## Office Accounts to be used by Counter PA and Supervisor and Process (provisional) to be followed by them in Finacle

| Office Account Description | Account number i.e SOL ID number followed by following last digits ( for example if SOL ID is 78100100, the office account number will be 78001000405, 0339 etc.) | Purpose for which account is to be used | Process to be followed |
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| Vault Account | 0405 | For entering transfer of cash received or returned to Treasurer by each teller(counter) | At the start of day's operations, each Counter PA has to credit this Vault Account and Debit his Teller Account. Supervisor/SPM has to verify this Transaction ID. At the end of the day, each Counter PA will tally his cash with balance in the account and credit this account for the whole cash and debit Vault Account to make Teller Cash Account as Zero. Supervisor/SPM has to verify this Transaction and will be responsible for making all Teller Accounts as Zero before leaving the offices. |
| BO Settlement Account | 0339 | For entering transactions received from BOs duly entered in BO Daily Account. At present this is a common account for all | One Supervisor/SPM should take print out of the ledger copy of this account by invoking HACLPOA and tally all the credit |

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| | | BOs and all schemes. In future, on the day of go live, separate office account number for each BO and each scheme i.e SB, RD and TD will be intimated to the post office having BOs and user has to select the relevant BO office account while posting BO transaction. Detailed process of BOs will be circulated separately. | and debit entries with the BO Summery on daily basis. |
| Post Masters cheque account | 0340 | For credit of maturity Value+Interest or premature value+Interest to be paid through Postmaster Cheque(to be selected as re-payments account when payment is to be made by Postmaster Cheque to customers) | One Supervisor/SPM should take print out of the ledger copy of this account by invoking HACLPOA and tally all the credit entries with the Postmaster Cheques issued against the maturity on daily basis. |
| Account opening by other bank Cheque/Subsequent deposit in RD/PPF by other bank cheque | 0382 | For lodging of non POSB Cheques in case of opening of new accounts/purchase of certificates and subsequent deposit in RD/PPF. After clearance, amount will be credited into this account. Later, amount to be debited/withdrawn from this account and credited/deposited in the concerned account of customer. | Total amount credited in this account and debited from this account should be cross verified by one Supervisor/SPM by taking print out of the ledger copy of this account by invoking HACLPOA with the SB Clearance taken into HO Summery or SO Daily Account. Supervisor has to ensure that balance at the end of each day in this account is Zero i.e against all the credits received after clearance, amount should be debited from this account and concerned accounts are credited. |

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| Money Order transfer Account | 0385 | Any amount received/to be paid by SBMO/MO is to be debited/withdrawn or credited/deposited from this account. | Total debit and credit in this account should be cross verified by one Supervisor/SPM with MO Issue or MO Paid branch on daily basis by taking print out of the ledger copy of this account by invoking HACLPOA. |
| Deposit Reinvestment Account | 0387 | In case, depositor wants re-investment from one scheme's maturity value to another scheme, total maturity value+interest should be credited/deposited under this account and then amount to be invested should be debited/withdrawn from this account and credited/deposited in the concerned new account. Remaining amount can be paid by cash from this account to the customer. | One Supervisor/SPM should take print out of the ledger copy of this office account by invoking HACLPOA and cross verify all debits and credits with corresponding re-investment entries in the LOTs on daily basis. Supervisor has to ensure that balance at the end of each day in this account is Zero i.e against all the credits entered for re-investment, amount should be debited from this account and concerned accounts are credited or remaining amount is paid. |
| RD DEFAULT FEE Account | 0384 | For credit/debit of RD Default fee collected or refunded. | If this account is used for credit or refund of default fee in any case, ledger copy of this account is to be taken by one Supervisor or SPM and tally with the RD LOT. |
| PPF Transit Account | 0322 | To be used for credit/debit the amount received/paid from/to Bank on account of transfer in/out of PPF Account and then debit/credit this account and credit/debit customer PPF Account. | When any PPF Account is transferred out or in from Bank or Non-CBS post office, debit or credit will be made in this account. Whenever any PPF Account transfer is invoked, one Supervisor or SPM has to take print out of ledger copy of this |

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| | | | account and tally with PPF LOT against corresponding entry of closure and opening. |
| SCSS Transit Account | 0437 | To be used for credit/debit the amount received/paid from/to Bank on account of transfer in/out of SCSS Account and then debit/credit this account and credit/debit customer SCSS Account. | When any SCSS Account is transferred out or in from Bank or Non-CBS post office, debit or credit will be made in this account. Whenever any PPF Account transfer is invoked, one Supervisor or SPM has to take print out of ledger copy of this account and tally with SCSS LOT against corresponding entry of closure and opening. |
| Sundry Deposit SCSS - Interest payments | 0338 | For paying quarterly interest in case of SCSS | It is a pointing account and while paying interest, counter PA and Supervisor has to ensure that SCSS Account number is entered in the Reference number field. Otherwise transaction will not be reflected in LOT. |
| SUNDRY DEPOSIT TD Interest payment | 0335 | For paying yearly interest in case of TD | It is a pointing account and while paying interest, counter PA and Supervisor has to ensure that TD Account number is entered in the Reference number field. Otherwise transaction will not be reflected in LOT. |
| SUNDRY DEPOSIT MIS Interest payment | 0337 | For paying monthly interest in case of MIS | It is a pointing account and while paying interest, counter PA and Supervisor has to ensure that MIS Account number is entered in the Reference number field. Otherwise transaction will not be reflected in LOT. |
| PROXY UNPOSTED ACCOUNT | 0106 | For booking of any unposted entry. | One Supervisor or SPM has to see the ledger |

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| | | | copy of this account and cross verify if any transaction is routed through this office account. |
| Suspense Account | 0326 | To charge cash shortage at counter or refund of any amount (UCP) | One Supervisor or SPM has to see the ledger copy of this account and cross verify if any transaction is routed through this office account. |
| Clearing Cr.. A/C. Outward Clearing Account | 0017 | For crediting cheques received after clearance from Bank. | One Supervisor or SPM has to take print out of ledger copy of this account and cross verify the amount of remittance to Bank or HO on daily basis. |
| Clearin g Dr. A/c. Inward Clearing | 0101 | For giving clearance of POSB cheque received for clearing. | One Supervisor or SPM has to take print out of ledger copy of this account and cross verify the amount of drawn from Bank or received from HO on daily basis. |
| Inward Dr ECS Account | 0022 | For Dr. inward ECS messages | One Supervisor or SPM has to take print out of ledger copy of this account and cross verify the amount of drawn from Bank or received from HO on daily basis. |
| Outward ECS Settlement Account | 0013 | For Cr. Outward ECS messages | One Supervisor or SPM has to take print out of ledger copy of this account and cross verify the amount of remittance to Bank or HO on daily basis. |
| Outstation Cheque Clearing | 0110 | For Dr. Outstation Cheque clearing advice amount | One Supervisor or SPM has to take print out of ledger copy of this account and cross verify the amount of remittance to Bank or HO on daily basis. |
| Pension Upload Account (Dr.) | 0408 | For credit of Pension (Postal, Telecom, Railways) | For crediting pension in multiple accounts, this account is to be debited. One Supervisor or SPM has to take print out of Ledger Copy of |

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| | | | this account at the end of the day and tally the total amount debited with the Pension credit shown in HO Summery or SO Daily Account. |
| Salary Upload Account (Dr.) | 0409 | For credit of Salary | For crediting salary in multiple accounts, this account is to be debited. One Supervisor or SPM has to take print out of Ledger Copy of this account at the end of the day and tally the total amount debited with the Salary credit shown in HO Summery or SO Daily Account. |
| DBT Upload Account (Dr.) | 0410 | For credit of NREGA, Old Age/Disabled/Widow Pension and other Govt. benefits. | For crediting Government Benifits under DBT in multiple accounts, this account is to be debited. One Supervisor or SPM has to take print out of Ledger Copy of this account at the end of the day and tally the total amount debited with the DBT amount credit shown in HO Summery or SO Daily Account. |
| Sundry Account (UCR) | 0324 | For credit of excess cash. | If any entry is Passed in this account, one Supervisor or SPM has to take print out of Ledger Copy and tally amount with the amount of UCR taken into HO Summery or SO Daily Account. |
| Discontinued Scheme Accounts | | | |
| For Payment of principal | 0138 | MAHILA SAMRIDHI YOJNA (MSY) | At the time of closure, invoke menu CTM(if cash is to be paid) or CXFER (if amount is to be paid by Postmaster Cheque or Credit into savings account) and select debit option |
| For Payment of principal | 0139 | FD 5 YEARS | |
| For Payment of principal | 0140 | COMPULSORY DEPOSIT SCHEME 1963 | |
| For Payment of principal | 0141 | 5 YEARS CTD | |
| For Payment of principal | 0142 | 10 YEARS CTD | |
| For Payment of principal | 0143 | 15 YEARS CTD | |
| For Payment of principal | 0144 | INDIRA VIKAS PATRAS | |

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| For Payment of principal | 0145 | NATIONAL DEVELOPMENT BONDS | and in the field of account ID, this office account is to be entered. Amount of principal to be entered in the amount field and select A-Additional Part Transaction detail and GO. In the next screen, select Credit and if payment is to be made, by cheque, select Postmaster Cheque Account for credit or if customer has Savings Account, select his savings account number. |
| For Payment of principal | 0146 | 10 YEARS SSC | |
| For Payment of principal | 0147 | NATIONAL DEFENCE CERTIFICATE 12Y | |
| For Payment of principal | 0148 | 10 YEARS DEFENCE DEPOSIT CERTIFICATES. | |
| For Payment of principal | 0149 | NATIONAL SAVINGS ANNUITY CERTIFICATES | |
| For Payment of principal | 0150 | 12 YEARS NATIONAL PLAN SAVINGS CERTIFICA | |
| For Payment of principal | 0151 | 10 YEARS NATIONAL PLAN SAVINGS CERTIFICA | |
| For Payment of principal | 0152 | 12 YEARS NATIONAL SAVINGS CERTIFICATES | |
| For Payment of principal | 0153 | 7 YEARS NATIONAL SAVINGS CERTIFICATE | |
| For Payment of principal | 0154 | 5 YEAR NATIONAL SAVINGS CERTIFICATES | |
| For Payment of principal | 0155 | NSC 1ST ISSUE | |
| For Payment of principal | 0156 | NSC II-ISSUE | |
| For Payment of principal | 0157 | NSC ( III-ISSUE) | |
| For Payment of principal | 0158 | NSC ( IV-ISSUE) | |
| For Payment of principal | 0159 | NSC ( V-ISSUE) | |
| For Payment of principal | 0160 | NSC (VI-ISSUE) | |
| For Payment of principal | 0161 | NSC (VII-ISSUE) | |
| For Payment of principal | 0162 | 10 YEARS NSC I ISSUE | |
| For Payment of principal | 0163 | 5 YEAR PO CASH CERTIFICATES | |
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| For Payment of Interest | 0411 | INTEREST ON10 YEARS CTD | At the time of closure, invoke menu CTM(if cash is to be paid) or CXFER (if amount is to be paid by Postmaster Cheque or Credit into savings account) and select debit option and in the field of account ID, this office account is to be entered. Amount of interest (calculated manually) to be entered in the amount field and select A-Additional Part Transaction detail and GO. In the next screen, select Credit and if payment |
| For Payment of Interest | 0412 | INTEREST ON15 YEARS CTD | |
| For Payment of Interest | 0413 | INTEREST ON FD 5 YEARS | |
| For Payment of Interest | 0414 | INTEREST ON 10 YEARS SSC | |
| For Payment of Interest | 0415 | INTEREST ON NATIONAL DEFENCE CERTIFICATE | |
| For Payment of Interest | 0416 | INTEREST ON 10 YEARS DEFENCE DEPOSIT CER | |
| For Payment of Interest | 0417 | INTEREST ON NATIONAL SAVINGS ANNUITY CER | |
| For Payment of Interest | 0418 | INTEREST ON MAHILA SAMRIDHI YOJNA (MSY) | |
| For Payment of Interest | 0419 | INTEREST ON COMPULSORY DEPOSIT SCM 1963 | |
| For Payment of Interest | 0420 | INTEREST ON INDIRA VIKAS PATRAS | |
| For Payment of Interest | 0421 | INTEREST ON NATIONAL DEVELOPMENT BONDS | |
| For Payment of Interest | 0422 | INTEREST ON 12 YR NAT PLAN SAVING CERTI | |

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| For Payment of Interest | 0423 | INTEREST ON 10 YEAR NAT PLAN SAVING CERT | is to be made, by cheque, select Postmaster Cheque Account for credit or if customer has Savings Account, select his savings account number. |
| For Payment of Interest | 0424 | INTEREST ON 12 YEARS NAT SAVING CERTI | |
| For Payment of Interest | 0425 | INTEREST ON 7 YEARS NAT SAVING CERTI | |
| For Payment of Interest | 0426 | INTEREST ON 5 YEAR NATIONAL SAVINGS CERT | |
| For Payment of Interest | 0427 | INTEREST ON NSC 1ST ISSUE | |
| For Payment of Interest | 0428 | INTEREST ON NSC II-ISSUE | |
| For Payment of Interest | 0429 | INTEREST ON NSC ( III-ISSUE) | |
| For Payment of Interest | 0430 | INTEREST ON NSC ( IV-ISSUE) | |
| For Payment of Interest | 0431 | INTEREST ON NSC ( V-ISSUE) | |
| For Payment of Interest | 0432 | INTEREST ON NSC (VI-ISSUE) | |
| For Payment of Interest | 0433 | INTEREST ON NSC (VII-ISSUE) | |
| For Payment of Interest | 0434 | INTEREST ON 10 YEARS NSC I ISSUE | |
| For Payment of Interest | 0435 | INTEREST ON 5 YEAR PO CASH CERTIFICATES | |
| For Payment of Interest | 0436 | INTEREST ON 5 YEARS CTD | |