy **5 years and maximum 20 years**
- Loan facility **after 3 years**

- Surrender after **3 years**
- Not eligible for bonus if surrendered before completion of 5 years
- Proportionate bonus on reduced sum assured is paid if policy is surrendered
- Death benefits are paid to either of the survivors in the event of death of spouse or main policy holder
- Last declared Bonus- ₹ 52/- per ₹ 1000 sum assured per year

Anticipated Endowment Assurance (Sumangal)

- It is a **Money Back Policy with maximum sum assured of ₹ 50 lacs**, best suited to those who need periodical returns.
- Survival benefits are paid to the insurant periodically.
- Such payments will not be taken into consideration in the event of unexpected death of the insurant.
- In such cases, full sum assured with accrued bonus is payable to the assignee, nominee of legal heir.
- Policy term: **15 years and 20 years**
- Minimum age 19 years; maximum age at entry **40 years for 20 years' term policy & 45 years for 15 years' term policy**
- Survival benefits paid periodically as under
- **15 years Policy**- 20% each on completion of 6 years, 9 years & 12 years and 40% with accrued bonus on maturity
- **20 years Policy**- 20% each on completion of 8 years, 12 years & 16 years and 40% with accrued bonus on maturity
- Last declared Bonus- ₹ 48/- per ₹ 1000 sum assured per year

Children Policy (Bal Jeevan Bima)

- The salient features of this scheme are as under:
- The scheme provides life insurance **cover to children of policy holders**
- **Maximum two children** of policy holder (parent) are eligible
- Children **between 5- 20 years** of age are eligible
- Maximum sum assured ₹ 3 lac or equal to the sum assured of the parent, whichever is less
- Policy holder (parent) should not be over 45 years of age.
- No premium to be paid on the Children Policy, on the death of policy holder (parent). Full sum assured and bonus accrued shall be paid on completion of term
- Policy holder (parent) shall be responsible for payment of Children policy No loan admissible
- Has facility for making it paid up, provided premiums are paid continuously for 5 years
- Surrender facility is not available
- No medical examination of child necessary. However, child should be healthy and risk shall start from day of acceptance of proposal
- Attract the rate of bonus applicable for Endowment policy (Santosh) i.e. last bonus rate is ₹ 52/- per ₹ 1000 sum assured per year

Rural Postal Life Insurance

- Rural Postal Life Insurance (RPLI) was introduced in 24.03.1995 for rural people of India.
- The **Malhotra Committee** had observed in 1993 that only 22% of the insurable population in this country had been insured; life insurance funds accounted for only 10% of the gross household savings.
- The Government accepted the recommendations of Malhotra Committee and allowed Postal Life Insurance to extend its coverage to the rural areas to transact life insurance business, mainly because of the vast network of Post Offices in the rural areas and low cost of operations.
- The prime objective of the scheme is to provide insurance cover to the rural public in general and to benefit weaker sections and women workers of rural areas in particular and also to spread insurance awareness among the rural population

Schemes

1. Whole Life Assurance (Gram Suraksha)
2. Convertible Whole Life Assurance (Gram Suvidha)
3. Endowment Assurance (Gram Santosh)
4. 10 Years Rural PLI (Gram Priya)
5. Anticipated Endowment Assurance (Gram Sumangal)
6. Children Policy (Bal Jeevan Bima)

Whole Life Assurance (Gram Suraksha)

- This is a scheme where the assured amount with accrued bonus is payable to the insured either on **attaining the age of 80 years**, or to his/her legal representatives or assignees on death of the insured, whichever occurs earlier, provided the policy is in force on the date of claim.
- Minimum & Maximum age at entry: **19-55 years**
- Minimum Sum Assured **₹ 10,000; Maximum ₹ 10 lac**
- Loan facility after **4 years**
- Surrender after **3 years**
- Not eligible for bonus if surrendered before 5 years
- Can be converted into Endowment Assurance Policy upto 59 years of age of the insurant provided the date of conversion does not fall within one year of the date of cessation of premium payment or date of maturity.
- Premium paying age can be opted for as 55, 58 or 60 years
- Proportionate bonus on reduced sum assured is paid if policy is surrendered
- Last declared Bonus- ₹ 60/- per ₹ 1000 sum assured per year

Convertible Whole Life Assurance (Gram Suvidha)

- A Whole Life Assurance Policy with the added feature of an **option to convert to Endowment Assurance** Policy at the end of five years of taking policy.
- Assurance to the extent of sum assured with accrued bonus till attainment of maturity age

- In case of death, assignee, nominee or legal heir paid full amount of sum assured with accrued bonus
- Minimum age & Maximum age at entry: **19-45 years**
- Can be converted into Endowment Assurance **after 5 years not later than 6 years** of taking policy. If not converted, policy will be treated as Whole Life Assurance
- Minimum sum assured **₹ 10,000; Maximum ₹ 10 lac**
- Loan facility after **4 years**
- Surrender after **3 years**
- Not eligible for bonus if surrendered before completion of 5 years
- Last declared Bonus- ₹ 60/- per ₹ 1000 per year (for WLA policy if not converted to Endowment Assurance)
- On conversion, bonus of Endowment Assurance will be payable.

Endowment Assurance (Gram Santosh)

- Under this scheme the proponent is given an assurance to the extent of the sum assured and accrued bonus till he/she attains the pre- determined age of maturity i.e 35,40,45,50,55,58 & 60 years of age.
- In case of death of insurant, assignee, nominee or legal heir is paid full amount of sum assured with accrued bonus
- Minimum & maximum age at entry **19-55 years**
- Minimum sum assured **₹ 10,000; Maximum ₹ 10 lac**
- Loan facility after **3 years**
- Surrender after **3 years**
- Not eligible for bonus if surrendered before completion of 5 years
- Proportionate bonus on reduced sum assured is paid if policy is surrendered after 5 years
- Last declared Bonus- ₹ 48/- per ₹ 1000 sum assured per year

10 Years Rural PLI (Gram Priya)

- It is a short term money back scheme **for Rural populace only**
- Insurant is given life cover to the extent of **Sum Assured for 10 years**.
- Survival benefits are paid after 4 years- 20% after 7 years- 20%, and after 10 years – 60% with accrued bonus
- Minimum & maximum age at entry **20 – 45 years**
- Minimum sum assured **₹ 10,000, maximum 10 lacs**
- No interest is charged upto one year as arrears of premia in case of natural calamities like flood, drought, earthquake, cyclone etc.
- Last declared Bonus- ₹ 45/- per ₹ 1000 sum assured per year

Anticipated Endowment Assurance (Gram Sumangal)

- It is a **Money Back Policy** with maximum sum assured of **₹ 10 lacs**, best suited to those who need periodical returns.
- Survival benefits are paid to the insurant periodically.
- Such payments will not be taken into consideration in the event of unexpected death of the insurant.

- In such cases, full sum assured with accrued bonus is payable to the assignee, nominee of legal heir.
- Policy term: **15 years and 20 years**
- Minimum age 19 years; maximum age at entry 40 years

Survival benefits paid periodically as under: -

- **15 years Policy**- 20% each on completion of 6 years, 9 years & 12 years and 40% with accrued bonus on maturity
- **20 years Policy**- 20% each on completion of 8 years, 12 years & 16 years and 40% with accrued bonus on maturity
- Last declared Bonus- ₹ 45/- per ₹ 1000 sum assured per year

The salient features of this scheme are as under:.

- The scheme provides life insurance cover to children of policy holders
- Maximum two children of policy holder (parent) are eligible
- Children between 5- 20 years of age are eligible
- Maximum **sum assured ₹ 1 lac** or equal to the sum assured of the parent, whichever is less
- Policy holder (parent) **should not be over 45 years** of age.
- No premium to be paid on the Children Policy, on the death of policy holder (parent). Full sum assured and bonus accrued shall be paid on completion of term
- Policy holder (parent) shall be responsible for payment of Children policy No loan admissible
- Has facility for making it paid up, provided premiums are paid continuously for 5 years
- Surrender facility is not available
- No medical examination of child necessary. However, child should be healthy and risk shall start from day of acceptance of proposal
- Attract the rate of bonus applicable for Endowment policy (Santosh) i.e. last bonus rate is ₹ 48/- per ₹ 1000 sum assured per year.

Premium Mail Products

Bill Mail Service

- **Communications in the nature of financial statements**, bills, monthly account bills or any such other items of similar nature may be posted by a service provider to customers **at least once in 90 days** under this service.
- The Bill Mail Service does not include communication in the nature of letter mail or having **personal communication** or exclusive commercial publicity material.
- Inclusions (those permitted under Direct Post) are **permitted at ₹ 0.25 per insertion**.
- The minimum **quantity of articles to be posted at a time is 5000**.
- Rate of postage **will be ₹ 3.00** for a weight **not exceeding 50 grams** and **₹ 2.00 for additional 50 grams** or a fraction thereof.
- The customer is required to hand over Bill Mail, which is fully sorted pin code wise and bundled delivery post office wise at the identified Post Offices There is no credit facility.

Direct Post

- With the increasing commercial activity in India, the need for **Direct Advertising of their products and services** by the business organizations is growing.
- Direct Mail, which can be defined as **'printed matter** usually carrying a sales message or announcement designed to elicit a response from a carefully selected consumer or business market' is the most potent medium for **Direct Advertising**.
- Direct mail can be both addressed as **un-addressed**.
- Direct Post is the **un-addressed component** of Direct Mail, and would comprise of un-addressed postal articles like letters, cards, brochures, questionnaires, pamphlets, samples, promotional items like CDs/Pen Drives and Cassettes etc., coupons, posters, mailers or any other form of printed communication that is not prohibited by the Indian Post Office Act 1898 or Indian Post Office Rules 1933.
- The Direct Post has been introduced by Department of Posts vide its OM no. 39-01/2001-BDD dated **2nd June 2005**.

Conditions for availing Direct Post:

- Only **un-addressed postal articles** like letters, cards, brochures, questionnaires, pamphlets, samples, promotional items like CDs/Pen Drives and Cassettes etc., coupons, posters, mailers or any other form of printed communication that is not prohibited by the Indian Post Office Act 1898 or Indian Post Office Rules 1933.
- A **minimum quantity of 1000 pieces** can be accepted under the **'Direct Post'**.
- Articles to be accepted have to be such that they do not exceed the length and width of an A3 size paper.
- Articles posted as 'Direct Post' will bear no address or name on the communication.
- These will be accepted in bulk in designated offices and **will not be posted in a letter box**.
- In case of articles meant for delivery in other towns, Direct Post articles would be accepted in PIN Code wise bundles.

The price for the Direct Post articles is as follows

	Per Article for 1st 20 grams		Per article (for every additional 20 grams or part thereof)
	Local	Inter City	
Price of 1 Direct Post article	INR 1.50	INR 2.00	INR 1.00 For both local and inter-city articles

- Where Direct Post articles are tendered in quantities of **over 50000**, a discount to the sender, or commission to the concerned advertising agency, **of 5% would be admissible**.

Media Post

- India Post offers a unique advertisement concept to help the Indian corporate and the Government organizations reach potential customers through **Media Post**.
- No other medium can match the sheer expense of India Post in terms of volume and reach.
- Media Post offers a range of **advertising mediums** such as Postal Stationery, Postal Premises etc.
- Business Post provides complete **mailing solutions** right from mail preparation to mail delivery, ideal for small businesses as well as large companies.
- Customers can choose from a range of **cost-effective** and professional mailing services, including collection of mail from customer premises, franking, inserting, sealing and addressing etc. to meet their specific business needs.
- India Post has set up Business Post Centres in major cities specially to handle Business Post Consignments. Business Post services can also be set up in the customer's premises where the mail volumes are very large.
- Business Post offers a range of services at affordable rates

Logistics Post

- Logistics Post provides business customers a cost-effective and efficient solution, which manages the entire value chain from collection to storage to transmission to distribution across the country.

Features

FTL and LTL services

- Customers can send their consignments either in **full truck load (FTL)** or **Less than a Truck Load (LTL)**, one parcel or multi-parcels, based on their requirements.
- It is flexible and convenient.

- Logistics Post uses a special network for carrying and delivering packages and consignments across the nation.
- It moves the shipments by road, rail and air and ensures safe and timely delivery.

Logistics Post Centres :

- Exclusive Logistics Post Centres have been established across the country to service your transmission and distribution needs.
- To find a centre near you Contact the office of the Chief Post Master General.

Multi-modal transport

- Consignments are transmitted by road, rail or air depending upon the requirements of the customer.
- Warehousing services
- Warehousing options for storage of consignments prior to dispatch/ delivery) available for customers.

Fulfilment services

- Order processing and order management solutions also available that takes a "whole of business" approach. Logistics Post will make the entire Logistics operations smooth by providing 'pick and pack' facilities based on specific requirements of the customers.
- Each consignment will be packed with specific goods, as desired by the customer.

Reverse Logistics

- Return services available under Logistics Post.

e-Payment

- e-Payment is a **smart option for businesses and organizations** to collect their bills or other payments through Post Office network.
- When businesses require **collection of bills and other payments** from customers across the country, Post Office offers them a simple and convenient solution in the form of e-Payment.
- e-Payment is a **many-to-one solution** which allows collection of money (telephone bills, electricity bills, examination fee, taxes, university fee, school fee etc.) on behalf of any organization.
- The collection is consolidated electronically using web based software and payment is made centrally through Cheque from a specified Post Office of billers choice.
- The information and MIS regarding the payment can be had by the biller online.
- The MIS will contain the five fields of billers choice like name, telephone number, application number etc.
- The service is currently available through more than 14,000 Post Offices across the country.



- There is no agency in the market today with a large reach and established trust as the Post Office where the public can comfortably deposit all their bills in their neighborhood.

Procedure for enrolling National and Circle Biller under e-Payment

- Any organization can contact **Chief Postmaster General** of the concerned postal circle with their business proposal and filled-in Proforma for creation of biller id.
- Once the proposal is accepted, User id & Password and Biller Id Number will be generated through system and informed to the biller through e-mail automatically.

e-Post

- **Internet and e-mail** have revolutionized the **world of communications**.
- At the same time, accessibility to email continues to be a major problem for many people, especially in the rural areas.
- In its endeavor to make benefits of e-mail available to everyone and to bridge the digital divide, Department of Posts has introduced ePOST service.
- Through ePOST, customers can send their **messages to any address** in India with a combination of **electronic transmission** and physical delivery through a network of more than 1,55,000 Post Offices.
- ePOST sends messages as a soft copy through internet and at the destination it will be delivered to the addressee in the form of hard copy.
- ePOST can also be availed by the corporate customers, by having a business agreement with India Post.
- Corporate customers will get special ePOST rates and other value additions



Retail Post

- India Post can help your business grow through Retail Post
- Through '**Retail Post**' Department offers convenience to the general public by making **third party products** and services available in their vicinity through select Post Offices.
- Retail Post leverages the vast network of more than 150,000 Post Offices across the country.
- Under Retail Post, a range of services are offered including the collection of electricity bills, collection of taxes, collection of other bills and fee for the Government etc.
- Further, under Retail Post, the Post Office sells application forms.
- The payment to the customer will be done through e-Payment according to the biller id.
- The Post Office network is used to sell **third party products** and services like sale of application forms of various educational institutions and recruiting agencies, sale of Railway Reservation Tickets, sale of Rakhi envelopes, address verification service etc.
- Post Offices are being transformed into a one stop shop to provide a range of utility services to the customers in association with third partner.

Aadhaar Enrolment cum Updation Centres

Mainly two (2) types of services are provided in Post Office Aadhaar Centres

- **Aadhaar Enrolment:-** The Enrolment process involves electronic capture of demographic and biometric information of the residents. The Aadhaar Enrolments are done free of cost in Post Offices
- **Aadhaar Updation:-** (i) Demographic Updation such as Name, Email ID, Mobile Number, Address, Date of Birth etc. (ii) Biometric Updations, facial image, 10 finger prints and Iris are updated through post offices.

Gangajal

- India Post through selected Post Offices across the country makes Gangajal bottles available for the convenience of public.
- It is available on the online portals i.e. e-Commerce Portal and e-Postoffice Portal of Department

Post Office Passport Seva Kendra (POPSK)

- Department of Posts (DoP) and **Ministry of External Affairs (MEA)** have mutually agreed for leveraging the network of **Post Office Passport Seva Kendras** in order to provide passport services to citizens on a larger scale and to ensure wider area coverage for the benefits of the citizens
- The facility has brought convenience to the general public in making passport services available in their vicinity through Post Offices and saved citizens from travelling long distances in order to obtain a Passport. **439 Post Office Passport Seva Kendras (POPSKs)** have been set up across the country including 65 POPSKs in Aspirational Districts

Police Clearance Certificate (PCC)

- To improve Citizen experience and to meet the demand for **Police Clearance Certificate (PCC)** requirements, PCC service is operational in 214 Post office Passport seva Kendras across the country since 28/09/2022.

Prasadam (Holy Blessing)

- Customer can avail of India post services for delivery of Prasad and other holy offerings from religious shrines/ place of worship.

India Post Passenger Reservation System (PRS):

- In order to provide Railway Tickets at the doorstep of the public, **Railway Reservation Tickets** of all classes is booked at select Post Offices.
- To provide Railway tickets through convenient locations, Railway reservation tickets for all classes are being sold at selected Post Offices in association with the **Ministry Of Railways(MOR)**.

- The service is being provided in those areas where there is no Rail head/Railway counters.
- The service is presently made available at 333 Post Offices across India specially in rural and semi rural areas.

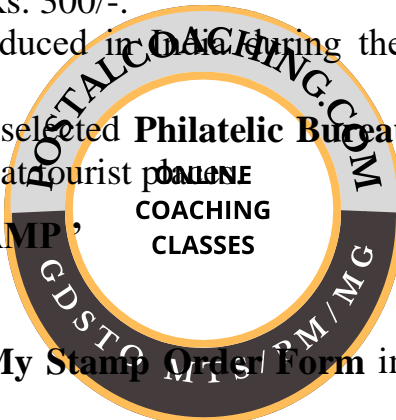
My Stamp

- **‘My Stamp’** is the brand name for **personalized sheets of Postage Stamps** of India Post.
- The personalization is achieved by printing a thumb nail image of the **customer's photograph** and **logos of institutions**, or images of artwork, heritage buildings, famous tourist places, historical cities, wildlife, other animals and birds etc., on a selected template sheet having Postage Stamps.
- **CUSTOMIZED MY STAMP** Customized My Stamp is a personalized sheet of Postage Stamps wherein the corporate, organizations and institutions can get their customized sheets printed from India Post.
- Alongside these customized themed stamps, the organization may opt for printing of their logo, images of their organization/institute printed.
- One **My Stamp Sheet contains 12 stamps** with face value of each stamp being Rs. 5/- and the cost of one sheet is Rs. 300/-.
- ‘My Stamp’ was first introduced in **DAAG** during the **World Philatelic Exhibition, ‘INDIPEX-2011’**.
- This scheme is available in selected **Philatelic Bureaux** and counters/ Important Post offices/Post Offices situated at tourist places.

DETAILS ABOUT ‘MY STAMP’

Customer:- 1.

- The customer will fill the **My Stamp Order Form** indicating choice of stamps from available stamp sheetlets.
- The filled in form is to be handed over to the operator after being duly signed on the order form (not on acknowledgement portion) and on reverse also on the space provided for signature of customer.
- He /She will have to produce any **ID proof** issued by Govt. Authority.
- He will make the **appropriate payment** to counter clerk and also receive the acknowledgement slip.
- **The cost of one My Stamp sheet is Rs. 300/-.**
- He can get his/her **photograph clicked or provide** the same in hard/soft copy.
- Customer can also provide a copy of family photograph/photos of friends, relatives etc. for getting My Stamp.
- The images and logo of institutions or images of artwork, heritage buildings, famous tourist places, historical cities, wildlife, other animals and birds etc. can also be considered in place of photograph of individuals provided the same are furnished by the customer in hard/soft copy. However, the images so used should be free of copy right restrictions.
- Applications for **‘My Stamp’** from **corporate customers** will also be considered.



- The application along with Order Form needs to be submitted by an authorised signatory.
- This should be accompanied by a valid ID proof of authorised signatory issued by the organization/company.
- A **minimum quantity of 100 sheets** will be mandatory for **corporate customers**.
- Images or Logo of the corporate organizations can be printed alongside the stamp.
- The delivery of **‘My Stamp’** sheetlets will be effected, after the required processing time.
- In case of exhibition/ extension counter, the customer will also have the option to collect his/her sheetlets in **seven working days** from same counter or any other specified office.
- The customer is required to collect his/her stamp sheet lets **within 07 working days** during office hours.
- No responsibility will rest on the Department of Posts for loss of the said stamp after this period.
- Blank sheetlets will not be supplied to the customer, and printed sheets, once given, will not be taken back.
- The payments made **are not refundable**.

Photographs:-

- Customer may **get his/her photograph clicked** at the counter or handover the same in softcopy/Hardcopy.
- The customers may give softcopy of the photograph of their relatives/friends/family, logo/symbol, **images of artwork, heritage buildings, famous tourist places, historical cities, wild life, other animals and birds etc.**, subject to such images not being of offensive nature in any way.
- Camera of appropriate specifications is being used by Department of Posts, but no responsibility of photo quality lies with the Department.
- No photo editing will be done by operator.
- Customer will be fully responsible for his/her Softcopy/Hard copy photograph quality. The customer will also be responsible for any issues of propriety of the image brought by him for printing on **‘My Stamp’** sheets, including copy right issues.
- The Corporate Customers will be required to submit an application on their official letter pad. Individuals can also get the photo clicked on the spot.

Delivery and Dispatch:-

- The customer will have to produce the acknowledgement slip, duly signed, at the time of delivery.
- If customer is unable to collect his/her stamps personally, he has the option of **appointing a receiver with an authority** letter with attested signatures of the receiver and the acknowledgement slip.
- The receiver should carry a photo ID Proof issued by any Govt. Organization.
- The customer may request for **‘My Stamp’** to be delivered by post.
- It may be delivered by registered post or Speed Post.

- The delivery charges will be borne by the customer.
- The Department of Posts is not responsible for any technical fault and delivery delay due to technical fault or shortage of stock.

Discount Slabs

- The more a customer buys the My Stamp the more he gains.
- The discount structure is detailed below.

No. of My Stamp

Sheetlets Discount

1. Purchase of **2 -100 My Stamp**

Sheetlets 10%

2. Purchase of **more than 100 My Stamp**

Sheetlets 20% discount

- Discount of 20% will be allowed only **on additional sheetlets over 100.**
- For e.g if a customer purchases **200 My Stamp sheetlets**, he will get **10% discount on first 100 sheetlets and 20% discount on sheetlets over and above the first 100 sheetlets.**
- The above discounts are to be given only to such customers who buy My Stamps from such Post Office counters that are manned by postal officials such as Philatelic Bureaus/Counter/Postal/Philatelic Museums and where hardware, space and manpower is not outsourced. Source: <http://postagesstamps.gov.in/> date: 23-11-2017
- Quantity of My Stamp Sheets mandatory for **Corporate Customers** Cost of one sheet (in Rs.) Total amount payable for **5000 sheets (in Rs.) 5000 300/- 15,00,000/-** After discount of 20%, applicable for Corporate Customers 12,00,000/-

Terms & Conditions

(1) Customer: -

- The **organization/company** will contact by email mystampindiapost@gmail.com place the order for printing **Customized My Stamp**.
- The application along with Order Form needs to be submitted by an authorised signatory.
- This should be accompanied by a valid ID proof of authorised signatory issued by the organization/company.

The requirement for getting these **Customized My Stamp** sheets printed is as follows:

- An Institute/Organization is required to **get at least 5000** sheets printed.
- More• can be ordered in multiples of 5000.
- A **discount of 20%** of the total amount is permitted for corporate Customers.
- The **organization/company will be fully responsible** for their softcopy/hardcopy of **photograph quality.**
- The organization/company will also be responsible for any issues of propriety of the image brought by him for printing on ‘My Stamp’ sheets, including copy right issues.
- The organization/company will have to place the demand for the above mentioned product **at least a month in advance.**
- The organization/company will **indicate specific quantities** of **Customized My Stamp** sheets which they intend to get printed in the Application along with Order Form.

- The **requisite amount may be deposited** with the nearest **Head Post Office/Post office** from where it is desired to collect the Customized My Stamps.
- The confirmation of payment along with the copy of the receipt may be sent to mystampindiapost@gmail.com so that the supply may be arranged in time.
- India Post will print **1,000 My Stamp Sheets** more than the quantity ordered by the Customer, at its own cost, for sale online at e-post office.
- India Post will not be liable for any wrong information produced by Customer.
- The organization/company shall not submit any images which may contravene the law or erode any moral values of society or which are against the interest of any third party, country or India Post.
- In particular, the image shall not contain or imply or suggest any of the following: - Anything illegal, offensive, insulting or immoral, Anything dishonest, deceptive or unpatriotic, Any religious or political content.
- The organization/company shall ensure that the **My Stamp must not be used for resale**, whether it is commercial or political without any prior written consent of India Post.
- Stamp designs are **subject to change without notice**.
- The organization/company must agree and accept India Post's terms and conditions for My Stamp before submitting the order.
- India Post reserves the right not to print an image submitted if in its opinion such image is unacceptable, without giving reasons, in such instances, India Post will refund the payment.
- India Post reserves the right to amend, change, delete or add to any of these terms and conditions from time to time without notice or liability to you.
- Order received will not be changed and **amount will not be refunded** in any circumstances.
- Printed sheet once given to customer will not be taken back.

Delivery and Dispatch: -

- The organization/company is required to collect their stamp sheets within 7 working days from the date of intimation by this office.
- The organization/company has the option of appointing a receiver with an authority letter with attested signature of receiver and the acknowledgment form.
- The receiver should carry photo ID Proof issued by any Govt. Organisation.
- The organization/company may request for "My Stamp Sheets" to be delivered by post.
- It may be delivered by Registered Post or Speed Post.
- Delay in delivery will not be a legal matter

India Post Payments Bank (IPPB)

- India Post Payments Bank (IPPB) was setup under the Department of Post, Ministry of Communication with 100% equity owned by Government of India.
- IPPB was launched as a pilot project on 30 January 2017 in Ranchi (Jharkhand) and Raipur (Chhattisgarh), with the objective of being present across India by the FY 2018-2019.
- IPPB has expanded its strength across India covering post offices, through a network one Branch and 649 Banking outlets manned by Business Correspondents, working on a hub and spoke model.
- At India Post Payments Bank (IPPB), we understand your needs. That is why we have tailored our banking products and services to be simple and efficient.

DEPOSITS	- Savings Account - Current Account
MONEY TRANSFER	- Simple & Secure - Instant - 24x7
DIRECT BENEFITS TRANSFERS	- MGNREGA - Scholarships - Social welfare benefits and other Government subsidies
THIRD PARTY PRODUCTS	- Loans - Insurance - Investments - Post Office Savings schemes
BILL & UTILITY PAYMENTS	- Mobile and DTH recharge - Electricity, water & gas bills - Donations & insurance premiums
ENTERPRISE AND MERCHANT PAYMENTS	- Postal products - Digital Payment of e-commerce delivery(CoD) - Small merchants/kirana stores/unorganized retail - Offline payments - Cash Management Services

Accessibility:

- IPPB will be leveraging the vast postal network of nearly 1.55 lakh post offices and 3.0 lakh postal employees in every district, town and village of the country to serve you.
- As we continue to expand our services to every doorstep, our postman will become your trusted financial services advisor, working hard to ensure that you get what you need - be it receiving your money in the fastest way possible, using it at ease for essentials, saving for your loved ones, or even investing for a bright future.

- For us, **every customer is important, every transaction is significant, and every deposit is valuable no matter what the value.**
- That is what we truly mean when we say – **Aapka Bank, Aapke Dwaar.**

Approachability:

- Last mile delivery of services through the postman – a son of the soil and a friend, philosopher and financial guide to the people.

Ease of banking:

- IPPB integrates easily with the existing bouquet of post office services, extends the services through a frictionless shift.
- The last mile delivery agent is empowered with financial knowledge and intuitively designed digital tools to offer financial services and guidance with relative ease.

Digital Ecosystem:

- **Macro Level** - IPPB's 360-degree payments suite creates transparency, removes corruption and leakages and contributes to a less-cash economy.
- **Individual Level** - Provides customers with the ability to transact without cash through digital channels and enable small businesses to accept digital payments, thus closing the loop.

Premium Savings Account

- Premium Khata is a variant of IPPB Savings Bank Account which is offered to customers who are willing to subscribe to the Premium account services and avail our value added services.

Key Account Features and Benefits:

- Free Doorstep Banking
- Free Cash Deposit and withdrawal
- Can be linked to a POSA (Post Office Savings Account)
- Cashback on Virtual Debit Card induced transactions.
- Cashback on Electricity Bill Payment.
- Cashback on issuance of Digital Life Certificate/ Jeevan Pramaan Certificate.

Pricing of Premium Khata Account:

Account opening Charges	New Customer	149/- (exclusive of GST)
	Existing Customer	149/- (exclusive of GST)

Annual Subscription Fee	Annual Renewal Subscription fees	99/- (Exclusive of GST)
Annual Interest Rates		Frequency of payout
Balance up to INR 1 Lakh – 2.00% per annum		Quarterly (<i>Interest shall be paid in the subsequent month of each quarter</i>)
Balances above INR 1 Lakh & up to INR 2 Lakh – 2.25% per annum		

Regular Savings Account

- The Regular Savings Account can be opened at the bank's access points and your doorstep.
- This account can be used to keep funds secure, withdraw cash, deposit money and perform easy remittances, besides a host of other benefits.
- In addition, interest can be earned on the money kept in this account and the cash withdrawals allowed in this account are unlimited.

Key Account Features and Benefits

- Banking at your convenience
- Instant and paperless account opening using Aadhaar as per the applicable rules
- *Easy and convenient Non-eKYC account opening
- RuPay Virtual Debit Card for online transactions
- No monthly average balance required to be maintained
- The account can be opened with zero balance
- Free monthly e-statement
- Mini statement through SMS
- Simplified banking services through [QR card](#)
- Instant fund transfer through IMPS
- Easy bill payment and recharges
- Can be linked to POSA (Post Office Savings Account)
- Send and receive money using BHIM UPI

What makes us different

- Free account opening at your doorstep
- Assisted services through the GDS, as and when required
- Availability of funds at your doorstep, upon request
- Bill payment facility at your doorstep

- Simple and secure banking with QR card
- Multilingual customer support
- No commitment of minimum balance
- Nominal charges
- Day end balance above Rs. 2 lakh can be swept into linked POSA (Post Office Savings Account)
- Access to our growing merchant network
- Unlimited cash deposits and withdrawals

Annual Interest Rates	Frequency of payout
Balance up to INR 1 Lakh – 2.00% per annum	Quarterly (<i>Interest shall be paid in the subsequent month of each quarter</i>)
Balances above INR 1 Lakh & up to INR 2 Lakh – 2.25% per annum	



Digital Savings Account

- For the people who are tech savvy and comfortable with technology, IPPB's Digital Savings Account is the best way to onboard yourself through the IPPB Mobile App.
- This app can be downloaded from the play store on your Android phone and also available on app store for iPhone users.
- Anyone above the age of 18 years, having Aadhaar and PAN card, can open this account. The account can be opened instantly from the comfort of your home, which means banking anytime, anywhere.

Key Account Features and Benefits

- Banking at your convenience
- Instant self on-boarding
- RuPay Virtual Debit Card for online transactions
- No monthly average balance required to be maintained
- The account can be opened with zero balance
- Free monthly e-statement
- Easy bill payments and recharges

Key Points to remember while opening a Digital Savings Account:

- Individuals must be above 18 years of age
- Complete the KYC formalities within 12 months

- KYC formalities can be done by visiting any of the access points or with the help of the GDS/Postman, after which the Digital Savings Account will be upgraded to a Regular Savings Account
- A maximum yearly cumulative deposit of Rs. 1,20,000 is allowed in the account
- The account is subject to closure if the KYC is not completed within 12 months of account opening. Customers may approach the nearest IPPB banking outlet/branch to get more details about the closure proceedings.
- The Digital Savings account can be linked to a POSA (Post Office Savings Account) after completion of KYC within 12 months.
- Make Bill Payments, in store merchant Payments and payment towards eligible Post Office Savings Schemes
- Overall transaction value cap on monthly basis
- Not having Aadhar based OTP account with any bank nor shall be opened after opening digital account with IPPB

What makes us different

- Multilingual customer support
- No commitment of minimum balance
- Nominal charges

Rates

Annual Interest rates	Frequency of payout
2.00% per annum (Applicable from 1 st of June 2022)	Quarterly (Interest shall be paid in the subsequent month of each quarter)

Basic Savings Account

- This savings account has all the features and benefits offered by the Regular Savings Account (except that it allows only four free customer induced debit transactions in a month).
- The aim of the basic savings account is to provide primary banking services at a very nominal charge.

Key Account Features and Benefits

- Banking at your convenience
- Instant and paperless account opening using Aadhaar as per the applicable rules
- *Easy and convenient Non-eKYC account opening
- RuPay Virtual Debit Card for online transactions
- No monthly average balance required to be maintained

- The account can be opened with zero balance
- Free monthly e-statement
- Mini statement through SMS
- Simplified banking services through [QR card](#)
- Instant fund transfer through IMPS
- Easy bill payment and recharges
- Can be linked to a POSA (Post Office Savings Account)
- Send and receive money using BHIM UPI

What makes us different

- Free account opening at your doorstep
- Assisted services through the GDS, as and when required
- Availability of funds at your doorstep, upon request
- Bill payment facility at your doorstep
- Simple and secure banking with QR card
- Multilingual customer support
- No commitment of minimum balance
- Nominal charges
- Day end balance above Rs. 2 lakh can be swept out to a linked POSA (Post Office Savings Account)
- Access to our growing merchant network through IPPB QR card

Rates

Annual Interest rates	Frequency of payout
Balance up to INR 1 Lakh – 2.00% per annum	Quarterly (<i>Interest shall be paid in the subsequent month of each quarter</i>)
Balances above INR 1 Lakh & up to INR 2 Lakh – 2.25% per annum	

Current Account

- IPPB offers the facility of a Current Account to the small merchants/ kirana stores and individual businessmen.
- This account is a prerequisite for carrying out and expanding business. IPPB's Current Account gets you started on the road to digital transactions for your business needs.
- Along with this, IPPB also offers a [Merchant App](#) for meeting business requirements.
- The current account can be opened at the Post Office Counters or at your doorstep through our Postman/GDS.

Key Account Features and Benefits

- Banking at your convenience
- Instant account opening using Aadhaar as per the applicable rules
- No Monthly average balance required to be maintained
- The account can be opened with zero balance
- RuPay Virtual Debit Card for online transactions
- Free monthly e-statement
- Mini statement through SMS
- Simplified banking services through [QR card](#)
- Instant fund transfer through IMPS
- Easy bill payments and recharges
- Send and receive money using BHIM UPI

What makes us Different

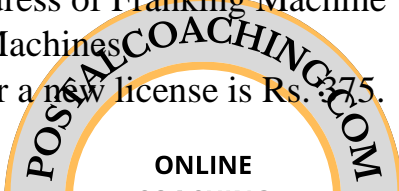
- Self on-boarding to IPPB Merchant App
- Assisted services through the GDS, as and when required
- Availability of funds at your doorstep, based on your request
- Bill payment facility at your doorstep
- Simple and secure banking through the IPPB QR card
- Multilingual customer support
- Nominal charge



- A postal franking machine is a stamping machine intended **to stamp impressions of dies of approved design** on private and official postal articles in payment of postage and postal fees.
- A commission of **1-1/2 per cent is permitted** on the value of franks used.
- For being recognized valid, the impressions of 'frank' should consist of the following dies :- **(a) Value Die and (b) Licence Die.**

Application:

- Any person wishing to use a franking machine shall apply to the **Head of the Postal Division** concerned in the prescribed form through the authorized dealer.
- A **licence** is necessary for each franking machine used.
- **The following services are available at designated post offices:**
 - Pay License fee for new/renewal of License
 - Apply for new Franking Machine License
 - Apply for renewal of Franking Machine License
 - Apply for cancellation of License/Franking Machine
 - Apply for change in address of Franking Machine
 - Recharge of Franking Machines
 - The Fee for applying for a new license is Rs. 375.



The licence is granted subject to the following conditions.

- The licensee will pay in advance a sum representing **the amount of postage** for which he wishes the machine to be set at the time of the purchase.
- This sum must **not be less than Rs. 100 or more than Rs. 50,000. A rebate @ 1 ½ per cent will be allowed**, whenever the meter is reset, on the value of impressions used.
- Wherever the licensee wishes to deposit any sum to advance and to have the meter of the machine reset, he will produce the franking machine with the Franking Machine Record Book and the Window Ticket at the post office specified in the licence and tender an application for the same.
- Meter of the machine will in all cases be reset at the post office.
- The Franking Machine will be supplied by the licensing authority.
- The licensing authority will also issue window delivery ticket to the licensee, along with the licence.
- The licencing authority shall maintain the following records :
 - (i) Franking Machine Register regarding Postings.
 - (ii) Franking Machine Record Book.
- These registers should be scrutinized by the gazetted officer incharge of the dispatch section having the Franking Machine on the last working day of every week to see that they are being properly maintained. He will furnish a certificate about meter reading as on the last working day of each month.

- The main Post Office shall maintain the following records :-
 1. Register showing list of licencees of Franking Machines authorized to post their articles in the Post Office. (This should be maintained in the 2nd Office also).
 2. The register showing payments of advance rentals. The register will have a separate page allotted to each licensee.
 3. Franking Machine record book.
 4. Franking Machine ledger.

Posting :

- Machine franked articles **can be posted at not more than two offices** specified by SPO in the licence.
- Where only one office of posting desired, these must be handed in by a representative of the licensee at the Counter of the post office.
- Where the licensee desire to post them at two offices, they may be handed in either at a Post Office and, or at a Post Office and a night post office.
- The franked articles will be tendered at the counter bundled in separate bundles according to the value of the franks and each consignment must be accompanied by a **Window Delivery Ticket** for identification of the licensee's representative.
- With the last despatch of the day or on the close of the business hours of the day, the licensee will be required to tender at the office of posting a **Daily Docket** (in the prescribed form) duly filled in, signed and dated.
- Machine franked articles **posted in letter boxes shall be treated as unpaid articles.**
- Unregistered articles bearing impressions of the **previous date shall also not be accepted**

Impressions:

- The impressions of the franking machines recorded on postal articles **should not be interfered with in any way.**
- Impression should be of **bright red colour**, clear and distinct and should not overlap.
- As far as possible, they should be **on the right top corner on the address side** of the article itself or an address wrapper or an address label firmly attached to it.
- Franking will be **allowed upto any amount.**
- There may be **more than one impression of the value die but only one of the licence die on each article.**

Types of Franking Machine Licenses:

India Post Provides License in three categories for using Franking machines:

Individual-

- An Individual licensee will be a person / firm or organization who uses the franking machines for his / its own mail or those of his/its sister concerns.
- Sister Concern is one functioning in the same premises as that of the licensee/applicant and If corporate, the holding or a subsidiary company, or a

company having a common Chairman or Managing Director or If proprietary, owned wholly or in partnership by a common owner.

Commercial-

- The Franking Machine User can avail Commercial License only if he submitted a list of clients along with their consent letters on whose behalf he wants to frank the mail. The Commercial Licensee may be:
 - a. A **Mailing Agent** who is a person, a firm or a company performing the work of sending articles through the Post Office on behalf and in the name of a third party for mutually agreed remuneration or,
 - b. A **Registrar** who is a person, firm or a company performing the work of sending articles through the Post Office on behalf of a third party but in the name of the Registrar on mutually agreed remuneration.

Departmental - exclusively for Department of Posts.

- However, customers can apply for Individual and commercial licenses.

Activation/validation period for Franking Machine License

- Franking machine license is valid for 5 years after date of license generation request. The license will expire automatically after 5 years. To renew your license you have to raise renew request for particular license and pay renewal fee for the same.

Renewal fee for the expired License

- Renewal Fee for the expired license is 475 INR
- Have to initiate the process of license renewal at least one month before the expiry date of license with the renewal fee of Rs. 375.

Recharge of Franking machine

- recharge the franking at the post office counters by paying, atleast, the minimum recharge value.
- have to pay a sum (in advance) representing the amount of Rs. 2000 as advance postage for which you wish the machine to be set / reset.
- Minimum amount of advance payment for subsequent deposits for resetting of franking machine will be Rs. 1000/- (One thousand only) + multiple of Rs. 100/-.

- “One-year cover, renewable from year to year, Insurance Scheme offering life insurance cover for death due to any reason”
- Pradhan Mantri Jeevan Jyoti Bima Yojana is a social security scheme launched by the Govt. of India that will help you secure your family’s future with a life cover amount of Rs. 2 lakhs.

Features:

- Affordable premium
- Easy enrolment process
- 100% Paperless On-boarding
- Non-medical product
- Life cover for one year
- Available for all Savings Bank account holders of India Post Payments bank in the age group of 18 years to 50 years
- The life coverage available until the age of 55 years.

Highlights

Enrolment Modality

- The cover shall be for the one-year period stretching from 1st June to 31st May for which option to join / pay by auto-debit from the savings bank account in the prescribed format will be required to be given by 31st May of every year.
- For customers who join on or after 1st of June, the cover would start from the date of account holder’s request and end on May 31st, next year.
- In case of joint accounts, each account holder can take separate covers of Rs.2 Lakhs each by paying separate premium per life.

Waiting Period

- Initial Waiting period of 30 days (from auto debit date of customer’s account) will apply for members enrolling for the first time during which sum assured will be paid for death due to accidental reasons only.
- This waiting period will not apply if the life renews the cover next year without any break.

Termination of assurance

The assurance on the life of the member shall terminate on any of the following events and no benefit will become payable there under:

- On attaining age 55 years (age near birthday) subject to annual renewal up to that date (entry, however, will not be possible beyond the age of 50 years).
- Closure of account with the Bank or insufficiency of balance to keep the insurance in force.

- In case a member is covered under PMJJBY with other insurer through more than one account and premium is received by other insurer, insurance cover will be restricted to ₹2 Lakh and the premium paid for duplicate insurance(s) shall be liable to be forfeited.
- The product is being offered by India Post Payments Bank (IPPB) in partnership with PNB MetLife India Insurance Company Ltd. (PMLI).
- India Post Payments Bank, as master policy holder for all eligible customers, ensures a simple and subscriber friendly administration & claim settlement process.

Premium:

- With effect from 1st of June 2022, Ministry of Finance has revised the premium payment structure on quarterly basis depending on the request date of the IPPB account holder into the scheme.
- If existing member does not renew the policy on due date i.e., on 1st June & later come back for enrolment then same will be treated as a fresh member & premium as per fresh enrolment will be collected & new member number will be allocated.

The revised premium structure for new enrolment:

Enrolment Period	Annual Premium payable by customer	Premium Appropriation Calculation		
		Premium to PNB MetLife	Commission payable (For new enrolments only)	Reimbursement of Administrative Expenses and Operational cost to Bank
June, July & August	₹ 436.00/-	₹ 395.00/-	₹ 30.00/-	₹ 11.00/-
September, October & November	3 quarters of premium ₹ 342.00/-	₹ 309.00/-	₹ 22.50/-	₹ 10.50/-
December, January & February	2 quarters of premium ₹ 228/-	₹ 206.00/-	₹ 15.00/-	₹ 7.00/-
March, April & May	1 quarter premium ₹ 114/-	₹ 103.00/-	₹ 7.50/-	₹ 3.50/-

The revised premium structure for policy renewal:

Enrolment Period	Renewal Premium payable by customer	Premium Appropriation Calculation	
		Premium to PNB MetLife	Reimbursement of Administrative Expenses to IPPB
Renewal (once in a year) on or before the last date of May	₹ 436.00/-	₹ 425.00/-	₹ 11.00/-

- The scheme will be a one year cover, renewable from year to year, Accident Insurance Scheme offering accidental death and disability cover for death or disability on account of an accident.
- The scheme would be offered / administered through Public Sector General Insurance Companies (PSGICs) and other General Insurance companies willing to offer the product on similar terms with necessary approvals and tie up with Banks for this purpose.
- Participating banks will be free to engage any such insurance company for implementing the scheme for their subscribers.

Scope of coverage:

- All savings bank account holders in the age 18 to 70 years in participating banks will be entitled to join.
- In case of multiple saving bank accounts held by an individual in one or different banks, the person would be eligible to join the scheme through one savings bank account only.
- Aadhar would be the primary KYC for the bank account.

Enrollment Modality / Period:

- The cover shall be for the one year period stretching from 1st June to 31st May for which option to join / pay by auto-debit from the designated savings bank account on the prescribed forms will be required to be given by 31st May of every year, extendable up to 31st August 2015 in the initial year.
- Initially on launch, the period for joining may be extended by Govt. of India for another three months, i.e. up to 30th of November, 2015.
- Joining subsequently on payment of full annual premium may be possible on specified terms.
- However, applicants may give an indefinite / longer option for enrolment / auto-debit, subject to continuation of the scheme with terms as may be revised on the basis of past experience.
- Individuals who exit the scheme at any point may re-join the scheme in future years through the above modality.

Benefits : As per the following table:

	Table of Benefits	Sum Insured
a.	Death	Rs. 2 Lakh
b.	Total and irrecoverable loss of both eyes or loss of use of both hands or feet or loss of sight of one eye and loss of use of hand or foot	Rs. 2 Lakh
c.	Total and irrecoverable loss of sight of one eye or loss of use of one hand or foot	Rs. 1 Lakh

Premium:

- Rs.12/- per annum per member.
- The premium will be deducted from the account holder's savings bank account through 'auto debit' facility in one installment on or before 1st June of each annual coverage period under the scheme.
- However, in cases where auto debit takes place after 1st June, the cover shall commence from the first day of the month following the auto debit.
- The premium would be reviewed based on annual claims experience.
- However, barring unforeseen adverse outcomes of extreme nature, efforts would be made to ensure that there is no upward revision of premium in the first three years.

Eligibility Conditions:

- The savings bank account holders of the participating banks aged between 18 years (completed) and 70 years (age nearer birthday) who give their consent to join / enable auto-debit, as per the above modality, will be enrolled into the scheme.

Master Policy Holder :

- Participating Bank will be the Master policy holder on behalf of the participating subscribers.
- A simple and subscriber friendly administration & claim settlement process shall be finalized by the respective general insurance company in consultation with the participating Banks.

Termination of cover:

The accident cover for the member shall terminate on any of the following events and no benefit will be payable there under:

- On attaining age 70 years (age nearest birth day).
- Closure of account with the Bank or insufficiency of balance to keep the insurance in force.
- In case a member is covered through more than one account and premium is received by the Insurance Company inadvertently, insurance cover will be restricted to one only and the premium shall be liable to be forfeited.
- If the insurance cover is ceased due to any technical reasons such as insufficient balance on due date or due to any administrative issues, the same can be reinstated on receipt of full annual premium, subject to conditions that may be laid down.
- During this period, the risk cover will be suspended and reinstatement of risk cover will be at the sole discretion of Insurance Company.
- Participating banks will deduct the premium amount in the same month when the auto debit option is given, preferably in May of every year, and remit the amount due to the Insurance Company in that month itself.

Administration:

- The scheme, subject to the above, will be administered as per the standard procedure stipulated by the Insurance Company. The data flow process and data proforma will be provided separately.
- It will be the responsibility of the participating bank to recover the appropriate annual premium from the account holders within the prescribed period through 'auto-debit' process Enrollment form / Auto-debit authorization in the prescribed proforma shall be obtained and retained by the participating bank.
- In case of claim, the Insurance Company may seek submission of the same.
- Insurance Company reserves the right to call for these documents at any point of time.
- The acknowledgement slip may be made into an acknowledgement slip-cum-certificate of insurance.
- The experience of the scheme will be monitored on yearly basis for re-calibration etc., as may be necessary.

Appropriation of Premium:

- Insurance Premium to Insurance Company: Rs.10/- per annum per member
- Reimbursement of Expenses to BC/Micro/Corporate/Agent : Rs.1/- per annum per member
- Reimbursement of Administrative expenses to participating Bank: Rs.1/- per annum per member
- The proposed date of commencement of the scheme will be 1st June 2015.
- The next Annual renewal date shall be each successive 1st of June in subsequent years.
- The scheme is liable to be discontinued prior to commencement of a new future renewal date if circumstances so require.



- Atal Pension Yojana (APY), a pension scheme for citizens of India, is focused on the unorganised sector workers.
- Under the APY, guaranteed minimum pension of Rs. 1,000/- or 2,000/- or 3,000/- or 4,000 or 5,000/- per month will be given at the age of 60 years depending on the contributions by the subscribers
- Any Citizen of India can join APY scheme.
- The following are the eligibility criteria:-
 1. The age of the subscriber should be between 18 - 40 years.
 2. He / She should have a savings bank account/ post office savings bank account
- The co-contribution of the Government of India is **available for 5 years**, i.e., from the Financial Year **2015-16 to 2019-20** for the subscribers, who join the scheme during the period from **1st June, 2015 to 31st March, 2016** and who are not covered by any Statutory Social Security Scheme and are not income tax payers.
- The Government co contribution is payable to eligible **Permanent Retirement Account Number (PRANs)** by the **Pension Fund regulatory and Development Authority (PFRDA)** after receiving the confirmation from Central Record Keeping Agency to the effect that the subscriber has paid all the installments for the year Government co-contribution will be credited in subscriber's savings bank account/ post office savings bank account 50% of the total contribution subject to a maximum of Rs 1000/- at the end of financial year .
- Minimum guaranteed monthly pension of Rs 1,000/- or 2,000/- or 3,000/- or 4,000 or 5,000/- per month will be given from the age of 60 years onwards depending on the contributions by the subscribers.
- A subscriber can open only one APY account and it is unique. Multiple accounts are not permitted.
- The savings bank account/ post office savings bank account is mandatory for joining APY.
- The contribution may be paid to APY through savings bank account/ post office savings bank account on any date of the particular month, in case of monthly contributions or any day of the first month of the quarter, in case of quarterly contributions or any day of the first month of the half year, in case of half-yearly contributions.
- The subscribers can opt to decrease or increase pension amount during the course of accumulation phase, once a year.
- However, the switching option shall be available once in year during the month of April.
- Upon completion of 60 years, the subscribers will submit the request to the associated bank for drawing the guaranteed minimum monthly pension or higher monthly pension, if investment returns are higher than the guaranteed returns embedded in APY.
- The same amount of monthly pension is payable to spouse (default nominee) upon death of subscriber. Nominee will be eligible for return of pension wealth accumulated till age 60 of the subscriber upon death of both the subscriber and spouse.

