Government of Goa
Directorate of Accounts
Fazenda Building, Panaji, Goa – 403001

No. DA/Control/7-25/2015-2016/73 Date:09-06-2015

OFFICE MEMORANDUM

Copy of the letter no.PI/Sch.Cont./A.O/DPLI/Misc.Corr/2014-15/661 dated 12-05-2015 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.


To
The A.O,
Directorate of Accounts (PAO),
Fazenda Building, behind old Secretariat,
Panaji, Goa-403001.

Kindly find enclosed a copy of proforma (Annexure-A) regarding monthly recovery schedule of PLI/RPLI and it is requested you to prepare the monthly schedule as per proforma instead of the previous one henceforth. At the bottom of the schedule of each month there should be noted the total number of active policies of the month for which the schedule is prepared along with certificates under signature as per enclosure.

Encl: As above

Sd/-
(B. Sadhu)
Asst. Director,
O/o DPLI, Kolkatta
## ANNEXURE-A

**MONTHLY RECOVERY SCHEDULE OF PLI PREMIUM ALONG WITH SERVICE TAX AND EDUCATION CESS THROUGH SALARY BILL IN THE OFFICE OF**

**FOR THE MONTH OF**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of the employee/Policy holder</th>
<th>Policy Number</th>
<th>Monthly Premium (1st year)</th>
<th>Monthly Premium (2nd year &amp; onwards)</th>
<th>Service Tax (3% of Col.IV + 1.5% of Col.V)</th>
<th>Primary Education Cess (2% of Col.VI)</th>
<th>Secondary &amp; Higher Education Cess (1% of Col.VI)</th>
<th>Total of Col.IV, V, VI, VII &amp; VIII</th>
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<tr>
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Certified that:

(i) The amounts shown in this schedule aggregating to Rs. _______________ (Col.IX) have been duly recovered from the _______ no. of insureds on account of premium in respect of their PLI Policies.

(ii) The credit for the amount will be afforded to the Director, PLI, Kolkata in PLI Insurance Fund through the Settlement Accounts (in the case of Railways) and cheque/bank draft in the case of Central PAOs, AGs or other units of State & Central Govt., and Book Transfer in the case of Defence and other Civil Ministries and Cash Deposit directly at Post Offices in the case of BSNL and some PAOs for the month of _____________ with DA(P), Kolkata/DPLO, Kolkata/CGA, New Delhi.

Signature of PAO/DDO/Head of the Office

Dated: