OFFICE MEMORANDUM

Copy of the letter no.PI/PAO/Sch.Control/Cheque/2015 dated 01-07-2015 along with the enclosure, issued by Department of Posts, Office of the Director, Postal Life Insurance, Kolkata is transcribed below for information and appropriate action.

All the Heads of Departments are kindly requested to bring the contents of this letter to the notice of their subordinate offices (if any).

(G. P. Kanekar)
Director of Accounts

To,
All the Heads of Departments

DEPARTMENT OF POSTS.
OFFICE OF THE DIRECTOR, POSTAL LIFE INSURANCE,
7, KOILAGHAT STREET, KOLKATA-700001.

No. PI/PAO/Sch.Control/Cheque/2015

Dated: 01-07-2015

To
The Pay and Accounts Officer,
Directorate of Accounts (PAO),
Fazenda Building, behind old Secretariat,
Panaji, Goa-403001.

Sub: Deduction of Premium from Pay Order Remittance of the same by cheque to DPLI, Kolkata.

Kindly find enclosed the PLI Dte., New Delhi letter No. 18-9/2012-LI/Vol. III dated 30-06-2015 and I am directed to advise to draw the cheque of PLI premium recovery from pay in favour of the Chief Postmaster/Sr. Postmaster/Director of the GPO situated at the HQs of the Circle concerned and also send the schedule to the same GPO for updating the ledger. The Departments/Autonomous Bodies/Ministries concerned are advised to follow the revised procedure from 01-08-2015.

Sd/-
(Basudev Sadhu)
Asstt. Director-III,

Encl: As above.
To,

Director (PLI),
Postal Life Insurance,
07, Kollaghat Street,
Kolkata – 700001.

Dated 30/6/2015

SUB: Deduction of premium from pay and remittance of the same by cheque to DPLI Kolkata.

Presently, many organizations/autonomous bodies of State and Central Government remit by cheque, the amount of pay deduction of premia of their employees, to DPLI Kolkata. The cheques drawn in f/o DPLI are tallied with the schedules received from those units and sent to Kolkata GPO for realisation. On realisation, the schedules are sent to respective circles for updating the individual ledgers of insurants. This procedure of remittance by cheque and routing of schedule through DPLI office to the concerned circle has resulted in delay in accounting and updation in the ledger. Despite prompt recovery, the insurer’s ledger account do not get updated in time and causes consternation when the insurer applies for loan/surrender or even if ledger is viewed online.

2. Above scheme of things were examined in detail in this Dte. The procedure of obtaining/being followed now, does not suit the present computerized environment both for the DDO at the recovery point and at the circle where the policy exist and ledger entries are updated. With a view to expedite receipt of premia and posting of ledger entries, it has been decided by the Competent Authority to modify the existing system as follows.

(i) All the DDOs who are presently remitting the premia recovered by means of cheque to DPLI would be advised to draw the cheque in f/o the Chief Postmaster/Sr. Postmaster of the GPO situated at the HQs of the Circle concerned and also the schedule to the same GPO for updating the ledger.

(ii) All DDOs /PAOs who are presently sending cheques to DPLI office may stop the practice and route the cheque to the GPO of the postal circle concerned. The departments/autonomous bodies/ministries concerned would be advised by the DPLI to follow the revised procedure from 1/8/2015. While intimating the name of the GPO greater attention be given for correctness. Copies of the letter should be sent to the DDO/Pay and Account Offices and their Controlling Offices also. The Controller General of Accounts may also be informed of this. The revised procedure to be followed may be advised forthwith so that internal approvals may be taken by the DDOs/Pay & Accounts Offices well in time.

3. This revised procedure applies to non-postal units only which send cheques to DPLI office. Those offices (DOT, Railways, Other Ministries/Departments of Govt. of India, CGA/CGDA) which are currently transferring the premia recovery by Book transfer will continue to send schedules to DPLI.

Sd/-

(VISHVAPAVAN PATI)
CHIEF GENERAL MANAGER (PLI)

Copy to:

1. All heads of Circle for information & n/a. They are requested to intimate DPLI the name of the GPO & its status so that DPLI will in turn correctly advise the respective DDOs/PAOs which send cheques to him.
2. The DDG (PAF) for f/o information.
3. GM (F) West Bengal Circle/DAP Kolkata for info.
4. All Officers in PLI Directorate.