

File No. FS-07/3/2021-FS-DOP
Government of India
Ministry of Communications
Department of Posts
(F.S. Division)

Dak Bhawan, New Delhi – 110001

Dated: 12.11.2021

To
All Head of Circles / Regions

Subject: Relaxation in mandatory updation of ASLAAS-5 Card Numbers in Agent Portal by MPKBY Agents – Regarding.

Reference: SB Order No. 32/2021 dated 27.10.2021 issued in File No.FS-07/3/2021-FS-DOP

It has come to the notice of this office that MPKBY Agents are not supplied with sufficient number of ASLAAS-5 cards by the Appointing Authorities in various States and as such they are not able to update the ASLAAS-5 card numbers in the Agent Portal for generation of Schedule (Bulk List).

2. It is once again reiterated that mentioning of ASLAAS-5 card number in the schedule of deposits being made by the MPKBY Agents is mandatory in accordance with the provisions of MPKBY Agency Rules, 1972. However, to overcome the issue of preparation of schedule (Bulk list) due to non-updation of ASLAAS-5 card numbers in Agent Portal of DOP CBS Finacle System, the following procedure is prescribed till the ASLAAS-5 cards are provided to the Agents or till 31.03.2022 whichever is earlier.

i). If any MPKBY Agent desires to deposit the RD schedule (Bulk list) without mentioning the ASLAAS-5 card number in the post office to which she is attached, such Agent **should submit a self-declaration** in the prescribed format attached herewith, on each occasion along with the RD Schedule.

ii). The Self-declaration submitted by the MPKBY Agent should be checked by the Post Office to ensure that all the details are filled in correctly and duly signed by the MPKBY Agent concerned from the copy of the letter of authority available in the Post Office. The self-declaration should be date stamped and it should be retained along with the office copy of the Schedule.

...2...