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भारत सरकार / GOVERNMENT OF INDIA
संचार मंत्रालय

MINISTRY OF COMMUNICATIONS (SANCHAR MANTRALAYA)
DEPARTMENT OF POSTS, (DAK VIBHAG)

मुख्य पोस्टमास्टर जनरल का कार्यालय, पश्चिम बंगाल सर्किल, कोलकाता-700012
OFFICE OF THE CHIEF POSTMASTER GENERAL: WEST BENGAL CIRCLE, KOLKATA-700012

ALL UNDER ENTRY

To

- 1- 5. The Postmasters General, Kolkata Regn, Kolkata-12/ South Bengal Regn, Kolkata-12/ North Bengal Regn, Siliguri-734001/Sikkim State, Gangtok/A & N Island, Port Blair – 744 101.
- 6. The Director, Kolkata G.P.O., Kolkata – 700 001
- 7 - 32 All SSPOs / SPOs, under West Bengal Circle
- 33. The Sr. Postmaster, Barabazar H.P.O., Kolkata – 700 007
- 34. The Sr. Postmaster, Alipore H.P.O., Kolkata – 700027
- 35. The Sr. Accounts Officer, ICO (SB), Kolkata Region, Kolkata – 700012.
- 36. The A.D.P.S. (TO), Circle Office, Kolkata – 700012
- 37. The A.D.P. (PG), Circle Office, Kolkata – 700 012
- 38. The Supervisor, CPC, Circle Office, Kolkata – 700012

No. SB/R-1681/SB Rlg/Ch-XII

Dated at Kolkata-700012, the 11-04-2017

Subject: **Quoting of PAN/Details of Form 60 and submission of Financial Transaction Reports in Form – 61 and 61A for certain POSB transaction.**

Kindly find enclosed a copy of the Directorate's communication having no. 113-01/2017-SB dated 29-03-2017 containing **SB ORDER No. 01/2017 dated 29-03-2017** received from Sri P. L. Meena, Assistant Director (SB-I) addressed to All Heads of Circles, Addl Director General, APS, New Delhi on the subject mentioned above is forwarded herewith for kind information, guidance and taking necessary action. It is requested to take immediate necessary action & issue suitable instructions to all Post Offices under your jurisdiction and ensure that the instruction mentioned in this SB Order are scrupulously followed by all concerned

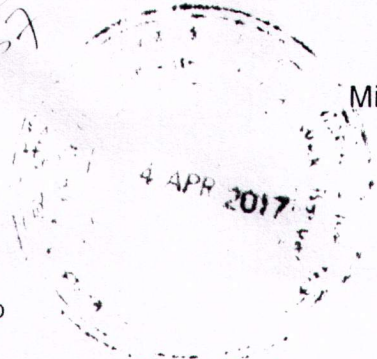
The receipt of the SB ORDER may kindly be acknowledged.

Encl : As stated above.

[Signature]
Asstt. Director of Postal Services (FS)
O/o the Chief Postmaster General
West Bengal Circle, Kolkata – 700012

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No.113-01/2017-SB
Government of India
Ministry of Communications & IT
(FS Division)

SB O 113-01/2017
भारतीय डाक
India Post

Dak Bhawan, Sansad Marg
New Delhi 110001.
Dated: 29th March 2017.

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

Sub:- Quoting of PAN/Details of Form 60 and submission of Financial Transaction Reports in Form -61 and 61A for certain POSB transactions.

Respected Sir/Madam,

I am directed to say that Income Tax Rules 114B, 114C, 114D & 114E have been amended by Department of Revenue (Central Board of Direct Taxes), Ministry of Finance through various notifications issued from time to time. According to the latest amendments, following provisions are also applicable to the "Post Offices" :-

1. Income Tax Rule 114B:- Every person shall quote his permanent account number in all documents pertaining to the transactions specified in the Table below, namely:-

S.No.	Nature of transaction	Value of transaction
(1)	(2)	(3)
1.	Deposit in any type of account or accounts opened with Post Office;	Cash Deposits:- (i) Exceeding fifty thousand rupees during any one day; or (ii) aggregating to more than two lakh fifty thousand rupees during the period 09 th November, 2016 to 30 th December, 2016.
2.	Deposit in any type of account or accounts(except savings account) which is having fixed maturity period with a Post Office;	Deposit through any mode:- Amount exceeding fifty thousand rupees or aggregating to more than five lakh rupees during a financial year.

Provided further that any person who does not have a PAN & enters into any transaction specified above, he/she shall have to make a declaration in Form No.60 (sample circulated on 13.2.17) giving therein the particulars of such transaction.



2. Income Tax Rule 114C:- This rule is regarding verification of PAN in transactions specified under Rule 114 B. Accordingly, every Postmaster Sub Postmaster Counter PA should verify the original PAN Card of the depositor and verify name and date of birth mentioned on the card with the PAN No. and date of birth captured in CIF of the depositor. If PAN no. is not captured in CIF and date of birth is not matching with the CIF, allowing transaction specified above, PAN no. and date of birth mentioned on the PAN no. should be entered in CIF modification and verified by Supervisor. **If depositor is not having PAN, a declaration in Form 60 has to be obtained and it will be the duty of the postal staff concerned to ensure that all the mandatory fields of Form-60 are complete.**

3. Income Tax Rule 114D:- It prescribes time & manner in which a report in Form 61 has to be furnished to the Director of Income Tax (Intelligence & Criminal Investigation) for the depositors from which the post office receives Form-60. This statement has to be furnished either online in a CD as per following periodicity:-

- (i) for the Form-60 received by 30th September to be furnished by 31st October of that year.
- (ii) for the Form-60 received by 31st March, to be furnished by next 30th April of that year.
- (iii)

These statements would be furnished by the Postmaster General_s of the Regions & Chief Postmaser Generals in respect of HQ Regions having no separate Regions.

4. Income Tax Rule 114E:- It prescribes furnishing of statement of financial transactions for each financial year.. The type of transactions mentioned in below table are prescribed to be furnished by Post Offices through the person authorized by DG Posts in Form 61A:-

TABLE

Sl.No.	Nature & value of transaction
1.	Cash deposits aggregating to ten lakh rupees or more in a financial year, in one or more savings account of a person
2.,	One or more accounts having fixed maturity period (other than a time deposit made through renewal of another time deposit) of a person aggregating to ten lakh rupees or more in a financial year of a person.
3.	Cash Deposits during the period 09 th November, 2016 to 30 th December, 2016 aggregating to:- two lakh fifty thousand rupees or more in one or more accounts of a person.
4.	Cash Deposits during the period 1 st April 2016 to 9 th November, 2016 in respect of accounts that are reportable under Sl.No.3.

Statement of Financial transactions as mentioned at Serial 3 & 4 of the above table is being centrally processed at Directorate (FS Division), while at serial 1 and 2 would be processed by CPMG/PMG.

5. The instructions issued to all Heads of Circles under this Office memo of even number dated 13.2.2017 stands superseded with this S.B. Order.

6. Presently, Finacle CBS Application does not have provision to enter the details of Form 60. A proposal has been taken up with FSI Vendor to provide this provision and generation of statement in Form 60 and 61-A.. Meanwhile, the Form 60 should be obtained as per sample attached & kept on record in every post office till provision is made in Finacle CBS Application to enter data.

7. Therefore, all Post Offices should maintain a register in manuscript and enter all the Form 60 received from the depositors entering date, CIF, ID Account number, Scheme name, Tran ID and amount of Transaction.



8. Samples of new Form 61 & Form 61A mentioned in I.T. Rule 114 D & 114E can be viewed from the website "incometaxindiaefiling.gov.in" followed by following

- (i) Click on the Forms (other than ITR) tab under the downloads section
- (ii) Click on the Download link against Form 61/61A to download the utility.

9. It is requested to take immediate necessary action & issue suitable instructions to all Post Offices & ensure that the instruction mentioned in this SB Order are scrupulously followed by all concerned.

10. This issues with the approval of competent authority.

(P L Meena)
Assistant Director (SB-I)

Copy for information & necessary action to:-

1. DDG(FS)/DDG(VIG.)/JS&FA/DDG(PAF)/DDG(RB)/DDG(Estt.)/DDG(PG&Inspections)/DDG(PCO).
2. Director(FS)/Director(CBS), Dak Bhawan.
3. Director of Audit (P&T), Delhi.
4. Resident of Audit Officer, Room No.517-B, Dak Bhawan, New Delhi.
5. All Directors/Dy.Directors of Accounts, Postal.
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. Director PTC Mysore for uploading the SB Order on India Post Web Site.
9. A.D.(Tech), SDC Chennai, O/o CPMG T.N.Circle, Chennai.
10. AD/Inspections/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions
13. MOF (DEA), NS-II, North Block, New Delhi.
14. Director, NSI CGO Complex, A Wing, 4th Floor, Seminary Hills, Nagpur-440006
15. PS to Member(T)
16. PPS to Secretary(Posts)

FORM NO. 60 [See second proviso to rule 114B]

Form for declaration to be filed by an individual or a person (not being a company or firm) who has a permanent account number and who enters into any transaction specified in rule 114B



1	First Name										Date of Birth/Incorporation of declarant																			
2	Middle Name										D	P	M	M	Y	Y	Y	Y												
3	Surname																													
4	Father's Name (in case of individual)										First Name																			
5	Middle Name																													
6	Surname																													
7	Flat/ Room No.										Floor No.																			
8	Name of premises										Block Name/No.																			
9	Road/ Street/ Lane										Area/ Locality																			
10	Town/ City										District										State									
11	Pin code										Telephone Number (with STD code)										Mobile Number									
12	Amount of transaction (Rs.)																				In case of transaction in joint names, number of persons involved in the transaction									
13	Date of transaction										D	P	M	M	Y	Y	Y	Y												
14	Mode of transaction: <input type="checkbox"/> Cash, <input type="checkbox"/> Cheque, <input type="checkbox"/> Card, <input type="checkbox"/> Draft/Banker's Cheque, <input type="checkbox"/> Online transfer, <input type="checkbox"/> Other																													
15	Aadhaar Number issued by UIDAI (if available)																													
16	If applied for PAN and it is not yet generated enter date of application and acknowledgement number																													
17	If PAN not applied, fill estimated total income (including income of spouse, minor child etc. as per section 64 of Income-tax Act, 1961) for the financial year in which the above transaction is held																													
18	a. Agricultural income (Rs.)																													
19	b. Other than agricultural income (Rs.)																													
20	Details of document being produced in support of identify in Column 1 (Refer Instruction overleaf)										Document code					Document identification number					Name and address of the authority issuing the document									
21	Details of document being produced in support of address in Columns 4 to 13 (Refer Instruction overleaf)										Document code					Document identification number					Name and address of the authority issuing the document									

Verification

I, _____ do hereby declare that what is stated above is true to the best of my knowledge and belief. I further declare that I do not have a Permanent Account Number and my/ our estimated total income (including income of spouse, minor child etc. as per section 64 of Income-tax Act, 1961) computed in accordance with the provisions of Income-tax Act, 1961 for the financial year in which the above transaction is held will be less than maximum amount not chargeable to tax.
 Verified today, the _____ day of _____ 20____
 Place: _____

(Signature of declarant)

Note:

- Before signing the declaration, the declarant should satisfy himself that the information furnished in this form is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income-tax Act, 1961 and on conviction be punishable,-
 - in a case where tax sought to be evaded exceeds twenty-five lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;