

e.F.No. 61/5/2020-FS  
Government of India  
Ministry of Communications  
Department of Posts  
(Financial Services Division)

Dak Bhawan, New Delhi-110001

Dated :- 28/08/2020

To,  
All Head of Circles,

**Subject:-** Regarding clarification on issuance of duplicate certificates (KVP/NSC).

Sir/Madam,

This office is receipt of many references/representations regarding various doubts in respect of issuance of duplicate certificates (KVP/NSC).

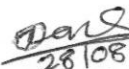
The matter has been examined in this office in the light of rule 18 of the Government Savings Promotion General Rules 2018 and I am directed to say that the following procedure should to be adopted for issuance of duplicate certificate (KVP/NSC).

**(A) Pre-printed certificates issued before 01.07.2016** :- For issue of duplicate certificates (NSC/KVP), the procedure prescribed in Rule 160 of POSB(CBS) Manual/Rule 43 and 44 of POSB Manual Volume II should be followed (taking of indemnity bond) after receipt of payment of fee prescribed in "GSPR-2018 Schedule II" for **issue of Passbook in lieu of lost or mutilated certificates per registration** (circulated vide SB Order 3/2020 dated 10.01.2020 and its addendum dated 03.03.2020).

After issue of sanction by Postmaster of HO, the duplicate passbook is to be issued and details of old certificates are to be entered manually in the passbook under dated signatures with designation stamp of Postmaster.

**(B) Certificates(KVP/NSC) issued on or after 01.07.2016 in the shape of Passbook**:- The procedure prescribed for issuance of duplicate passbook in Rule 45 of POSB(CBS) Manual/Rule 68 of POSB Manual Volume I should be followed after receipt of payment of fee prescribed in "GSPR-2018 Schedule II" for **issue of duplicate passbook** (circulated vide SB Order 03/2020 dated 10.01.20 and its addendum dated 03.03.2020)..

This issues with the approval of competent authority.

  
28/08/2020  
(Devendra Sharma)  
Assistant director (SB)

Copy to:-

1. Sr. PPS to Secretary (Posts)
2. PS to Director General Postal Services.
3. PPS/ PS to Addl. DG (Co-ordination)/Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech).
4. Addl. Director General, APS, New Delhi
5. Additional Secretary & Financial Adviser
6. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
7. Sr. Deputy Director General (Vigilance) & CVO) / Sr. Deputy Director General (PAF)
8. Director, RAKNPA / GM, CEPT / Directors of all PTCs
9. Director General P & T (Audit), Civil Lines, New Delhi
10. Secretary, Postal Services Board/ All Deputy Directors General
11. All General Managers (Finance) / Directors Postal Accounts / DDAP
12. Chief Engineer (Civil), Postal Directorate
13. All Sections of Postal Directorate
14. All recognized Federations / Unions/ Associations
15. GM, CEPT for uploading the order on the India Post website.
16. MOF (DEA), NS-II, North Block, New Delhi.
17. Joint Director & HOD, ICCW Building, 4 Deendayal Upadhyay Marg, New Delhi-110002
18. Guard File
19. Spare copies.