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Post office nsc encashment form

SB Order No.4/2016

No 51-01/2016-SB  
Government of India  
Ministry of Communication & IT  
Department of Posts  
Financial Services Division  
Chak Bhawan, New Delhi - 110001  
Dated: 21.06.2016

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

Subject: Stoppage of sale of pre-printed NSC and KVP from 01.07.2016 and issue of certificates in the shape of Passbooks regarding.

Respected Sir/Madam

The undersigned is directed to say that Min. of Finance vide its OM No. 104/2016-NS-II dated 13.5.2016 has decided to stop sale of pre-printed NSC and KVP from 1.7.2016 in all CBS and non CBS post offices. As such the competent authority has decided to issue following instructions:-

- All CBS and non CBS post offices shall stop sale of pre-printed NSC and KVP from closing hours of 30.6.2016.
- Unsold stock of NSC and KVP in each Sub Post Office shall be returned to HPO by preparing list in triplicate mentioning certificate numbers. Two copies of list alongwith invoice and physical certificates should be sent to HO. HPO shall acknowledge the receipt of certificates and return one copy of list duly signed.
- Once unsold stock of all the SOs under HO are received, HPO will prepare one list of unsold certificates of HO and its SOs in triplicate and send two copies of list alongwith physical certificates to CSD. CSD will acknowledge the receipt in one copy of list and return the same to HO.
- Once unsold stock of all HOs under CSD are received, CSD will return all the stock to ISP Nashk.
- Detailed procedure for accepting deposits for issue of NSC and KVP in the shape of Passbooks in CBS and non CBS post offices shall be issued shortly.

This has the approval of competent authority.

Yours faithfully,  
Sd/-  
(Babu Chak Bhowan)  
Assistant Director (SB-I)



**A B C PVT. LTD.**  
GURGAON

**APPLICATION FOR LEAVE**

LR No. \_\_\_\_\_  
M No. \_\_\_\_\_  
Project ID No. \_\_\_\_\_  
Date: \_\_\_\_\_

OR

I request you to sanction me leave as follows:

1. Nature of Leave:  CASUAL /  PRA /  REG
2. From \_\_\_\_\_ To \_\_\_\_\_ (both days inclusive)
3. Total No. of days \_\_\_\_\_
4. Reasons for leave \_\_\_\_\_
5. My residence during leave period \_\_\_\_\_ Tel. No. \_\_\_\_\_
6. My present address \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Yours faithfully,

7. Name \_\_\_\_\_ Designation \_\_\_\_\_  
Emp. Code \_\_\_\_\_ Department \_\_\_\_\_

**FOR OFFICE USE**

EMPLOYEE-CASUAL PROBATIONER/PERMANENT					
CASUAL LEAVE		SICK LEAVE		EARNED LEAVE	
DUE	AVAILD	DUE	AVAILD	DUE	AVAILD

Leave is commensurate / not commensurate (If commensurate, reason of the leave \_\_\_\_\_)

Signature of the head of department \_\_\_\_\_ Recommendation of PSA (Emp) \_\_\_\_\_

Case is not given \_\_\_\_\_ Signature of PSA manager \_\_\_\_\_

Comments if any \_\_\_\_\_

Signature of Cashier (by A/B only) \_\_\_\_\_

**INTIMATION TO THE EMPLOYEE**

Mr. \_\_\_\_\_ Emp. Code \_\_\_\_\_ Application dt. \_\_\_\_\_

Your leave has sanctioned / not sanctioned from \_\_\_\_\_ to \_\_\_\_\_ as casual / PRA / REG with out pay  
You shall be deputed \_\_\_\_\_

For ABC LTD  
Signature of PSA Manager \_\_\_\_\_

POST OFFICE SAVINGS SCHEMES

ENCASHMENT FORM

1. Name of the holder: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Date of birth: \_\_\_\_\_

4. Date of maturity: \_\_\_\_\_

5. Amount to be encashed: \_\_\_\_\_

6. Mode of payment: \_\_\_\_\_

7. Signature of the holder: \_\_\_\_\_

8. Signature of the official: \_\_\_\_\_

9. Date: \_\_\_\_\_

10. Place: \_\_\_\_\_



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