

F.No. 25-49/2016-FS-CBS (Pt-2)
Ministry of Communications
Department of Posts
Financial Services Division

Dak Bhawan, Sansad Marg
New Delhi-110001
Dated: 16th June, 2017


To,
All CPMsG

Subject: Accounting Procedure for Point of Sale (POS) Machine of SBI in Post Offices

Respected Sir/Madam,

Please find attached the revised Accounting Procedure for Point of Sale Machines deployed by SBI at Post Office counters.

DA : AS above


(Ajinkya Kale)
ADG (FS-II)

Copy to:

1. All GM Finance/ DA(P)s
2. Chief Postmaster Hyderabad GPO
3. GM CEPT, Mysore

No.56-3/2016-17 /PA (Tech-I)
Department of Posts
PA Wing: TECH-I Branch
DAK Bhawan: Sansad Marg
New Delhi-110001

Accounting Procedure for Point of Sale (POS)
Machine) Swiping Machines of SBI in Post Offices

On the basis of Standard Operating Procedure received from FS Division of Postal Directorate Heads of Accounts/Accounting Procedure were proposed to be opened/**prescribed** in the Books of the Department to classify the transactions of Revenue etc. relating to Installation of Point of Sale (POS Machine)/Swiping Machines of SBI in Post Offices and were got approved by Director General of Audit (P&T) Delhi.

2. As per discussions of ADG (Accounts) with ADG (FS-II) and e. Mail message dated 31.05.2017 from FS Division, on issue of some modification and clarification in the Accounting Procedure on transacting at Post Office level, Nodal Office ie, Hyderabad GPO level and DAP level, the whole case has been re-examined and accordingly, the same has been modified as under:

3. Head of Accounts:

The following Heads of Accounts are proposed to be opened for classifying the transactions under the scheme “Point of Sale (POS)Machine/ Swiping Machines of SBI in Post Offices”:

When the amount is received from Customers by use of their Debit Cards on SBI POS Swipe Machines, the Booking in PAOs level will be made as under:

(i) Debit

Major Head- 8661 -Suspense Account (Postal)

Sub Major Head- 00- Suspense Account (Postal)

Minor Head 140- Miscellaneous suspense

Sub Head- **27-** Amount realised from Customers through
use of POS **(Dr)**

Detailed Head-01- Amount realised from Customers through
use of POS of SBI **(Dr.)**

00- Amount realised from Customers
through use of POS of SBI

**(Credits to be transferred to following Existing Head of Accounts under
Major Head-1201-Postal Receipts under relevant Categories-wise)**

(ii) (a)

Major Head -1201- Postal Receipts

Sub Major Head - 00- Postal Receipts

Minor Head 101- Sale of Postal Stamps

Sub-Head - 01- Postage realised in Cash for
Registered Letters/Parcels

Detailed Head- 01-Postage realised in Cash for
Registered Letters/Parcels

Object Head- 00- Default

(b)

Major Head -1201 Postal Receipts

Sub Major Head - 00- Postal Receipts

Minor Head 101- Sale of Postal Stamps

Sub-Head - 02- Speed Post

Detailed Head- 01- Speed Post

Object Head- 00- Default

(c)

Major Head -8781- Money Orders

Sub Major Head - 00- Money Orders

Minor Head 101- Inland Money Orders

Sub-Head / (as per category wise)

Detailed Head/ (as per category wise)

Object Head/- (as per category wise)

(d)

Major Head	-1201- Postal Receipts
Sub Major Head	- 00- Postal Receipts
Minor Head	101- Sale of Postal Stamps
Sub-Head	- 01- Postage realised in Cash
Detailed Head-	01- Postage realised in Cash
Object Head-	00- Default

(e)

Major Head	-1201- Postal Receipts
Sub Major Head	- 00- Postal Receipts
Minor Head	800- Other Postal Receipts
Sub-Head	- 42- Other Items
Detailed Head-	35- Other Items Misc.
Object Head-	00- Default

Note: Service Tax and applicable Cess may also be classified in the existing proposed Head -8446-00-102-25-01- Service Tax collection on Business Auxiliary Services and other Detailed Heads there under.

Since the amount is not received actually from the SBI on the same day, it is parked under the Suspense Head MH 8661.00.140.27.01.00.

4. (i) Role of Head Post Offices:

(a) The Head Post Offices will account for the amount received through use of POS Swipe Machines under the relevant service on Receipt side of Ho Summary and on payment side as "POS-Swipe Machine payments" as part of Cash including the transactions of its Sub Post Offices if any received through SO Daily Account, which will be accounted for in Hyderabad GPO the Nodal office for this purpose. Similarly, these transactions will appear in HO Cash Book also, i.e., all Receipts

under relevant Service Head on receipts side and all Payments on payment side as “POS Swipe Machine payments”.

(b) The Head Post Offices will forward the all supporting records of Swipe Machine Payment Vouchers (including transactions of its Sub Post Offices, if any) to its Circle Postal Accounts Office along with Cash Accounts returns duly agreed with the Cash Account figures for further classification and incorporation in the Circle Abstract.

ii) Role of Nodal Head Post Office:

(a) The Hyderabad G.P.O., which has been nominated as the Nodal Office under the Project at the end of the day as per MIS report received from CEPT Mysore, the total of Swipe Machines receipts will be shown in debit side being the total amount of Swipe Machines receipts of all the concerned Post Offices of whole of the Country. The Postmaster, Hyderabad GPO has to verify that the balance shown in the MIS report received/generated by CEPT Mysore and will ensure that these tally with the bank scroll received from the SBI. If any discrepancy is noticed, the matter has to be sorted out immediately with CEPT Mysore and SBI.

(b) At the close of the month, the Account Section of Hyderabad GPO, the Nodal Head Post Office will prepare a separate computer generated monthly schedule on the basis of MIS report received from CEPT Mysore for “Remittance made to Bank” incorporating the transactions on account of remittances to Bank for whole of the country exclusively under this Project and forward its Circle Postal Accounts Office, i.e DAP, Hyderabad along with Cash Accounts returns duly agreed with the figures of Cash Account for further classification and incorporation in the Circle Abstract.

(iii) Role of Postal Accounts Offices:

(a) At the end of the month, on receipt of the Cash Accounts Return along with the supporting documents relating to the scheme from the Head Post Offices, the PA Section of concerned Postal Accounts Office will book the amount under the **Head -8661-00-140-27.01.00-** Amount realised from

Customers through use of POS of SBI. Before booking, Circle Postal Accounts Office may ensure that the amount shown in the Cash Accounts must be tallied /agreed with the total figures shown in the schedules received with the Cash Accounts and MIS received from CEPT Mysore.

(b) If there is any discrepancy, the matter may be got sorted out immediately with the concerned Head Postmaster/Circle Postal Accounts Office as the case may be by e-mail/Fax.

(c) Thereafter, ATD will be issued to the Nodal Postal Accounts Office i.e. DA (P), Hyderabad for the whole amount equal to the POS Swipe Machine Payments of their Circle for all the Head Post Offices entrusted with the work of POS Swipe Machine payments during the month.

(iv) Role of Nodal Circle Postal Accounts Office:

DAP Hyderabad, which has been nominated as Nodal Postal Accounts Office under the scheme, on receipt of Cash Accounts Returns along with other relevant records of Remittance made to Bank for the amount received from all the Head Post Offices throughout the country, from Nodal Office i.e. Hyderabad GPO, will check the same with reference to the MIS Report received from CEPT Mysore, and figures with the Cash Account. After comparison of these figures, the amount will be booked in Credit side under the Head **-8661-00-140.27.01.00-** Amount realised from Customers through use of POS of SBI and issue ATC to those PAOs from whom ATD have been received.

At the end of the day, since the amount is not received on the same day from the SBI, the suspense will not get clear and will appear as it is.

MH 8661.00.140.27.01.00- Amount realised from Customers through Use of POS of SBI-**Dr (Total of swipe machine Receipts)**

To SBI

On the next day, when the payment is received from the SBI, it will be shown as Remittance to Bank (Card swipe machine payments) in Hyderabad G.P.O. account. Also, the following entries will be passed as under:

8677.00.102.01.00.00- (Remittance to Bank)- **Dr**

8661.00.140.**27**.01.00- Amount realised from Customers through use of POS of SBI **Credit**

5. After the receipt of amount from the SBI by the Hyderabad GPO, **at PAO Hyderabad**, the amount will be transferred to all other PAOs as per their transactions intimated by the CEPT, Mysore through RSAO by issuing ATCs. The accounting entry in Hyderabad **PAO** will be,

MH 8661.00.140.**27**.01.00 Dr

MH 8782.00.101.01.01.00 Cr

6. On receipt of Postal Remittance of Nodal Office Hyderabad GPO, **through PAO, Hyderabad**, all the other PAOs will make the accounting entry as follows:

MH 8782.00.101.01.01.00 Dr

MH 8661.00.140.**27**.01.00 Cr

With the passing of this entry, the amount parked under Suspense head for Swipe machine Receipts will get cleared.

7. All the concerned Post Offices (HO/SO/BO) as the case may be to whom the MIS on counter transactions, SBI Machine transactions and reconciliation reports are made available by CEPT Mysore for monitoring and reconciliation will ensure its proper classification and reconciliation. All the documents may be kept available for future verification by Audit.

8. PAOs of each Circle will carry out the monthly reconciliation of payments by means of Schedules of "Card Swipe Machine Receipts" and "Card Swipe Machine Payments" received by each HO and consolidated amounts will be certified to the DAPs of A.P. Circle so as to carry the consolidated reconciliation with the Bank Scrolls of the Nodal HO in respect of the All India Receipts and Payments.