



Post Office Agent Software

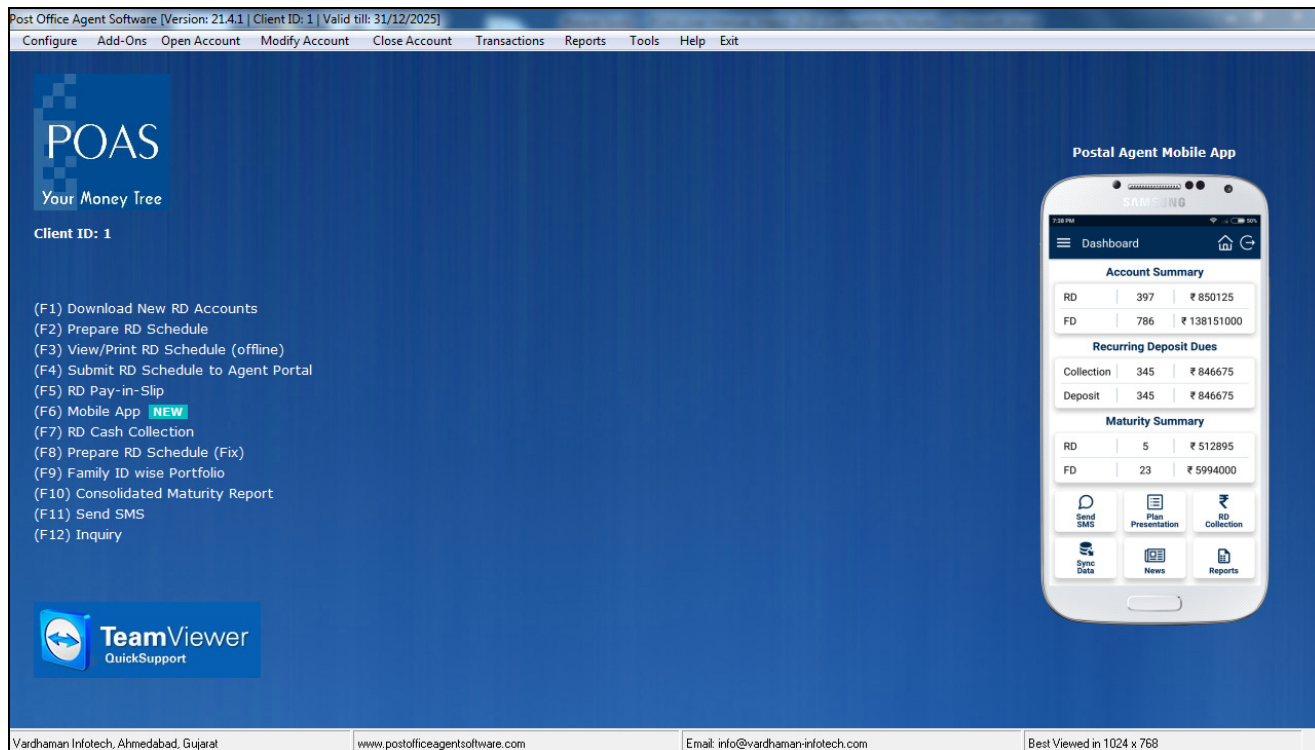
&

Mobile Application (Android)

User Manual

April 2021

Main Screen



Top line of front screen shows Version , Client ID and Software validity .

Short Keys : This will help you for day to day work for which no need to go to menu.

| F Key | Title | Function |
|------------|------------------------------------|---|
| F1 | Download New RD Account | To Download New Account opened |
| F2 | Prepare RD Schedule | To Prepare Schedule (off line) |
| F3 | View / Print RD Schedule (offline) | To View or print before and after online submission |
| F4 | Submit RD Schedule to Agent Portal | To Submit schedule to Agent portal & Generate Ref No. |
| F5 | RD Pay-in- Slip | To Generate pre filled Pay slip of RD Schedule |
| F6 | Mobile App | To Export and import Data with Mobile App |
| F7 | RD Cash Collection | To Make an entry of daily cash collection |
| F8 | Prepare RD Schedule (Fix) | To Prepare Schedule of FIX list of Accounts |
| F9 | Family ID wise Portfolio | To Generate Consolidated Portfolio of Family ID |
| F10 | Consolidated Maturity Report | To Generate common maturity report of all Scheme |
| F11 | Send SMS | To Send various type of SMS to Depositor. |
| F12 | Inquiry | To search detail of Account by search criteria |

Team viewer :

This software will enable us to connect to your Desktop for support. If you will click on it , it will open Team viewer quick support software and shows your ID and Password. You need to call and inform it us on phone so that we can view your screen here and support as if we are sitting with you.

We recommend to you to use auto installed **Team viewer QS (Ver.10)** for quick and hassle free desktop sharing.

Post Office Agent Software User Manual

| | | | | |
|--------------|---------|--------------|---------------|----------------|
| Configure | Add-Ons | Open Account | Close Account | Modify Account |
| Transactions | Reports | Tools | Help | Exit |

Configure

Post Office

Enter the Post Office Name & its PIN Code. Select Default if required.

PO Name

PIN Code

SOL ID

Default Post Office

Post Office

| | Post Office | Pin Code | Def |
|---|-------------|----------|-----|
| ▶ | MORBI MDG | | -1 |
| | AHMEDABAD | 380009 | -1 |
| * | | | |

You can view existing list of Post Offices available. You can add/modify existing Post Offices from above screen. Post Office you select as a "Default Post Office" will be automatically selected while opening any account.

Bank

Enter Bank Name and click Add.
To Delete, Select Bank and click Delete.

Bank

DOP Bank

You can view existing list of Banks available. You can add/delete Banks from above screen for Preparation of RD schedule through Cheque. Click on DOP Bank option only if Post office is under CBS Network.

Area

Enter the Area Name & Give Code to It.
Check Default Area if Required.

Area Name

Area Code

Default Area

Area List

| AreaName | AreaCode |
|-------------|----------|
| ▶ Paldi | PLD |
| Navrangpura | NYG |
| Satelite | STL |

List of Areas

You can view existing list of Areas available. You can also add Area from above screen. Area you select as a "Default Area" will be automatically selected while opening any account.

Commission Rates

Enter the Commission Rates For Each Category and Click OK to Save.

Add Commission, TDS and ECS Rates

With Effect From **RD** **MIS** **KVP** **NSC** **NSC-10** **TD** **PPF** **SCSS** **TDS** **ECS**

00/00/0000

Commission, TDS and ECS Rates Table

| | FROMDATE | TODATE | RD | MIS | KVP | NSC | NSC10 | TD | PPF | SCSS | TDS RATE | ECS RATE |
|---|------------|------------|----|-----|-----|-----|-------|-----|-----|------|----------|----------|
| ▶ | 27/01/2005 | 24/11/2011 | 4 | 1 | 1 | 1 | 1 | 1 | 1 | 0.5 | 10 | 0 |
| | 25/11/2011 | 17/11/2014 | 4 | 0.5 | 0 | 0.5 | 0.5 | 0.5 | 0 | 0 | 5 | 0 |
| | 18/11/2014 | 25/11/2018 | 4 | 0.5 | 1 | 0.5 | 0.5 | 0.5 | 0 | 0 | 5 | 0 |
| | 26/11/2018 | 26/06/2020 | 4 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0 | 0 | 5 | 0 |
| | 27/06/2020 | 31/03/2021 | 4 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0 | 0 | 3.75 | 0 |
| * | | | | | | | | | | | | |

You can update the Commission, TDS, and Education Cess Rates from above screen. But Generally it is updated automatically while software update.

Agent Information : MPKBY (RD) Agent :

Enter Agent Details and Click Save to Save.

Agent Name

PAN

Address

Mobile Number

Agency Type

Post Office

Agency No

Validity Dt.

Agent POSB A/c No

Agent Portal ID

Agent Portal Password

[Show Password](#)

I agree that Vardhaman Infotech may contact me on above contact detail for support.

I authorized this application to access my India Post Agent Portal user credentials.

Enter RD Agent Detail with Agent Portal ID and Password for Online Submission of Schedule. You can also add/modify Agents from above screen. Call helpdesk for Adding more agencies.

For SAS Agency :

Enter Agent Details and Click Save to Save.

| | |
|----------------|-------------------------|
| Agent Name | RAJIV CHOPRA |
| Address Line-1 | 232, SHRI JANYA COMPLEX |
| Address Line-2 | NARANPURA , AHMEDABAD |
| Agency No | 32719 |
| Validity Dt. | 28/01/2014 |
| Agency Type | SAS |
| Post Office | Other Post Office |
| PAN No | ACTPC3367E |

OK (F8) Close

You can add SAS agency from this option . You can also modify SAS Agent detail (Other than name) from above screen.

Call helpdesk for Adding more agencies.

Interest Rates - SB

Enter Date of Effect & Int. Rates. Click on Save.

Interest Rate

4

OK (F8) Close

You can update SB Interest Rates from above screen.

Interest Rates - RD

**To Add New Configuration Enter All the Details & Click on Save.
To View the Existing Configuration Click on View.**

RD Configuration for the Denomination of Rs. 10/-.

With Effect From To Date Mat Val D/F Mat Period Loan Int Loan allowed after Months

12/07/2017 12/07/2017

RD Configuration

| From Date | To Date | Maturity Value | Mat Period in Year | Mat Period in M |
|------------|------------|----------------|--------------------|-----------------|
| 01/03/2002 | 28/02/2003 | 748.49 | 5 | 0 |
| 01/03/2003 | 30/11/2011 | 728.9 | 5 | 0 |
| 01/12/2011 | 31/03/2012 | 738.62 | 5 | 0 |
| 01/04/2012 | 31/03/2013 | 746.51 | 5 | 0 |
| 01/04/2013 | 31/03/2014 | 744.53 | 5 | 0 |
| 01/04/2014 | 31/03/2016 | 746.53 | 5 | 0 |
| 01/04/2016 | 30/09/2016 | 726.97 | 5 | 0 |
| 01/10/2016 | 31/03/2017 | 725.05 | 5 | 0 |
| 01/04/2017 | 30/06/2017 | 723.14 | 5 | 0 |
| 01/07/2017 | 12/08/2017 | 721.23 | 5 | 0 |

You can view existing RD Configuration.
Add new RD Configuration by entering appropriate values and clicking OK.
You update by applying software update file from website .

Interest Rates – RD Extension

**To Add New Configuration Enter All the Details & Click on Save.
To View the Existing Configuration Click on View.**

With Effect From Year Rate

04/09/2015

RD Extension Rates

| From Date | To Date | Rate | Year |
|------------|------------|---------|------|
| 01/04/2012 | 31/03/2013 | 1877.73 | 5 |
| 01/04/2013 | 31/03/2014 | 933.77 | 1 |
| 01/04/2013 | 31/03/2014 | 1139.21 | 2 |
| 01/04/2013 | 31/03/2014 | 1362.24 | 3 |
| 01/04/2013 | 31/03/2014 | 1604.37 | 4 |
| 01/04/2013 | 31/03/2014 | 1867.24 | 5 |
| 01/04/2014 | 04/10/2015 | 936.78 | 1 |
| 01/04/2014 | 04/10/2015 | 1143.55 | 2 |
| 01/04/2014 | 04/10/2015 | 1368.23 | 3 |
| 01/04/2014 | 04/10/2015 | 1612.4 | 4 |
| 01/04/2014 | 04/10/2015 | 1877.73 | 5 |

You can view existing RD Extension rates without Deposit.
Add New RD Configuration by entering appropriate values and clicking OK.
You update by applying software update file from website .

Interest Rates – MIS

To Add New Configuration Enter all details & Click Save.
Maturity value is of Rs. 10/- for KVP/NSC.
Click on View to View the Existing Configuration.

| With Effect From | To Date | Int Rate | Mat Period | Bonus | Single A/c Max Amt | Joint A/c Max Amt | Amt Multiple of |
|------------------|------------|----------|------------|-------|--------------------|-------------------|-----------------|
| 01/04/2012 | 20/01/2013 | 8.5 | 5 | 0 | 450000 | 900000 | 1500 |

MIS Configuration

| From Date | To Date | Int Rate | Mat Period in Year | Mat Period in Month | Bonus F |
|--------------|------------|----------|--------------------|---------------------|---------|
| 15/01/2000 | 28/02/2001 | 11 | 6 | 0 | 10 |
| 01/03/2001 | 28/02/2002 | 9.5 | 6 | 0 | 10 |
| 01/03/2002 | 28/02/2003 | 9 | 6 | 0 | 10 |
| 01/03/2003 | 12/02/2006 | 8 | 6 | 0 | 10 |
| 13/02/2006 | 12/08/2007 | 8 | 6 | 0 | 0 |
| 13/08/2007 | 07/12/2007 | 8 | 6 | 0 | 0 |
| 08/12/2007 | 30/11/2011 | 8 | 6 | 0 | 5 |
| 01/12/2011 | 31/03/2012 | 8.2 | 5 | 0 | 0 |
| ▶ 01/04/2012 | 20/02/2013 | 8.5 | 5 | 0 | 0 |
| * | | | | | |

You can view existing MIS Configuration.

Add new MIS Configuration by entering appropriate values and clicking OK.

You update by applying software update file from website .

Interest Rates – KVP

To Add New Configuration Enter all details & Click Save.
Maturity value is of Rs. 10/- for KVP/NSC.
Click on View to View the Existing Configuration.

| With Effect From | To Date | Mat Val. | Mat Period |
|------------------|------------|----------|------------|
| 04/09/2015 | 04/09/2015 | | |

KVP Configuration

| From Date | To Date | Mat Value | Mat Period in Year | Mat Period in Month |
|--------------|------------|-----------|--------------------|---------------------|
| 02/09/1993 | 31/12/1998 | 20 | 5 | 6 |
| 01/01/1999 | 14/01/2000 | 20 | 6 | 0 |
| 15/01/2000 | 28/02/2001 | 20 | 6 | 6 |
| 01/03/2001 | 28/02/2002 | 20 | 7 | 3 |
| 01/03/2002 | 28/02/2003 | 20 | 7 | 8 |
| 01/03/2003 | 17/11/2014 | 20 | 8 | 7 |
| ▶ 18/11/2014 | 04/10/2015 | 20 | 8 | 4 |
| * | | | | |

You can view existing KVP Configuration.

Add new KVP Configuration by entering appropriate values and clicking OK.

You update by applying software update file from website .

Interest Rates – KVP PMC RATES

**To Add New Configuration Enter All the Details & Click on Save.
To View the Existing Configuration Click on View.**

With Effect From From Month To Month Rate

KVP PMC Rates

| From Date | To Date | Rate | From Month | To Month |
|--------------|------------|------|------------|----------|
| 18/11/2014 | 18/08/2015 | 1246 | 36 | 41 |
| 18/11/2014 | 04/10/2015 | 1293 | 42 | 47 |
| 18/11/2014 | 04/10/2015 | 1341 | 48 | 53 |
| 18/11/2014 | 04/10/2015 | 1391 | 54 | 59 |
| 18/11/2014 | 04/10/2015 | 1443 | 60 | 65 |
| 18/11/2014 | 04/10/2015 | 1497 | 66 | 71 |
| 18/11/2014 | 04/10/2015 | 1553 | 72 | 77 |
| 18/11/2014 | 04/10/2015 | 1611 | 78 | 83 |
| 18/11/2014 | 04/10/2015 | 1671 | 84 | 89 |
| 18/11/2014 | 04/10/2015 | 1733 | 90 | 95 |
| ▶ 18/11/2014 | 04/10/2015 | 1798 | 96 | 99 |
| * | | | | |

You can view existing KVP PMC RATES Configuration.
Add new KVP Configuration by entering appropriate values and clicking OK.
You update by applying software update file from website .

Interest Rates – 5 Year NSC

**To Add New Configuration Enter all details & Click Save.
Maturity value is of Rs. 10/- for KVP/NSC.
Click on View to View the Existing Configuration.**

With Effect From To Date Mat Val. Mat Period

NSC Configuration

| From Date | To Date | Mat Value | Mat Period in Year | Mat Period in Month |
|--------------|------------|-----------|--------------------|---------------------|
| 02/09/1993 | 31/12/1998 | 20.15 | 6 | 0 |
| 01/01/1999 | 14/01/2000 | 19.56 | 6 | 0 |
| 15/01/2000 | 28/02/2001 | 19.012 | 6 | 0 |
| 01/03/2001 | 28/02/2002 | 17.452 | 6 | 0 |
| 01/03/2002 | 28/02/2003 | 16.959 | 6 | 0 |
| 01/03/2003 | 30/11/2011 | 16.01 | 6 | 0 |
| 01/12/2011 | 31/03/2012 | 15.09 | 5 | 0 |
| ▶ 01/04/2012 | 20/02/2013 | 15.235 | 5 | 0 |
| * | | | | |

You can view existing NSC Configuration.
Add new NSC Configuration by entering appropriate values and clicking OK.
You update by applying software update file from website .

Interest Rates – 10 Year NSC

To Add New Configuration Enter all details & Click Save.
Maturity value is of Rs. 10/- for KVP/NSC.
Click on View to View the Existing Configuration.

With Effect From: 01/04/2012 To Date: 20/01/2013 Mat Val: 23.887 Mat Period: 10 Mat Period in Month: 0

OK (F8) View Close

NSC10 Configuration

| | From Date | To Date | Mat Value | Mat Period in Year | Mat Period in Month |
|---|------------|------------|-----------|--------------------|---------------------|
| | 01/12/2011 | 31/03/2012 | 23.435 | 10 | 0 |
| ▶ | 01/04/2012 | 20/02/2013 | 23.887 | 10 | 0 |
| * | | | | | |

You can view existing NSC Configuration.
 Add new NSC Configuration by entering appropriate values and clicking OK.
 You update by applying software update file from website .

Interest Rates – TD

To Add New Configuration Enter all details & Click Save.
Maturity value is of Rs. 10/- for KVP/NSC.
Click on View to View the Existing Configuration.

With Effect From: 01/04/2012 To Date: 20/01/2013 Int Rate: 8.5 Mat Period: 5 Multiple of Amt: 200

OK (F8) View Close

TD Configuration

| | From Date | To Date | Int Rate | Mat Period in Year | Mat Period in Month | Am |
|---|------------|------------|----------|--------------------|---------------------|-----|
| | 01/03/2003 | 30/11/2011 | 7.5 | 5 | 0 | 200 |
| | 01/12/2011 | 31/03/2012 | 7.7 | 1 | 0 | 200 |
| | 01/12/2011 | 31/03/2012 | 7.8 | 2 | 0 | 200 |
| | 01/12/2011 | 31/03/2012 | 8 | 3 | 0 | 200 |
| | 01/12/2011 | 31/03/2012 | 8.3 | 5 | 0 | 200 |
| | 01/04/2012 | 20/02/2013 | 8.2 | 1 | 0 | 200 |
| | 01/04/2012 | 20/02/2013 | 8.3 | 2 | 0 | 200 |
| | 01/04/2012 | 20/02/2013 | 8.4 | 3 | 0 | 200 |
| ▶ | 01/04/2012 | 20/02/2013 | 8.5 | 5 | 0 | 200 |
| * | | | | | | |

You can view existing TD Configuration.
 Add new TD Configuration by entering appropriate values and clicking OK.
 You update by applying software update file from website .

Interest Rates – PPF

To Add New Configuration Enter all details & Click Save.
Maturity value is of Rs. 10/- for KVP/NSC.
Click on View to View the Existing Configuration.

| | | | | | | | | |
|------------------|------------|----------|------------|----------|--------------|-----------|----------------|----|
| With Effect From | To Date | Int Rate | Mat Period | Dep/Year | Max Dep/Year | Max Wdl % | Lock up Period | |
| 01/04/2012 | 20/01/2013 | 8.8 | 15 | 0 | 12 | 100000 | 50 | 36 |

OK (F8) View Close

PPF Configuration

| From Date | To Date | Int Rate | Mat Period in Year | Mat Period in Month | Max |
|--------------|------------|----------|--------------------|---------------------|-----|
| 01/01/1984 | 31/03/1985 | 9.5 | 15 | 0 | 12 |
| 01/04/1985 | 31/03/1986 | 10 | 15 | 0 | 12 |
| 01/04/1986 | 14/01/2000 | 12 | 15 | 0 | 12 |
| 15/01/2000 | 28/02/2001 | 11 | 15 | 0 | 12 |
| 01/03/2001 | 28/02/2002 | 9.5 | 15 | 0 | 12 |
| 01/03/2002 | 28/02/2003 | 9 | 15 | 0 | 12 |
| 01/03/2003 | 30/11/2011 | 8 | 15 | 0 | 12 |
| 01/12/2011 | 31/03/2012 | 8.6 | 15 | 0 | 12 |
| ▶ 01/04/2012 | 20/02/2013 | 8.8 | 15 | 0 | 12 |
| * | | | | | |

You can view existing PPF Configuration.
 Add new PPF Configuration by entering appropriate values and clicking OK.
 You update by applying software update file from website .

Interest Rates – SCSS

To Add New Configuration Enter all details & Click Save.
Maturity value is of Rs. 10/- for KVP/NSC.
Click on View to View the Existing Configuration.

| | | | |
|------------------|------------|----------|------------|
| With Effect From | To Date | Int Rate | Mat Period |
| 04/09/2015 | 04/09/2015 | | |

OK (F8) View Close

SCSS Configuration

| From Date | To Date | Int Rate | Mat Period in Year | Mat Period in Month |
|--------------|------------|----------|--------------------|---------------------|
| 02/08/2004 | 31/03/2012 | 9 | 5 | 0 |
| 01/04/2012 | 31/03/2013 | 9.3 | 5 | 0 |
| 01/04/2013 | 31/03/2015 | 9.2 | 5 | 0 |
| ▶ 01/04/2015 | 04/10/2015 | 9.3 | 5 | 0 |
| * | | | | |

You can view existing SCSS Configuration.
 Add new SCSS Configuration by entering appropriate values and clicking OK.
 You update by applying software update file from website .

Mobile App (Post office Agent)

Save Mobile App configuraion.
Import and Export data for Mobile App.

Data Transfer

Mobile App Password

Scheme

- First of all , Download Post office Agent Mobile app from Google play store and install in your Android Mobile , Register App with your client ID . You will receive Password of App to your registered mobile number only.
- Then , go to above option (Add on- Mobile App) . Select Data transfer method as per your choice .
Data Transfer : **Manual** – This will generate excel file of account which you have to upload in Mobile app .
Data Transfer : **Automatic** – This will enable data transfer between software and app automatic .
- If you select data transfer Automatic , Enter Mobile App Password and click save .
- Then , Select **Scheme** and Click **Export Accounts** to send Accounts detail to Server.
Now, you need to Import Accounts by **Sync Data** option in Mobile app.
- Click **Import RD Collection** to receive RD Collection made by Post office Agent Mobile app.

CIF / KYC

You can keep CIF/KYC data of client through this option.

Enter KYC Details and click Save. Click on View/Print to Print KYC Details.

Personal/Contact Details

| | | | |
|--------------|--|------------------|---|
| Select Name | <input type="text" value="RAJESH MAHESH PATEL"/> | Flat No/Name | <input type="text" value="B 202, SHRI RAM FLATS"/> |
| CIF No/Ac No | <input type="text" value="873485623"/> <input type="text" value="9834528765"/> | Street/Road | <input type="text" value="M G RAOD"/> |
| Family Id | <input type="text" value="RAJESH PATEL"/> | Locality/Village | <input type="text" value="VEMALI"/> |
| Salutation | <input type="text" value="Mr."/> | Landmark | <input type="text" value="MC DONALD"/> |
| First Name * | <input type="text" value="RAJESH"/> | Tehsil/PO | <input type="text" value="HARNI"/> |
| Middle Name | <input type="text" value="MAHESH"/> | City/District | <input type="text" value="VADODARA"/> |
| Last Name * | <input type="text" value="PATEL"/> | State | <input type="text" value="Gujarat"/> |
| Gender | <input type="text" value="Male"/> | Area/Pincode | <input type="text" value="VAVDI ROAD"/> <input type="text" value="390022"/> |
| F/H/M Name | <input type="text"/> | Mobile 1/2 | <input type="text" value="2340923843"/> <input type="text"/> |
| PAN/Adhar No | <input type="text" value="YHDED8734D"/> <input type="text" value="23439846873"/> | Tel Off/Res | <input type="text"/> <input type="text"/> |
| DOB/Wed Date | <input type="text" value="11/11/1990"/> <input type="text" value="23/12/2016"/> | Email | <input type="text" value="RAJESH@GMAIL.COM"/> |
| Guardian | <input type="text"/> | Photo | <input type="text" value="Upload"/> |

Document Details

| | Photo ID 1 | Photo ID 2 | Address Proof 1 | Address Proof 2 |
|-------------|---|---|---|---|
| Doc. Type | <input type="text" value="PAN card"/> | <input type="text"/> | <input type="text" value="Adhar card"/> | <input type="text"/> |
| Doc. Number | <input type="text" value="YHDED8734D"/> | <input type="text"/> | <input type="text" value="234398468734"/> | <input type="text"/> |
| Valid up to | <input type="text" value="00/00/0000"/> | <input type="text" value="00/00/0000"/> | <input type="text" value="00/00/0000"/> | <input type="text" value="00/00/0000"/> |
| Upload Doc. | <input type="text" value="Upload"/> | <input type="text" value="Upload"/> | <input type="text" value="Upload"/> | <input type="text" value="Upload"/> |

Enter CIF / KYC (Know Your Customer) detail of your client.

You can add PAN and Aadhar number while data entry.

KYC data can be save without CIF number in case of New Account opening .

After Receiving CIF/Account number , You can update the same by searching data by Name .

You can also save KYC document by click on Upload link .

Click on View/Print to View/Print KYC detail of your client and generate KYC form.

Generate Account Opening Form (AOF)

**Enter required details to generate Account Opening form.
Click on View/Print to view/print Account Opening form.**

| | | |
|-----------------------|------------------------------|----------------|
| Scheme | RD | |
| Operating Instruction | Either or Survivor (Joint-B) | |
| Family ID | RAJESH PATEL | |
| 1st Applicant | RAJESH MAHESH PATEL | CIF: 873485623 |
| 2nd Applicant | RAJENDRA MAHESH PATEL | CIF: 983456873 |
| 3rd Applicant | | |
| Nominee 1 | RAGINI RAJESH PATEL | |
| Nominee 2 | | |
| Witness | CHIRAG RASHMINBHAI DESAI | CIF: 307188716 |
| First Deposit Amount | 1000 | |
| Mode of Deposit | Cash | |
| Cheque Date | 11/07/2017 | |
| Cheque Number | | |
| Bank Name | AXIS | |
| Agent Name | ARUNA PATEL | |
| Post Office | AHMEDABAD | |

With KYC Form

You can generate Account opening form with KYC data of client through this option. Select Type of Account, Name of Applicant/ Nominee/ Witness etc and fill detail of Deposit and Agent . Click KYC form if you want to generate KYC and AOF together .Select Format (Old/New). Click View to check the detail fetch from CIF data. You can print from Excel file of Form or Print Button directly.

Inquiry

Select the Scheme, Search By Option And the Search Criteria to Inquire the Criteria.

Search in RD By Name Using AG

| acno | name1 | name2 | add | phno1 | AreaCode | dep |
|----------|-----------------|-----------------|------------------|-------|----------|-----|
| 29300001 | DEEPALI AGRAWAL | | 11, SHANTI NAGAR | | MNG | 01/ |
| 29300002 | SUNIL AGRAWAL | DEEPALI AGRAWAL | 11, SHANTI NAGAR | | MNG | 01/ |
| 29300012 | SUNIL AGRAWAL | | 11, SHANTI NAGAR | | MNG | 13/ |
| * | | | | | | |

You can search information of any account of client. Select Type of Inquiry in Search in, Select Criteria, enter keyword of criteria selected. You can view detail of any account below.

Send SMS

You can send SMS related to Account details & Festival wishes to your client..

Select Message Type, Scheme and Period.
Click on Search to view accounts. Select accounts from list and click on OK to send SMS. SMS Balance: 68

Message Type
 A/c Open
 A/c Deposit
 A/c Mature
 A/c Balance
 Birth Day
 Anniversary
 Collection Due
 Deposit Due
 Festival

Scheme **RD** From **01/12/2020** To **31/12/2020**
Search Using

| Scheme | A/c No | Name | Type | Mobile | |
|-------------------------------------|--------|------------|--------------------------|--------|------------|
| <input checked="" type="checkbox"/> | RD | 3117242783 | DATTARAO P DALAVI | Mature | 9913558400 |
| <input checked="" type="checkbox"/> | RD | 3133174440 | SHEKH SALIM SHAIKH LATIF | Mature | 9429429950 |
| <input checked="" type="checkbox"/> | RD | 3134044421 | GIRMAJI MAROTI DALVI | Mature | 9173024014 |
| <input checked="" type="checkbox"/> | RD | 3134058664 | SAMBHA GANGADHAR MOLWANE | Mature | 8401000950 |

Note :

1. Internet Connection must be enabled to send SMS.
2. Account must be updated with Mobile no.

➤ Steps to be followed to send SMS :

1. Select **Type of Message** to be sent .
2. Select Scheme (for Eg. RD) for which you want to send SMS.
3. Enter Period for which you want to SMS in From/To Date.
4. Click **Search** to view eligible Account Numbers with mobile number. Pl note that Account with mobile number will be seen here.

To update mobile number , Go to Tools- Update Account Details or Modify –RD.

5. Now, select the Accounts you want to send SMS. You may also click **Select All** button to send SMS to all account .
6. At last , Click **Send SMS button** and wait for message from Software that SMS sent successfully.

- SMS can be sent at any time of day or night.
- SMS generally delivered within a minute. But may not be on DND Numbers.
- It also shows your SMS balance on top corner side in Red colour.
- No customize message can be sent from software or app.

➤ You may call helpdesk for recharge SMS balance by paying nominal charges.

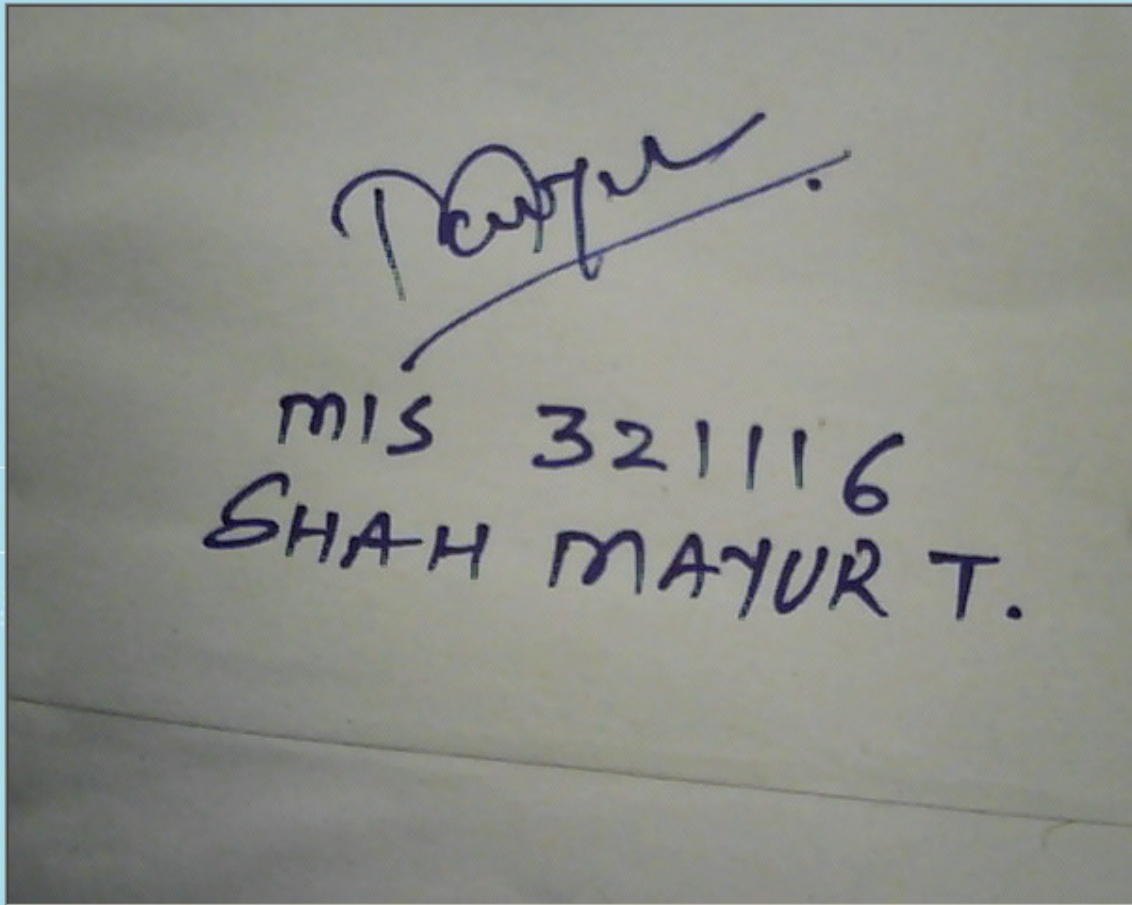
Postal Forms/ Manuals

It will show ready to View/Print Postal forms / Postal Manuals (Postal Savings bank Rules and Latest Orders) for your clients as well as your agency needs. Latest forms/ orders added to the folder time to time. If you are not able to view required forms etc you may download and update it from our website.

Document Scan

You can take a shot (through Web cam) of specimen Signature or KYC Document of Client.

**You can scan Signature, Photo or whole Form. Select Scheme and A/c No.
When you see required picture in below box, click on Save.**



Scheme Account No

Note: Scanning Utility is based on webcam.

- Select Scheme of Account, Enter Account No.
- Set Your Web cam for clear view of SS or Documents.
- Click on Save to store view of SS or Documents shot.

Find Documents

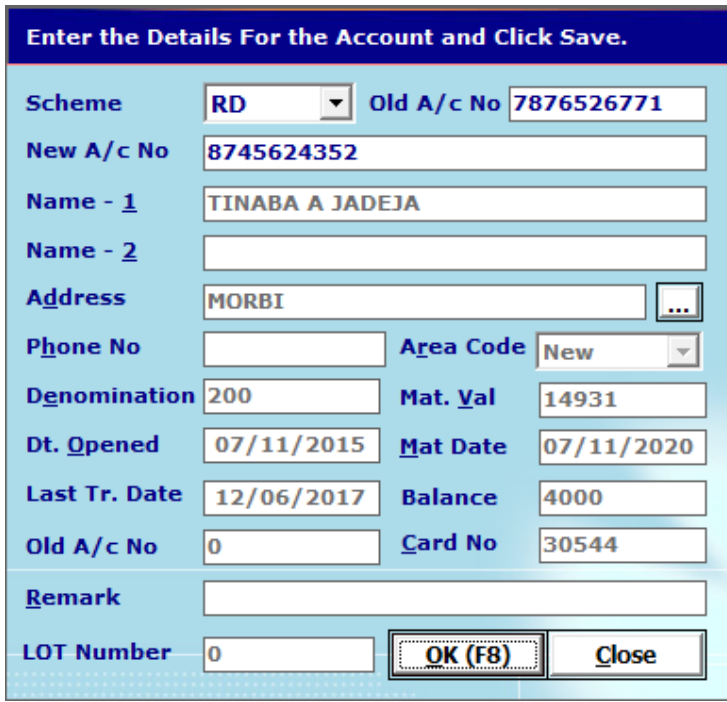
You can View/Print Specimen Signature or Document for KYC.



Select Type of Account

Enter Account/Reg. No and click on Find to view Specimen Signature or Document for KYC.

Change Account Number



You can Change Account Number after CBS implementation in Post office by this option. Enter Old Account No and Press Enter. Now Enter New Account number and click OK.

Kerala Reports :

This options is related to generation of Reports required in Kerala.

Open Account

You can open account in software manually when Account not downloaded from portal or deleted from software.

RD (Recurring Deposit) :

| Enter the Details For the Account and Click OK. | | | |
|---|------------------|-------------|------------|
| Select Agent : | RACHANA PATEL | | |
| RD A/c No | With A/c No. | 20001593705 | |
| A/c Type | Joint-B | | |
| CIF - 1 | 454543378 | CIF - 2 | 923480984 |
| Family ID | RAGINI PATEL | | |
| Name - 1 | RAGINI PATEL | | |
| Name - 2 | RAJAT PATEL | | |
| Address | AHMEDABAD | AHM | |
| Email | ragini@gmail.com | | |
| Phone No | 25398559 | Mobile No | 9898980000 |
| Opening Date | 16/12/2020 | Mat Date | 16/12/2025 |
| Denomination | 1000 | Mat Val | 69697 |
| Last Tr. Date | 23/04/2021 | Balance | 5000 |
| Paid Up to | 04/2021 | Card No | UJD 434323 |
| Remarks | CASH | | |
| LOT Number | | OK (F8) | Close |

Select Agent name if you have added more than 1 agent in software.

Enter required information from Passbook .

IF you have saved CIF detail from Add On – CIF/KYC menu, Data will be automatically fetch when you enter CIF number while account opening .

LOT Number : Enter List number , If you want to add account in fix schedule .

Click on **OK** to Save Account Detail.

MIS (Monthly Income Scheme) :

| Enter the Details For the Account and Click OK. | | | |
|---|-----------------------------------|-----------|------------|
| Select Agent : | RACHANA PATEL (SAS) | | |
| MIS A/c No | 4575475469 | PO | AHMEDABAD |
| A/c Type | Joint-B | | |
| CIF - 1 | 345848590 | CIF - 2 | 526314584 |
| Family ID | AGRAWAL | | |
| Name - 1 | SUNIL AGRAWAL | | |
| Name - 2 | RAGINI SUNIL AGRAWAL | | |
| Address | 54/B, SUSHANT FLATS,M G ROAD | | AHM |
| Email | youremail@gmail.com | | |
| Phone No | 0792514514 | Mobile No | 9898989898 |
| Opening Date | 30/04/2021 | Mat Date | 30/04/2026 |
| Amount | 100000 | Mon. Int | 550 |
| Last Tr. Date | 30/04/2021 | Int Paid | 0 |
| Auto to | SB | SB A/c No | 3450983434 |
| Remarks | AUTO CR INTEREST TO AC OF PO/BANK | | |
| LOT Number | | OK (F8) | Close |

PO: Select Post Office in while MIS account is opened.

CIF 1 / 2 : Enter CIF number as seen in Passbook of account or entered in Add On – KYC/CIF.

Last Tr. Date: For Old Accounts, enter the actual Date of Last Transaction from Passbook.
For New Accounts, enter Last Tr. Date same as Opening Date.

Int Paid: For Old Accounts, It will show total monthly interest paid of account automatically if account is operated regularly. You may tally it with passbook and update, if required.
For New Accounts, Keep 0 in Int Paid.

Auto To: Select RD/SB/Bank if MIS WD is to deposited in RD/SB Account directly.

A/c No: Enter Account Number in A/c No to which amount to be deposited automatically.

Remark: Enter the Remark about the Account, if required.

LOT No: If you follow Fixed LOT System for MIS Withdrawal, enter the LOT No in which the Account should be added. This will allow you to group the Accounts under LOT No, so that you don't have to select account numbers while preparing of MIS Withdrawal list from **Transaction -> MIS Fix LOT Postomg**. You just need to give the LOT No while Schedule Preparation and it will prepare the List of MIS WD for all accounts under that LOT.

Click on **OK** to Save Account Detail.

KVP (Kisan Vikas Patra) / NSC (National Savings Certificate) :

Note : All details to be entered for NSC and KVP except Certificate Denomination wef 01-07-2016 as Passbook is issued in place of certificate as follows .

Enter the Details For the Account and Click OK.

Select Agent : RACHANA PATEL (SAS)

Reg / A/c No 8348340843 PO AHMEDABAD

A/c Type Joint-B

CIF - 1 345848590 CIF - 2 526314584

Family ID AGRAWAL

Name - 1 SUNIL AGRAWAL

Name - 2 RAGINI SUNIL AGRAWAL

Address 54/B,SUSHANT FLATS,M G ROAD AHM

Email youremail@gmail.com

Phone No 0792514514 Mobile No 9514587489

Opening Date 02/05/2021 Mat Date 02/09/2031

Amount 50000 Mat Val 100000

Remarks CHEQUE NO 823973- HDFC

OK (F8) Close

Reg / Account No: Enter Account Number with out "R"

Select PO and A/c Type.

CIF 1 / 2 : Enter CIF number as seen in Passbook of account or entered in Add On – KYC/CIF.

Family ID : Select Family ID to fetch common details of family.

Enter other Required details asked and Click on **OK** to Save Account Detail.

KVP (Kisan Vikas Patra) (Opening date before 01-07-2016)

Enter the Details For the Account and Click Save.

Select Agent :

Family ID :

KVP Reg No : PO :

A/c Type :

Name - 1 :

Name - 2 :

Address : MNG :

Email :

Phone No : Mobile No :

Amount : Mat Date :

Issue Date : Mat Val :

Remark :

Certificate Details

Denomination :

| Series | From | No of Cert. |
|--------|--------|-------------|
| 52ED | 857421 | 1 |

| Cert No | Dn |
|---------------|-------|
| 33EE 123547 | 10000 |
| ▶ 52ED 857421 | 5000 |
| * | |

Family ID : Select Family ID to fetch common details of family.

KVP Reg No: Enter Account Number as seen on Certificate.

Select PO and A/c Type. Then Enter/check other required details till Amount.

Denomination:

Select Denominations of KVP certificates issues by Post office.

Series:

Enter Series of KVP given by Post office. Eg . 52ED

From:

Enter First Certificate's Number. Eg. 857421

No of Cert:

Enter number of certificates in Series entered. Eg: 5

Click on **Add** to store KVP Certificates.

If you have more than once series of certificates, Enter Series, From, No of Cert again.

When Amount invested matched with Certificate detail, cursor will automatically move to Issue date.

Issue Date: Enter the Date of Investment in KVP.

Maturity Date / Amount: As you enter the Opening date and Amount, It will automatically generate Maturity Date / Amount for the Account as per configuration made from **Configuration- Interest Rates > KVP**.

Remark: Enter the Remark about the KVP Investment, if required.

Click on **OK** to Save Account Detail.

NSC - 5 / 10 Year (National Savings Certificate- OLD)

Enter the Details For the Account and Click Save.

Select Agent :

Family ID :

NSC Reg No : PO :

A/c Type :

Name - 1 :

Name - 2 :

Address : MNG :

Email :

Phone No : Mobile No :

Amount : Mat Date :

Issue Date : Mat Val :

Remark :

Certificate Details

Denomination :

| Series | From | No of Cert. |
|-----------------------------------|-------------------------------------|--------------------------------|
| <input type="text" value="74DD"/> | <input type="text" value="854123"/> | <input type="text" value="1"/> |

| Cert No | Dn |
|--------------|-------|
| ▶ 84WW 12854 | 1000 |
| 85ED 85741 | 1000 |
| 74DD 85412 | 10000 |
| * | |

Family ID : Select Family ID to fetch common details of family.

NSC Reg No: Enter Account Number as seen on Certificate.

Select PO and A/c Type. Then Enter/check other required details till Amount.

Denomination:

Select Denominations of NSC certificates issues by Post office.

Series:

Enter Series of NSC given by Post office. Eg . 52ED

From:

Enter First Certificate's Number. Eg. 857421

No of Cert:

Enter number of certificates in Series entered. Eg: 5

Click on **Add** to store NSC Certificates.

If you have more than once series of certificates, Enter Series, From, No of Cert again.

When Amount invested matched with Certificate detail, cursor will automatically move to Issue date.

Issue Date: Enter the Date of Investment in NSC.

Maturity Date / Amount: As you enter the Opening date and Amount, It will automatically generate Maturity Date / Amount for the Account as per configuration made from **Configuration- Interest Rates > NSC**.

Remark: Enter the Remark about the NSC Investment, if required.

Click on **OK** to Save Account Detail.

TD (1/2/3/5 Time Deposits) :

Enter the Details For the Account and Click OK.

Select Agent : RACHANA PATEL (SAS)

TD A/c No. 3473734734 PO AHMEDABAD

A/c Type Joint-B

CIF - 1 345848590 CIF - 2 526314584

Family ID AGRAWAL

Name - 1 SUNIL AGRAWAL

Name - 2 RAGINI SUNIL AGRAWAL

Address 54/B,SUSHANT FLATS,M G ROAD AHM

Email youremail@gmail.com

Phone No 0792514514 Mobile No 9514587489

Opening Date 30/04/2021 Mat Date 30/04/2022

Amount 100000 Interest 5614

Last Tr. Date 02/05/2021 No of Wdl 0

Year 1

Remarks CHEQUE SBI - 343432

OK (F8) Close

TD A/c No: Enter Account Number as seen in Passbook.

Select Post office and A/c Type.

CIF 1 / 2 : Enter CIF number as seen in Passbook of account or entered in Add On – KYC/CIF.

Family ID : Select Family ID to fetch common details of family.

Enter other Required details asked till Amount .

Year: Select Number of Year of Time Deposit.

Last Tr. Date: Enter Date of last transaction (Interest WD) , If any

No of Wdl: For Old Accounts, It will show total number of yearly interest paid if Account is operated regularly. You may update it from passbook, if required. For New Accounts, keep 0 in No of Wdl.

Maturity Date: As you enter the Opening date and Amount, It will automatically generate Maturity Date for the Account as per configuration made from **Configuration -> TD**.

Interest: It will Show Yearly Interest as per year of Time Deposit.

Remark: Enter the Remark about the Account, if required.

Click on **OK** to Save Account Detail.

PPF (Public Provident Fund)

Enter the Details For the Account and Click Save.

Select Agent :

Family ID :

PPF A/c No : PO :

A/c Type :

Name - 1 :

Name - 2 :

Address : MNG :

Email :

Phone No : Mobile No :

Balance : Mat Date :

Dt. Opened : Cur Year :

Last Tr. Date : Old / New :

Remark :

Balance :

Enter the Current Balance of PPF Account.

Opening Date: Enter the Actual Opening Date of Account which is written in Passbook issued by Post Office.

Last Tr. Date: For Old Accounts, enter the actual Date of Last Transaction from Passbook.

For New Accounts, enter Opening Date same as Last Tr. Date.

Cur Year: Enter Amount of Deposit made in PPF account for Current Financial Year to observe limit of PPF deposit.

Old/ New: Select status of Account.

Remark: Enter the Remark about the Account, if required.

Click on **OK** to Save Account Detail.

SCSS (Senior Citizen Savings Scheme) :

Enter the Details For the Account and Click OK.

Select Agent : RACHANA PATEL (SAS)

SCSS A/c No : 2409803483 PO : AHMEDABAD

A/c Type : Joint-B

CIF - 1 : 345848590 CIF - 2 : 526314584

Family ID : AGRAWAL

Name - 1 : SUNIL AGRAWAL

Name - 2 : RAGINI SUNIL AGRAWAL

Address : 54/B,SUSHANT FLATS,M G ROAD AHM

Email : youremail@gmail.com

Phone No : 0792514514 Mobile No : 9514587489

Dt. Opened : 02/05/2021 Mat Date : 02/05/2026

Amount : 100000 Qtr. Int : 1850

Last Tr. Date : 02/05/2021 No of Wdl : 0

Remarks : CHEQUE SBI 343433

OK (F8) Close

SCSS A/c No: Enter Account Number as seen in Passbook.

Select Post office and A/c Type.

CIF 1 / 2 : Enter CIF number as seen in Passbook of account or entered in Add On – KYC/CIF.

Family ID : Select Family ID to fetch common details of family.

Enter other Required details asked till Amount .

Qtr. Int :

It will show Quarterly Interest for SCSS account.

Maturity Date: As you enter the Opening date and Amount, It will automatically generate Maturity Date for the Account as per configuration made from **Configuration - Interest Rates > SCSS**.

Last Tr. Date: For Old Accounts, enter the actual Date of Last Transaction from Passbook.

For New Accounts, enter Opening Date same as Last Tr. Date.

No of Wdls: For Old Accounts, It will show total number of quarterly interest paid if Account is operated regularly. You may update it from passbook, if required.

For New Accounts, keep 0 in No of Wdl.

Remark: Enter the Remark about the Account, if required.

Click on **OK** to Save Account Detail.

Modify Account

- Select type of Account. Enter Account / Reg No for which you want to modify detail of Account.
- You may add **CIF number** for account downloaded from Portal or opened from Account open menu.
- You can modify **Book number** for RD Account automatically allotted after Account downloaded from Portal or opened from Account open menu.
- You can also add **Aslaas Card number** of RD Account .
- You can modify detail of Account entered while A/c Opened except A/c/Reg No, Amount, Maturity Date, Maturity Amount .
- If you want to enter Nomination detail, you need to enable Tools- options- Nomination Required while A/c Open. Then Follow above procedure. Click OK to update new detail entered in existing Account.

Close Account

- Select type of Account.
- Enter Account / Reg No for which you want to view/ update closure status.
- Enter Closer Date in Closure Date.
- It will show approximate closer value of Account. If it differs, enter Closer value in Maturity value.
- Enter Remark for Closer of Account.
- Click on OK to update Status of Account as Closed.
Account will not be deleted from database. You can view detail from its reports.

Transactions

Allocate RD Account No to New Account:

This option is provided to Allocate Account Number provided by Post office after RD Schedule Submission for New Accounts.

Enter the Details For the Account and Click Save.

Select Agent :

Family ID

New A/c No.

A/c No

Name - 1

Name - 2

Address

Phone No Area Code

Denomination Mat. Val

Dt. Opened Mat Date

Last Tr. Date Balance

Old A/c No Card No

Remark

LOT Number

Select Account from New No. list.

Enter Account Number provided by post office after submission of New Account in RD schedule.

Verify Account Detail and Click on Ok to Allocate New Account no.

Now onward, you can select Account no while RD Schedule Preparation.

RD Schedule Entry

| RD Schedule Entry | | | | | | | Agent | Submission Date | Schedule No | Ac Open Day up to |
|-------------------|----------------|------------------|--------|------|------------|--|--------------|-----------------|-------------|-------------------|
| | | | | | | | Asha B Patel | 11/06/2020 | 1 | |
| Book# | Total Accounts | Depositor's Name | Denom. | Date | Paid up to | | | | | |
| 522 | 453928873 | RAHUL DAVE | 1600 | 15 | May,20 | <div style="border: 1px solid black; padding: 5px;"> <p>Show</p> <p>Sort By</p> <p>Search (F5)</p> <p>Find/Select</p> <p><input checked="" type="checkbox"/> Show Due Accounts</p> <p><input type="checkbox"/> Schedule by Cheque</p> <p><input type="checkbox"/> Deposited By Agent</p> <p><input type="checkbox"/> Fix Schedule</p> <p>Summary</p> <p>Total A/c: 4</p> <p>Total Amt: 4700</p> <p>Total Df: 0</p> <p>Total Reb: 0</p> </div> | | | | |
| 351 | 3098007041 | Rajul Parikh | 1500 | 8 | May,20 | | | | | |
| 218 | 3345464324 | Prajat Malhotra | 3000 | 11 | May,20 | | | | | |
| 516 | 3434909484 | ARCHNA DESAI | 1500 | 1 | May,20 | | | | | |
| 519 | 3445987457 | NISHA SHUKLA | 2200 | 1 | May,20 | | | | | |
| 212 | 3509434386 | Paresh Dave | 6000 | 6 | May,20 | | | | | |
| 214 | 3509487604 | Ramila Advani | 6000 | 6 | May,20 | | | | | |
| 208 | 3534470872 | Manju Sharma | 600 | 6 | May,20 | | | | | |
| 526 | 3598345754 | KAMAL SONI | 2300 | 13 | May,20 | | | | | |
| 226 | 3672970588 | Nidhi Desai | 100 | 6 | May,20 | | | | | |
| 217 | 3745455353 | Sahil sandesara | 900 | 11 | May,20 | | | | | |
| 257 | 3819295773 | Prayosha Diwan | 5000 | 10 | May,20 | | | | | |
| 528 | 3945774543 | SHRIYA TRIVEDI | 2200 | 19 | May,20 | | | | | |
| 313 | 4038767773 | Suresh kumar | 300 | 2 | May,20 | | | | | |
| 325 | 4058909877 | Rashi Patel | 1500 | 7 | May,20 | | | | | |
| 331 | 4109849878 | Mehul Dave | 3000 | 4 | May,20 | | | | | |
| 174 | 4223602191 | Mangesh Shah | 600 | 15 | May,20 | | | | | |
| 131 | 4227710619 | Rajendra Patel | 6000 | 5 | May,20 | | | | | |
| 518 | 4343323434 | HETAL DOSHI | 1800 | 1 | May,20 | | | | | |
| 524 | 4343834344 | CHARU JOSHI | 6000 | 8 | May,20 | | | | | |
| 185 | 4353436207 | Ramesh Parekh | 1500 | 7 | May,20 | | | | | |
| 521 | 4372873283 | NITAL AMIN | 2100 | 22 | May,20 | | | | | |
| 525 | 4523823732 | SWETA SHROFF | 1100 | 16 | May,20 | | | | | |
| 523 | 4532828373 | JANKI VAID | 1800 | 18 | May,20 | | | | | |
| 513 | 4778045455 | MAHENDRA PATEL | 800 | 1 | May,20 | | | | | |
| 512 | 4778062434 | MALINI PATEL | 500 | 5 | May,20 | | | | | |
| 511 | 4778069826 | K BALAJI | 1200 | 1 | May,20 | | | | | |
| 514 | 4778083747 | AAKASH MOHANTI | 1000 | 1 | May,20 | | | | | |
| 515 | 4778087344 | KINJAL MEHTA | 1200 | 1 | May,20 | | | | | |
| 527 | 4984573475 | DHRUV THAKKAR | 1750 | 27 | May,20 | | | | | |

- Select RD Agent name. Enter Schedule Submission Date.
- Enter Schedule Number to be prepared. Schedule Number will start from 1 at the beginning of month and will be incremented as you prepare the Schedules.
- Enter Open Date upto to bring accounts upto selected date. E.g. If you enter 15, you will be shown list of accounts opened between 1 to 15 day of any month/year.
- Tick No Default if Default is waived by Govt in case of Schedule not deposited by Agent due to System related issue or unavoidable reason .
- Select Account or Book number for which you want to prepare schedule . Default Account selection with show default month . For Advance deposit , click Advance button after selection of Account number.
- Now follow as per following Help window which you can view by Click on Help (F1)

Show:

You can select Cash collected Account or ALL account for selection of Account to add in Schedule

Sort By:

You can sort the Account list by Account Number, Name and Account Opening Date.

Search:

You can search accounts by Depositor Name, Address, A/c No, Phone No and Denomination. Once you perform the search, you will be shown list of accounts matching your search.

Show Due Accounts:

Enable it, if you want to view only Due Accounts up to Current month. If you untick it , It will show all accounts.

Schedule by Cheque:

Enable it, if you want to make schedule to be deposited by Cheque (DOP/Non DOP).

Deposited By Agent:

If Agent is depositing Amount on behalf of Customer, you should select “Deposited By Agent” option from left bottom corner of the screen. This option will keep record of Accounts which are deposited by Agent on behalf of Customer. You can view its report from Report- RD – RD Deposit By Agent.

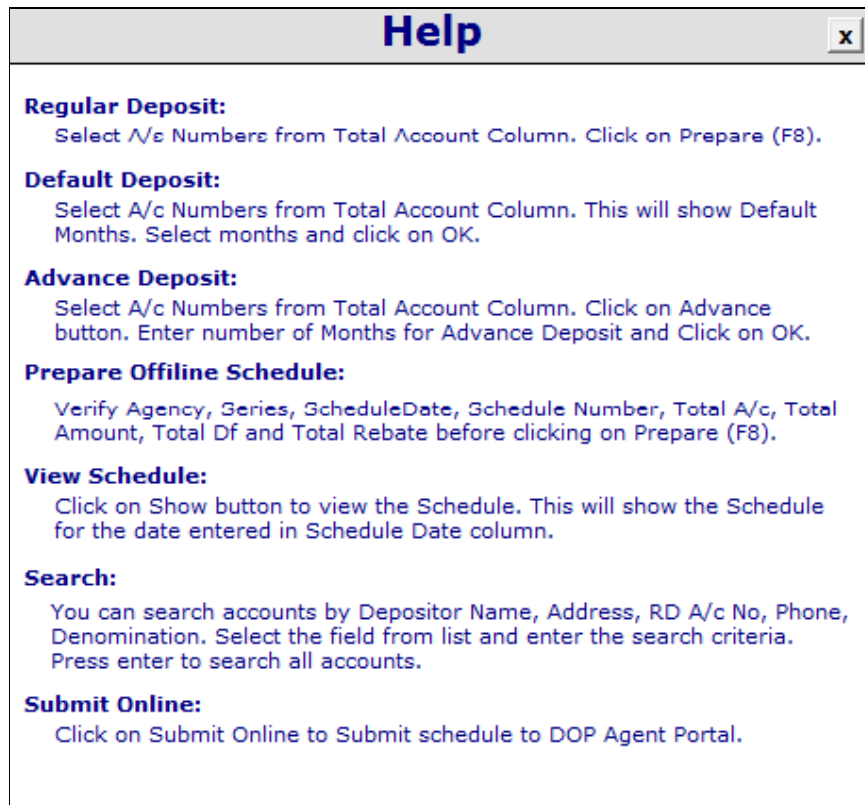
Fix Schedule:

Tick this option and prepare Schedule If you want to attach some accounts with particular list number which you may be planning to deposit as it is till maturity of that account. Then there be no need to select account while preparation of schedule from next month . Enter LOT No and Press enter. Attached account will appear automatically to prepare schedule.

Cheque Entry (Button):

This option will redirect you for Cheque entry for Schedule with Deposit by Cheque.

HELP (F1) – Schedule Preparation procedure as per following :



To view RD schedule, Click on Show. It will look like following:

| | | | | | | | | | |
|--|---|------------------------|---------------|----------------|------------|--------------|----------------|-------------------------|-------------|
| ASLASS 6 | Sdl No : <input type="text" value="3"/> | | | | | | | | |
| SCHEDULE FOR DEPOSITS IN POST OFFICE 5 YEARS RECURRING DEPOSIT ACCOUNT | | | | | | | | | |
| Agent Name : RAGINI PATEL | Amount of Gross Deposit 4350 | | | | | | | | |
| Authority No : MPKBY/1234 | Amount of Commission 174 | | | | | | | | |
| Valid Up To : 01/01/2016 | TDS @ 10% on Rs. 174 17 | | | | | | | | |
| PAN No : AHMEDABAD | Edu. Cess 0 | | | | | | | | |
| Month : November, 2015 | Rebate 0.00 | | | | | | | | |
| Date: <u>26/11/2015</u> | Default(Penalty) 23.50 | | | | | | | | |
| | Net Amount to be Tendered 4216.5 | | | | | | | | |
| Agent ID: dop.mi3960010000056 Online submitted on: 26/11/2015 with Ref. No: C9442549 | | | | | | | | | |
| Signature Of the Agent | | | | | | | | | |
| Sr | Name of the Depositor | Amount | A/c No | Balance | DLT | Month | Card No | Df | Reb |
| 1 | VINOD B PATEL | 151.50 | 1720351960 | 3600 | 26/11/15 | Nov,15 | | 1.50 | 0.00 |
| 2 | MINABEN S PATEL | 500.00 | 1720351991 | 12000 | 26/11/15 | Nov,15 | | 0.00 | 0.00 |
| 3 | ANNIE H BHALI | 1010.00 | 1720352035 | 23000 | 26/11/15 | Nov,15 | | 10.00 | 0.00 |
| 4 | ZEEL N MEHTA | 1010.00 | 1720352097 | 23000 | 26/11/15 | Nov,15 | | 10.00 | 0.00 |
| 5 | PALLAVI D SHAH | 202.00 | 1720352127 | 4600 | 26/11/15 | Nov,15 | | 2.00 | 0.00 |
| 6 | MANJULA H PATEL | 1000.00 | 1720352165 | 23000 | 26/11/15 | Nov,15 | | 0.00 | 0.00 |
| 7 | KAMUBEN P PATEL | 500.00 | 1720352233 | 11500 | 26/11/15 | Nov,15 | | 0.00 | 0.00 |
| Total | | 4373.50 | | | | | | 23.50 | 0.00 |
| CERTIFICATE OF POST - OFFICE | | Signature Of the Agent | | | | | | | |
| It is certified that a total Sum of Rs. <u>4373.50/-</u> in Words <u>Rs. Four Thousand Three Hundred Seventy ThreeFifty</u> has been received & credited as shown in the Post Office cumulative deposit/recurring deposit account passbook of the investors concerned. | | | | | | | | | |
| Seal of the Post Office | | | | | | | | | |
| Date: <u>26/11/2015</u> | | | | | | | | | |
| Place: <u>NARANPURA</u> | | | | | | | | | |
| | | | | | | | | Signature of Postmaster | |

Submit Online :

Enter Schedule Date and Select Schedule No. Select task from Drop Down menu and Click **Process** .

Select Agent Name and enter Schedule Date.
Schedule No and Click Submit.

Agent **Asha B Patel** Sdl Date **11/06/2020** Download Format **Excel (Old) - Big Font**

| Sdl No | Amount | Accounts | Details | Ref. No. | Status | % |
|----------------------------|--------|-----------------------|---------|----------|---------|---|
| <input type="checkbox"/> 1 | 3600 | 3672970588-4778062434 | 4 A/cs | | Pending | |
| <input type="checkbox"/> 2 | 6100 | 3445987457-4523823732 | 4 A/cs | | Pending | |
| <input type="checkbox"/> 3 | 16450 | 3509487604-4984573475 | 5 A/cs | | Pending | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Print Agent Stamp With Counterfoil Auto Print **4** copies

Select All **Submit & Download** **Proceed** **Close**

Note:

1. Submission procedure is
2. If you do not see progres portal is working (manually
3. If you repeatedly face iss for time-being to avoid delay in schedule submission and report the issue to info@vardhaman-infotech.com.

Agent Portal.
n is good and that agent
schedule using agent portal

Select Agent name . Check and update Schedule date . Select Downloading format.

Tick "Print Agent Stamp " if you want to print your stamp detail in Schedule .

Tick With Counter Foil to general whole pay slip . If you untick it , it will generate only foil of payslip.

If you want to print schedule automatically , Tick Auto Print and enter no of copies to be print .

Click on Select All , Submit & Download and click proceed to upload schedule to Agent portal to get process and generate Reference number . While process it will show percentage completed .

After successful submission it will download schedule in Folder named Schedule (On Desktop).

You can then generate and print Pay slip , Commission slip , Schedule summary etc right from here.

Cheque Entry:

If you are going to deposit RD schedule by Cheque you need to go to this option.

First of all, you need to prepare RD schedule as usual. (See: **RD Schedule Entry**). Then Cheque entry.

Enter Details & Click Save.

Sdl Date Sdl No

| A/c No | Name | Amount | Chq No | Date | Bank | SB Account No |
|--|----------------|--------|--------|------------|------|---------------|
| <input type="checkbox"/> 338278 | Dhara Seth | 1414 | 234324 | 22/08/2015 | AXIS | 65765754534 |
| <input type="checkbox"/> 338279 | Aruna Seth | 1414 | 675664 | 22/08/2015 | HDFC | 65457345435 |
| <input checked="" type="checkbox"/> 338281 | Ritu Tulsyan | 808 | | | | |
| <input type="checkbox"/> 338282 | H.K.Sayal | 1515 | | | | |
| <input type="checkbox"/> 338283 | H.K.Sayal | 1515 | | | | |
| <input type="checkbox"/> 338284 | Nirmal Singh | 3030 | | | | |
| <input type="checkbox"/> 338285 | Bhim Sain | 1010 | | | | |
| <input type="checkbox"/> 338286 | Bhim Sain | 1010 | | | | |
| <input type="checkbox"/> 338291 | Reeta Sayal | 1515 | | | | |
| <input type="checkbox"/> 338292 | Reeta Sayal | 1515 | | | | |
| <input type="checkbox"/> 338293 | Avantika Sayal | 1515 | | | | |
| <input type="checkbox"/> 338294 | Avantika Sayal | 1515 | | | | |
| <input type="checkbox"/> 338296 | Sandeep Sayal | 1515 | | | | |
| <input type="checkbox"/> 338297 | Sandeep Sayal | 1515 | | | | |
| <input type="checkbox"/> 338298 | K.L.Sehgal | 1414 | | | | |
| <input type="checkbox"/> 338300 | Ananya Gupta | 3030 | | | | |
| <input type="checkbox"/> 338317 | Sanjeev Dogra | 1414 | | | | |

Bank Cheque No

Date Amount SB A/c No

Enter Schedule Date and select Schedule No. It will show list of accounts with amount as per selected schedule.

Now select Account Number and fill in detail of Bank, Cheque No, Date, Amount, SB Account No asked at bottom.

Bank, SB Account number will be saved for ease of data entry next time.

Click on add to save it.

Click delete to delete Cheque entry.

Report of Schedule with cheque detail can be generated from Reports– RD – RD Schedule by Cheque.

Delete Schedule Entry (Any Account of Schedule) :

You can delete either whole Schedule or individual accounts of Schedule.

Select Type of Deletion transaction- **Account** .

Enter Date of Schedule prepared from which any Account or whole Schedule to be deleted.

Now, it will show Account there in.

Select Account Number to be deleted.

Click on OK to Delete whole RD Schedule / Account.

**Select Type, enter Date and select Account(s).
Click on OK to delete RD Schedule Entry.**

Type Sdl. Date

| A/c No | Schedule No | Depositor Name | Amount |
|--|-------------|-----------------|--------|
| <input type="checkbox"/> 3445987457 | 2 | NISHA SHUKLA | 2200 |
| <input type="checkbox"/> 3509487604 | 3 | Ramila Advani | 6000 |
| <input type="checkbox"/> 3672970588 | 1 | Nidhi Desai | 100 |
| <input type="checkbox"/> 3745455353 | 3 | Sahil sandesara | 900 |
| <input checked="" type="checkbox"/> 3945774543 | 2 | SHRIYA TRIVEDI | 2200 |
| <input checked="" type="checkbox"/> 4058909877 | 1 | Rashi Patel | 1500 |
| <input type="checkbox"/> 4223602191 | 2 | Mangesh Shah | 600 |
| <input type="checkbox"/> 4227710619 | 3 | Rajendra Patel | 6000 |
| <input type="checkbox"/> 4353436207 | 1 | Ramesh Parekh | 1500 |
| <input type="checkbox"/> 4523823732 | 2 | SWETA SHROFF | 1100 |
| <input type="checkbox"/> 4532828373 | 3 | JANKI VAID | 1800 |
| <input type="checkbox"/> 4778062434 | 1 | MALINI PATEL | 500 |
| <input type="checkbox"/> 4984573475 | 3 | DHRUV THAKKAR | 1750 |

Prepare/Modify RD Fix LOT:

Enter Lot No, Select A/cs and click on Fix.

Search (F5) Using Sort By

| A/c No | Book No | Amount | Lot No | Date | Depositor Name |
|--|---------|--------|--------|------|-----------------|
| <input type="checkbox"/> 453928873 | 522 | 1600 | 0 | 15 | RAHUL DAVE |
| <input type="checkbox"/> 3098007041 | 351 | 1500 | 0 | 8 | Rajul Parikh |
| <input type="checkbox"/> 3345464324 | 218 | 3000 | 0 | 11 | Prajul Malhotra |
| <input type="checkbox"/> 3434909484 | 516 | 1500 | 0 | 1 | ARCHNA DESAI |
| <input type="checkbox"/> 3445987457 | 519 | 2200 | 0 | 1 | NISHA SHUKLA |
| <input checked="" type="checkbox"/> 3490934743 | 520 | 2500 | 0 | 1 | MITESH GOR |
| <input type="checkbox"/> 3509434386 | 212 | 6000 | 0 | 6 | Paresh Dave |
| <input type="checkbox"/> 3509487604 | 214 | 6000 | 0 | 6 | Ramila Advani |
| <input type="checkbox"/> 3534470872 | 208 | 600 | 0 | 6 | Manju Sharma |
| <input type="checkbox"/> 3598345754 | 526 | 2300 | 0 | 13 | KAMAL SONI |
| <input type="checkbox"/> 3672970588 | 226 | 100 | 0 | 6 | Nidhi Desai |
| <input type="checkbox"/> 3745455353 | 217 | 900 | 0 | 11 | Sahil sandesara |
| <input checked="" type="checkbox"/> 3819295773 | 257 | 5000 | 0 | 10 | Prayosha Diwan |
| <input checked="" type="checkbox"/> 3945774543 | 528 | 2200 | 0 | 19 | SHRIYA TRIVEDI |
| <input checked="" type="checkbox"/> 4038767773 | 313 | 300 | 0 | 2 | Suresh kumar |
| <input checked="" type="checkbox"/> 4058909877 | 325 | 1500 | 0 | 7 | Rashi Patel |
| <input checked="" type="checkbox"/> 4109849878 | 331 | 3000 | 0 | 4 | Mehul Dave |
| <input type="checkbox"/> 4223602191 | 174 | 600 | 0 | 15 | Mangesh Shah |
| <input type="checkbox"/> 4227710619 | 131 | 6000 | 0 | 5 | Rajendra Patel |
| <input type="checkbox"/> 4343323434 | 518 | 1800 | 0 | 1 | HETAL DOSHI |
| <input type="checkbox"/> 4343834344 | 524 | 6000 | 0 | 8 | CHARU JOSHI |
| <input type="checkbox"/> 4353436207 | 185 | 1500 | 0 | 7 | Ramesh Parekh |

Exclude Fixed Accounts

LOT Number

Amount

14500

No of A/cs

6

Enter the LOT Number you want to add/modify.

Now, Select account numbers/Book Number you want to add in LOT number entered.

Click on Fix to add Account to existing/new LOT number.

Note :Keep Click on **Exclude Fixed Account** to show only unfixed accounts list.

Prepare RD Schedule (Fix) :

| Book# | Total Accounts | Depositor's Name | Denom. | Date | Paid up to |
|-------|----------------|------------------|--------|------|------------|
| 516 | 3434909484 | ARCHNA DESAI | 1500 | 1 | May,20 |
| 214 | 3509487604 | Ramila Advani | 6000 | 6 | May,20 |
| 325 | 4058909877 | Rashi Patel | 1500 | 7 | May,20 |
| 331 | 4109849878 | Mehul Dave | 3000 | 4 | May,20 |
| 513 | 4778045455 | MAHENDRA PATEL | 800 | 1 | May,20 |

Select RD Agent name.

Enter Schedule Date and enter Schedule (LOT) (Fix) No.

Accounts fixed for that LOT No will be listed with auto selection.

Verify summary and click Prepare (F8) to prepare schedule.

Note: This options is usually used if Bunch of Accounts fixed with List number . This option will be useful only if collection of this fix account is regular .

RD Loan:

**Enter the Account No.
Enter Amount & Click OK.**

A/c No. DLT
 Date BAT
 Amount

Enter A/c No for which you want to enter loan amount.

It will show DLT, Balance, Current Date, Maximum Loan Amount allowed for your ready reference.

You may change Amount if lesser loan needed by Client. Click on OK to post loan entry.

RD Repayment of Loan:

**Enter the Account No.
Enter Amount & Click OK.**

A/c No. DLT

Date BAT

Amount Int

Enter A/c No for which you want to repay loan amount.

It will show DLT, Balance, Current Date and Loan Amount Withdrawn with Interest up to date for your ready reference.

You may change Amount if lesser loan Repaid by Client.

Click on OK to post loan Repayment entry.

RD Extension:

**Select Account Number and Enter No.
of Extension Years.**

Extend For Year(s)

| A/c No | Depositor Name | Amount | Mat. Date |
|---|----------------------------|--------|------------|
| <input type="checkbox"/> 1029604 | Mineshchandra.j.anklesaria | 75000 | 16/06/2016 |
| <input type="checkbox"/> 604036144 | Pragna.c.prajapati | 700 | 25/03/2016 |
| <input checked="" type="checkbox"/> 604036146 | Vijay.n.parmar | 500 | 05/04/2016 |
| <input type="checkbox"/> 604036147 | Harish.m.joshi | 2600 | 05/04/2016 |
| <input type="checkbox"/> 604036148 | Ashok.p.thadani | 5000 | 05/04/2016 |
| <input checked="" type="checkbox"/> 604036149 | Kusum.r.gupta | 6150 | 07/04/2016 |
| <input type="checkbox"/> 604036150 | Ramprakash Gupta | 2250 | 07/04/2016 |
| <input type="checkbox"/> 604036151 | Jitendra.b.acharya | 1000 | 09/04/2016 |
| <input type="checkbox"/> 604036152 | Chirag.j.modi | 500 | 09/04/2016 |
| <input checked="" type="checkbox"/> 604036153 | Mahesh.j.patel | 2800 | 12/04/2016 |
| <input type="checkbox"/> 604036154 | Hashmukh.m.patel | 1400 | 12/04/2016 |
| <input type="checkbox"/> 604036155 | Parul.p.modi | 1500 | 18/04/2016 |
| <input type="checkbox"/> 604036156 | Bihola Bhikhusing | 3000 | 18/04/2016 |
| <input checked="" type="checkbox"/> 604036157 | Riki.k.patel | 1000 | 18/04/2016 |
| <input type="checkbox"/> 604036158 | Tashlim.f.memon | 500 | 21/04/2016 |
| <input type="checkbox"/> 604036159 | Urvashi.h.patel | 500 | 25/04/2016 |
| <input type="checkbox"/> 604036160 | Urmila.v.modi | 50 | 25/04/2016 |
| <input checked="" type="checkbox"/> 604036161 | Sundarlal.c.modi | 5100 | 26/04/2016 |
| <input type="checkbox"/> 604036162 | Chintan.p.shah | 2250 | 29/04/2016 |
| <input type="checkbox"/> 604036163 | Rahul.a.thadani | 5000 | 02/05/2016 |
| <input type="checkbox"/> 604036164 | Jitesh.c.patel | 1400 | 04/05/2016 |

Enter Number of years (up to 5 years) you want to extend RD accounts.

Select RD accounts you want to extend from list.

Click on OK to extend all selected RD accounts.

RD Cash Collection:

Select Area code, Sort By options as required.

Enter Collection Date.

Select A/c Numbers or Book Numbers you want to collect cash for.

If client has paid different amount, then change amount shown above Update Button and click on Update to change amount of collection.

Click on Send to Update Cash collection.

You may view RD Cash Collection Ledger from Report – RD – RD cash Collection ledger.

You may also make Cash collection Family ID wise if you have enabled Family ID wise collection from Tools – options –RD Cash Collection Family ID wise.

Now you may Select Family ID in place of Account No for Cash collection.

Daily RD Cash Collection:

Select Accounts for Cash Collection, confirm the Total and click Send (F8) to complete Collection.

Search (F5) Using

| All A/cs | Book No | Depositor Name | Daily Amt | Last Coll. Date | Rem. Amt |
|-------------------------------------|---------|----------------------|-----------|-----------------|----------|
| <input type="checkbox"/> 1234567890 | 1180 | SANTOSH | 1000 | | 0 |
| <input type="checkbox"/> 3178235298 | 434 | SITARAM BISWAL | 2000 | 06/04/17 | 2000 |
| <input type="checkbox"/> 3178281004 | 435 | ASHISH KUMAR BISWAL | 1500 | 06/04/17 | 0 |
| <input type="checkbox"/> 3182206154 | 436 | PRABHAT KUMAR PANDA | 10000 | | 0 |
| <input type="checkbox"/> 3182217723 | 437 | GOBARDHAN MIRDHA | 1000 | 07/04/17 | 0 |
| <input type="checkbox"/> 3188171852 | 438 | RAMA CHANDRA TUDU | 2100 | | 0 |
| <input type="checkbox"/> 3189456460 | 439 | RANKA MANI PANDA | 3000 | | 0 |
| <input type="checkbox"/> 3194284065 | 440 | BIKASH KUMAR PADHEE | 5000 | | 5000 |
| <input type="checkbox"/> 3199887711 | 441 | MANJULATA KAR | 3000 | | 0 |
| <input type="checkbox"/> 3204351343 | 442 | SHRIYANSH TRIPATHY | 5000 | | 0 |
| <input type="checkbox"/> 3204354085 | 443 | R TRIPATHY | 3150 | | 0 |
| <input type="checkbox"/> 3209016810 | 444 | SURYA KANTA TRIPATHY | 2000 | | 0 |
| <input type="checkbox"/> 3211619665 | 445 | KIRAN NAIK | 1000 | | 0 |
| <input type="checkbox"/> 3211673278 | 446 | JITA SATPATHY | 2000 | | 0 |
| <input type="checkbox"/> 3211897667 | 447 | SANDHYA RANI SAHU | 2000 | | 0 |
| <input type="checkbox"/> 3212600020 | 448 | MANJULATA SAMAL | 5000 | | 0 |
| <input type="checkbox"/> 3212823382 | 449 | CHAITANYA PRADHAN | 1000 | | 0 |
| <input type="checkbox"/> 3213048357 | 450 | SHANTILATA PRADHAN | 2000 | | 0 |
| <input type="checkbox"/> 3215533141 | 451 | PRABASI SAHU | 2500 | | 2500 |
| <input type="checkbox"/> 3215567559 | 452 | PRAKASH KUMAR PADHI | 5000 | | 0 |
| <input type="checkbox"/> 3215583221 | 453 | NANDINI DORA | 2500 | | 0 |
| <input type="checkbox"/> 3216489980 | 454 | RUBY SAHU | 1000 | | 0 |
| <input type="checkbox"/> 3218987811 | 455 | BIJAYA KUMARI MISHRA | 2500 | | 0 |
| <input type="checkbox"/> 3219012437 | 456 | NIKITA ARCHANA KIRO | 2000 | | 0 |
| <input type="checkbox"/> 3219347676 | 457 | RITA KIRO | 2000 | | 0 |

Area Code:

Sort By:

Collection Date:

Enter the Amount if the Amount Shown in List is Not Correct

Select All

Total = 0

Collection of Deposit by Agent :

| <u>Selected A/cs.</u> | <u>Date</u> | <u>Amount</u> |
|---|--|--|
| <input checked="" type="checkbox"/> 13831 | <input checked="" type="checkbox"/> 13/03/2012 | <input checked="" type="checkbox"/> 100 |
| <input checked="" type="checkbox"/> 13832 | <input checked="" type="checkbox"/> 13/03/2012 | <input checked="" type="checkbox"/> 1000 |
| <input type="checkbox"/> 13833 | <input type="checkbox"/> 13/03/2012 | <input type="checkbox"/> 1500 |
| <input type="checkbox"/> 13833 | <input type="checkbox"/> 13/03/2012 | <input type="checkbox"/> 1500 |

Select Account Numbers for which pending collection is made.
Click on OK to update.

Update Ledger:

Enter Account Number and Select Inst. No
Enter New Inst Date and Press OK to Save.

Update Grid on Save

Auto Save Date

A/c No:

Inst. No:

Inst Date:

Balance:

| Inst No | Date | Balance |
|---------|----------|---------|
| 0 | 01/03/11 | 18000 |
| 1 | 01/03/08 | 1000 |
| 2 | 01/04/08 | 2000 |
| 3 | 01/05/08 | 3000 |
| 4 | 01/06/08 | 4000 |
| 5 | 01/07/08 | 5000 |
| 6 | 01/08/08 | 6000 |
| 7 | 01/09/08 | 7000 |
| 8 | 01/10/08 | 8000 |
| 9 | 01/11/08 | 9000 |
| 10 | 01/12/08 | 10000 |
| 11 | 01/01/09 | 11000 |
| 12 | 01/02/09 | 12000 |

When old accounts are opened with latest DLT of Account, it takes all dates for past period automatically as per account open date.

If you want to update all dates as per passbook, you may use this option.

Select A/c No you want to update date ledger.

Select Installment Number. Enter Correct Date of Transaction as per passbook.

Verify balance and change if needed.

Click on ok to update new data.

MIS Int Withdrawal:

| MIS Accounts | Auto | Amount |
|--------------|------|--------|
| 12602 | | 70000 |
| 123712 | | 51800 |
| 125598 | | 45000 |
| 125599 | | 105000 |
| 125600 | | 90000 |
| 125601 | | 37500 |
| 125602 | | 120000 |
| 125603 | | 120000 |
| 125606 | | 75000 |
| 125607 | | 75000 |
| 125609 | | 67500 |
| 125610 | | 30000 |
| 125614 | | 75000 |
| 125615 | | 75000 |
| 125616 | | 120000 |
| 125617 | | 6000 |
| 125618 | | 21000 |
| 125640 | | 26250 |
| 125644 | | 67500 |
| 125645 | | 52500 |
| 125649 | | 75000 |
| 125650 | | 145500 |
| 125651 | | 66600 |
| 125662 | | 51800 |
| 125665 | | 199800 |
| 125666 | | 39960 |
| 125667 | | 148000 |
| 125668 | | 111000 |
| 125669 | | 111000 |
| 125676 | | 296000 |
| 125677 | | 51800 |
| 125678 | | 25160 |

From Day To Day

From Date To Date

Show

MIS WDL Date

Enter the Interest Value if the Value Shown in List is not Correct.

Total Amount Rs. 284300/-

Enter MIS WDL Date.
 Select A/c Numbers for which you want to make the list.
 Change Amount of WD if needed. Click update to change amt of WD.
 Click on Send (F8) to prepare MIS WD list.

Alternatively,

You may make list of MIS Interest WD by Date also.
 Enter From Date and To Date.
 Click on Search to view MIS account between selected periods.
 Select A/c Numbers for which you want to make the list.
 Change Amount of WD if needed. Click update to change amt of WD.
 Click on Send to prepare MIS Interest WD list.

PPF Deposit:

Enter required information.
Click on OK to Continue.

| | | | |
|-------------------------------|------------|-----|------------|
| Account No | 11112 | BAT | 21000 |
| Depositor Name | TEST | | |
| Yearly Subscription till date | 16000 | | |
| Subscription | 5000 | | |
| Ref of Loan | 15000 | | |
| Interest on Loan | 2541 | | |
| Default fee | 100 | | |
| Mode of Deposit | Cheque | | |
| Drawn Bank | AXIS | | |
| Instrument No | 852415 | | |
| Trans Date | 12/07/2011 | DLT | 19/05/2011 |
| Remark | | | |

Enter PPF Account No.

It will show DLT and Balance and Current Year Deposit made.

Enter Date of transaction.

Enter Subscription, Loan Amt, Loan Int and Fee if any.

If Amount enter results in to violation of Maximum limit in PPF for Current Year, it will give you message to observe limit in PPF Account for Current Financial Year.

Enter Remark if any.

Click on OK to update transaction.

PPF Withdrawal:

Enter Account Number, Date & Amount.
Click on OK to Continue.

| | | | |
|---------|------------|-----|------------|
| A/c No. | 11112 | | |
| Date | 12/07/2011 | DLT | 12/07/2011 |
| Amount | 5000 | BAT | 16000 |
| Remark | | | |

Default Fee

Enter PPF Account No.
It will show DLT and Balance there in.

Enter Date of transaction.

Enter Amount you want to Withdraw. Balance after WD will appear updated.

Enter Remark if any.

Select Default fee if amount debited for penalty of PPF Deposit limit not observed for Last FY.

Click on Ok to update transaction.

PPF Update Ledger:

When old accounts are opened with latest DLT of Account, it takes all dates for past period automatically as per account open date.

Enter Account Number and Select Inst. No
Enter New Inst Date and Press OK to Save.

Update Grid on Save
 Auto Save Date

A/c No: 11112
Tr Date: 15/04/2011
Deposit: 10000
Withdrawal: 0
Balance: 10000
Remark:

| | Deposit | Wdl | Date | Balance | Remark |
|---|---------|-----|------------|---------|--------|
| ▶ | 10000 | 0 | 15/04/2011 | 10000 | |
| | 6000 | 0 | 19/05/2011 | 16000 | |
| | 5000 | 0 | 12/07/2011 | 21000 | |

OK (F8) Delete Close

If you want to update all dates as per passbook, you may use this option.

Select A/c No you want to update date ledger.

Enter Correct Date of Transaction as per passbook.

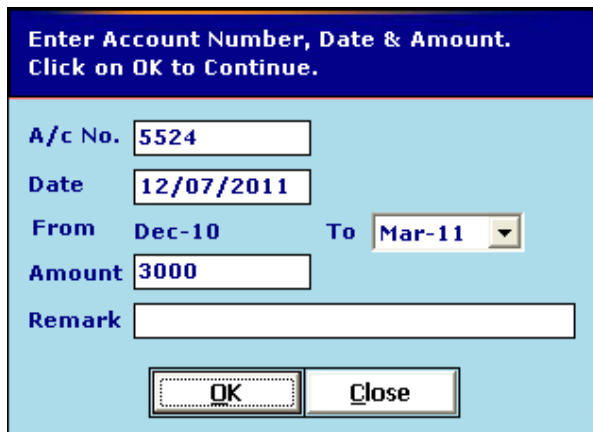
Verify Amount of Deposit, Withdrawal, balance and change if needed.

Enter Remark if any.

Click on OK to update new data.

Click on Delete to remove selected entry.

SCSS Interest Withdrawal :



Enter Account Number, Date & Amount.
Click on OK to Continue.

A/c No.

Date

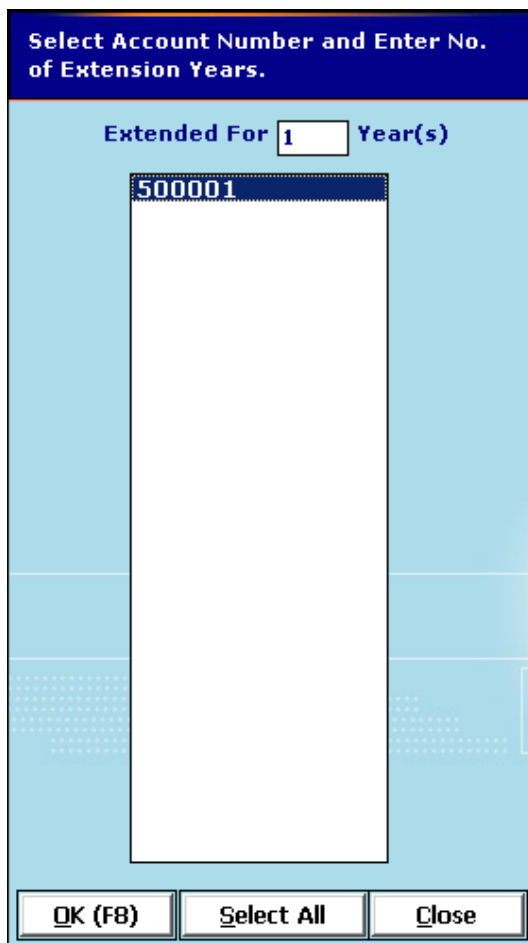
From Dec-10 To

Amount

Remark

Enter Account No. Enter Date of withdrawal of Interest.
It will automatically show period from which WD of interest is pending.
Now select, To which period you want WD interest.
You may change, To Period of WD if you need, it will also change Amount accordingly.
Verify Amount of Interest. Enter Remark if any. Click on Ok to update WD entry.

SCSS Extension:



Select Account Number and Enter No.
of Extension Years.

Extended For Year(s)

Enter Number of years (up to 3 years) you want to extend SCSS accounts.
Select SCSS Accounts you want to extend.
Click on OK to extend all Selected SCSS account at a time.

Reports

RD Commission: Date Wise:

The screenshot shows a software window titled "Commission Report". At the top, a dark blue header contains the text: "Enter the From & To Date & Click on OK. For Today's Report Click Today's Report." Below the header, the title "Commission Report" is displayed in green. Underneath, there are two date input fields: "From" with the value "12/07/2011" and "To" with the value "12/07/2011". At the bottom of the window, there are three buttons: "Show", "All Records", and "Close".

Enter Period for which you want the information.

Click on show to get report Date Wise. Click print option to get it print.

Month Wise: Same procedure to be follows for consolidated month wise report.

SAS Commission :

Date Wise:

The screenshot shows a software window titled "Commission Report". At the top, a dark blue header contains the text: "Enter the From & To Date & Click on OK. For Today's Report Click Today's Report." Below the header, the title "Commission Report" is displayed in green. Underneath, there are two date input fields: "From" with the value "12/07/2011" and "To" with the value "12/07/2011". At the bottom of the window, there are three buttons: "Show", "All Records", and "Close".

Enter Period for which you want the information. Click on show to get report Date Wise. Click print option to get it print.

Month Wise: Same procedure to be follows for consolidated month wise report.

Investment: Date Wise :

Enter the From & To Date & Click on OK.
For Today's Report Click Today's Report.

Datewise Investment Report

From To

Agent :

Post Office :

Enter Period for which you want the information. Select Agent, Post office for Specific Report. Click on show to get report Date Wise. Click print option to get it print.

Month Wise: Same procedure to be follows for consolidated month wise report.

Summary:

It will show Total Number of Accounts opened Category Wise.

| | No of A/c | Amount |
|--------------|-----------|---------------|
| RD | 8 | 6600 |
| MIS | 3 | 121500 |
| KVP | 2 | 20000 |
| NSC | 2 | 51500 |
| TD | 2 | 52000 |
| PPF | 1 | 36000 |
| SCSS | 2 | 102000 |
| Total | 20 | 389600 |

Account Details:

Select Scheme & Account No.
Click on OK to Get A/c Details

Scheme

Account No

Select Scheme and Account No for which you need all information. Click on OK to get report .

Customer Report:

Summary:

Enter Required Information &
Click on OK.

Report By Family ID CIF ID

Family ID

Include Matured A/c Include Closed A/c

OK Close

Select Family/ CIF ID.

Select Family ID or Enter CIF for which you want to generate Report .

Select Matured or Closed Account check box if you want to include those account .

Click on OK to get Report.

It will show Family ID/CIF wise summary of Amount invested in different Category.

Customer Report: Detail:

Enter Required Information &
Click on OK.

Report By Family ID CIF ID

Family ID

Category

From To

Include Matured A/c Include Closed A/c

OK Close

Select Family ID or CIF ID .

Select Family ID or Enter CIF number .

Select Category or keep it All.

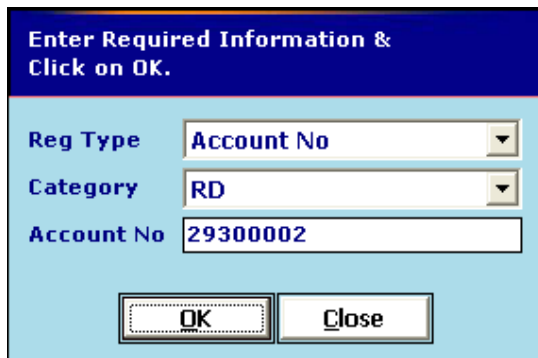
Enter Date Range for which you want to generate Report.

Select Matured or Closed Account check box if you want to include those account .

Click on OK to get Report.

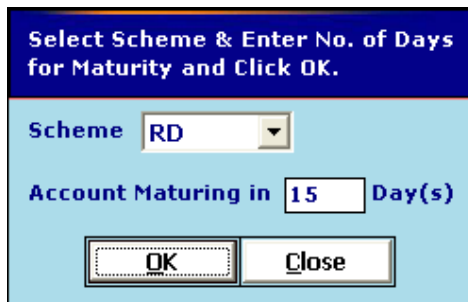
It will show Family ID/CIF wise summary of Amount invested in different Category.

Nomination:



Select Register Type as Criteria of Search.
Select Category for which nomination is needed.
Select option as per Reg. Type selected.
Click OK to get the Report.

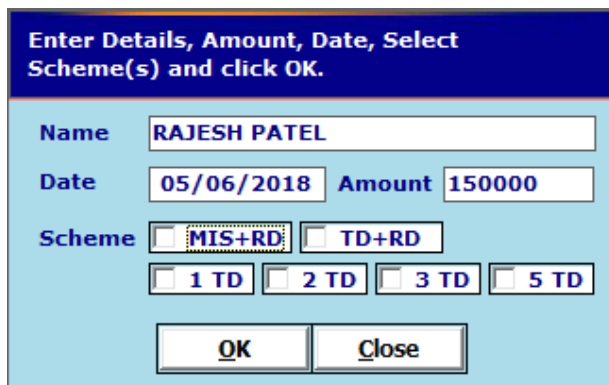
Maturity letter:



Select Scheme for which Maturity Letter is to be generated.
Enter No of Days for which you need report in Advance. Click OK.

It will show preconfigured letter content for customer information.
You may provide this service for intimation to customer who may be busy when you call.
Intimation by call may be forgotten by customer but written intimation rarely forgotten.

Investment Comparison:



This report is based on lump sum investment in MIS/SCSS/TD and interest invested in RD.
Report make you customer understand magic of Compound Interest which enable them to get more return with some what Liquidity than Bank FDs .
Enter Customer Name, Address , Date , MIS/TD Amount and RD Amount .
It will show comparative report for selected scheme in excel .

Consolidate maturity Report:

Enter the From & To Date & Click on OK.
For Today's Report Click Today's Report.

Consolidated Maturity Report

From To

Enter Date Range between which you want List of matured Account of all Categories & Click Show.

Report - RD:

RD Schedule by Cheque:

Enter Period of which you want to generate Detail of Cheque to be submitted with RD Schedule. Click on Show to get Report.

Schedule Summary (RD)

Enter Period of which you want to generate report .Click on Show to get Report.

| RD Schedule Summary | | | | | | | | | | |
|---------------------------------------|--------------------|--------------|---------------------------|--------------|----------------------------------|-------------|-----------------|-------------|-----------|----------|
| From : 15/02/2020 To : 15/02/2020 | | | | | | | | | | |
| Agent Name: VEENA H PATEL | | | | | Post Office: NARANPURA | | | | | |
| Portal ID: DOP.MI3800130100042 | | | | | SB Account No: 5603796804 | | | | | |
| Date/ Online Date | Sdl # / Ref. No | Total A/c | A/c Range | Amount | Df | Reb | Net Amt | Comm | TDS | ECS |
| 15/02/20 | 13 | 8 | 5603963185- 5603963527 | 19700 | 0.00 | 0.00 | 19700.00 | 788 | 40 | 0 |
| 21/01/20 | C107691916 | | | | | | | | | |
| 15/02/20 | 14 | 11 | 3329763120- 5603967949 | 19900 | 0.00 | 0.00 | 19900.00 | 796 | 40 | 0 |
| 21/01/20 | C107691952 | | | | | | | | | |
| Total | 2 | 19 | | 39600 | 0.00 | 0.00 | 39600.00 | 1584 | 80 | 0 |

| Denomination | | |
|---------------------|-----|--------|
| Notes | No. | Amount |
| 2000 | X = | |
| 500 | X = | |
| 200 | X = | |
| 100 | X = | |
| 50 | X = | |
| 20 | X = | |
| 10 | X = | |
| 5 | X = | |
| 2 | X = | |
| 1 | X = | |
| Coins | | |
| Total | = | |

VEENA H PATEL
GMPK/AHD/1654
10/12/2022
AIRPP0463H

Pay in Slip (SB – 103 A)

Enter Period of which you want to generate RD Pay slip (SB 103A) .

Click **Consolidated** for one Pay - Slip for all RD Schedule made .Click on Show to get Report.

It will also show Portal ID of Agent and List Reference number after online submission of Schedule.

| <p style="text-align: center;">S. B. 103 POST OFFICE SAVINGS BANK Type of A/c : SB/RD/MIS/TD/PPF</p> <p>NARANPURA Post Office</p> <p>Account No As Per Schedule No. 1. No. of A/c. 9</p> <p>Date 26/11/2015 Paid into the credit of</p> <p>Name RAGINI PATEL Agency No: MPKBY/1234</p> <p>Rupees <u>Nine Thousand Two Hundred Thirty</u> RS. <u>9230</u></p> <p>By Cash / Cheque No. _____</p> <p>Dated _____ Drawn on _____</p> <p style="text-align: center;">Subject to Realization</p> <p>Detail: Rs. 9200 (Sdl Amt), 30 (DF), 37 (TDS), 0 (EC), 0 (Rebate), 368 (Comm)</p> <p>Agent ID dop.mi3960010000056, Ref No C9442525</p> <p style="text-align: center;">Sign. of the accepting off _____</p> | <p style="text-align: center;">S. B. 103(A) POST OFFICE SAVINGS BANK Type of A/c : SB/RD/MIS/TD/PPF</p> <p>RAGINI PATEL Agency No.: MPKBY/1234 Valid upto: 01/01/2016 Pan No.: AHMEDABAD</p> <p>NARANPURA Post Office</p> <p>Account No As Per Schedule No. 1. No. of A/c. 9 Date 26/11/2015</p> <p>Paid into the credit of</p> <p>Name RAGINI PATEL Agency No: MPKBY/1234</p> <p>Rupees <u>Nine Thousand Two Hundred Thirty Only</u> RS. <u>9230</u></p> <p>By Cash / Cheque No. _____ Date _____ Drawn on _____</p> <p>Bank Name _____</p> <p>Including Default/Rebate of Rs Detail: Rs. 9200 (Sdl Amt), 30 (DF), 37 (TDS), 0 (EC), 0 (Rebate), 368 (Comm)</p> <p>Balance after transaction _____ DLT _____</p> <p>Agent ID dop.mi3960010000056, Ref No C9442525</p> <p style="text-align: center;">Sign. of the accepting off _____ Deposited by _____</p> | <p style="text-align: center;">Denomination</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Notes</th> <th>No.</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>1000</td><td>X =</td><td></td></tr> <tr><td>500</td><td>X =</td><td></td></tr> <tr><td>100</td><td>X =</td><td></td></tr> <tr><td>50</td><td>X =</td><td></td></tr> <tr><td>20</td><td>X =</td><td></td></tr> <tr><td>10</td><td>X =</td><td></td></tr> <tr><td>5</td><td>X =</td><td></td></tr> <tr><td>2</td><td>X =</td><td></td></tr> <tr><td>1</td><td>X =</td><td></td></tr> <tr><td>Coins</td><td></td><td></td></tr> <tr><td>Total</td><td>=</td><td></td></tr> </tbody> </table> | Notes | No. | Amount | 1000 | X = | | 500 | X = | | 100 | X = | | 50 | X = | | 20 | X = | | 10 | X = | | 5 | X = | | 2 | X = | | 1 | X = | | Coins | | | Total | = | |
|---|--|---|-------|-----|--------|------|-----|--|-----|-----|--|-----|-----|--|----|-----|--|----|-----|--|----|-----|--|---|-----|--|---|-----|--|---|-----|--|-------|--|--|-------|---|--|
| Notes | No. | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1000 | X = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 500 | X = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100 | X = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 50 | X = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | X = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | X = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | X = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | X = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | X = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Coins | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

ACG – 17 (Commission Slip) (Discontinued wrt SB Order 26/2020 dtd 21-07-2020)

Enter Period of which you want to Generate ACG – 17 (RD Commission Slip).
Enable Consolidated if you what to generate common ACG-17 for all RD schedule prepared.
Click on Show to get Report.

RD A/c Opened

Enter the From & To Date & Click on OK.
To view all records, click on All Records.

RD Account Open

From To

Period

Include Closed Include Matured

Agent Name

Sort-Type-1

Sort-Type-2

Enter Period of which you want to generate report of Accounts opened.
Select Date range in which account was opened.
Select Sorting Criteria for report. Click on Show to get List of Account opened with CIF number.
It can be generated Agent wise and fortnightly opened.

RD A/c Closed

Enter Period of which you want to generate List of Closed Accounts.
Select Sorting Criteria for report. Click on Show to get List of Account Closed.

RD Maturity:

Enter the From & To Date & Click on OK.
For Today's Report Click Today's Report.

RD Maturity Report

From To

Sort-Type-1

Sort-Type-2

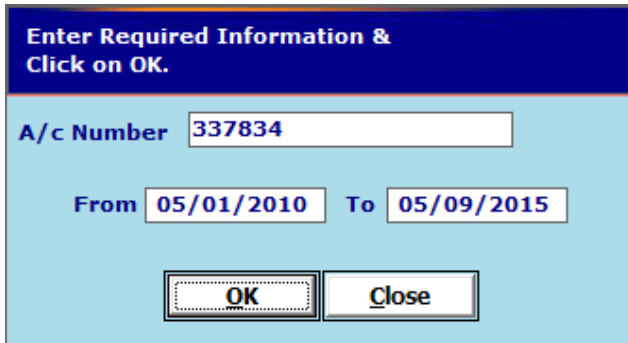
Enter Period of which you want to generate List of Matured account to intimate clients.
Select Sorting Criteria for report. Click on Show to get Report.

RD Maturity (Up to date)

Enter Date for which you want to generate List of Matured accounts + Accounts which are matured in past but were not closed by Clients.

Select Sorting Criteria for report. Click on Show to get Report.

RD Ledger



Enter Required Information &
Click on OK.

A/c Number

From To

Enter Account No of which you want to generate Ledger .Select Period and Click on Show to get Report.

RD Loan Accounts

Enter Period of which you want to generate List of Accounts in which loan is taken.

Select Sorting Criteria for report. Click on Show to get Report.

RD Extended Accounts

Enter Period of which you want to generate report of RD extended Accounts .

Select Sorting Criteria for report. Click on Show to get Report.

Reports of Balances

Enter date up to which you want to generate report of Balance of All RD accounts.

Select Sorting Criteria for report. Click on Show to get Report.

ASLASS-5

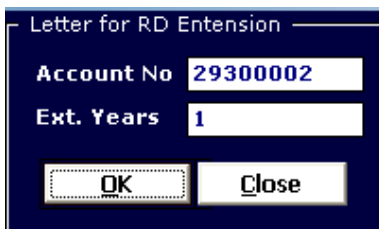
Enter Period of which you want to generate report of Accounts opened with CARD No.

Select Sorting Criteria for report. Click on Show to get Report.

RD LOT wise

It will Show LOT wise list of Account in RD Schedule.

RD Extension Letter



Letter for RD Extension

Account No

Ext. Years

Enter Account No and year of Extension and click OK to Generate RD Extension letter.Get it sign by Account holder and Submit in Post office to Extend RD Account .

RD Advance Paid Account A/c

Enter Period for which Advance paid account to be generated and click Show to Generate List of Account paying Advance Deposits.

RD Defaulted (Discontinued) A/c

It will Show List of RD Accounts for which deposit for more than last 6 month is pending .

RD A/c by Status

It will Show List of Active/ Hold / Discontinued Accounts.

Monthly Deposit made

This report will generate list of Account deposited in current month.

Enter Period of which you want to generate report .Click on Show to get Report.

Monthly Deposit remaining

This report will generate list of Account Remaining to deposit in Post office by Schedule.

Enter Period of which you want to generate report .Click on Show to get Report.

RD Deposits by Agent

Enter Period of which you want to generate report.

Click on Show to get List of account for which you have deposited in PO on behalf of Account holder.

RD Deposits by Agent – Paid

Enter Period of which you want to generate report.

Click on Show to get List of account for which client has paid back the amount Agent has paid on his/her behalf.

RD Cash Collection ledger

Enter Account No of which you want to generate Cash Collection Ledger.Click on Show to get Report.

RD Cash Collection made:

All: Enter Period of which you want to generate report of Cash Collected.

Select Sorting Criteria for report. Click on Show to get Report.

Area wise: Follow procedure as above to get area wise report.

RD Cash Collection Remaining:

All : Enter Period of which you want to generate report of Cash Collection is remaining.

Select Sorting Criteria for report. Click on Show to get Report.

Area wise: Follow procedure as above to get area wise report.

MIS:**MIS A/c Opened**

Enter Period of which you want to generate report of Accounts opened.

Select Sorting Criteria for report.

Click on Show to get Report.

MIS A/c Closed

Enter Period of which you want to generate List of Closed Accounts.

Select Sorting Criteria for report. Click on Show to get Report.

MIS Maturity

Enter Period of which you want to generate List of Matured account to intimate clients.

Select Sorting Criteria for report. Click on Show to get Report.

MIS Maturity (as on date)

Enter Date for which you want to generate List of Matured accounts + Accounts which are matured in past but were not closed by Clients.

Select Sorting Criteria for report. Click on Show to get Report.

MIS Interest Due:

Enter Date for which you want to generate list of MIS account with Amount of Interest Due.

MIS Ledger

Enter Account No of which you want to generate Ledger .Click on Show to get Report.

MIS WITHDRAWAL

Enter the period for which you made entry in Transaction – MIS Withdrawal to generate List of MIS withdrawal.

Select Sorting Criteria for report. Click on Show to get Report.

MIS WITHDRWAL FORM (SB -7)

| MIS Accounts | Auto | Amount |
|--------------|------|--------|
| 126491 | | 31500 |
| 126492 | | 31500 |
| 126496 | | 189000 |
| 126498 | | 189000 |
| 126499 | | 100800 |
| 126500 | | 63000 |
| 126501 | | 44100 |
| 126502 | | 44100 |
| 126504 | | 207900 |
| 126505 | | 107100 |
| 126506 | | 107100 |
| 126507 | | 107100 |
| 126508 | | 44100 |
| 126509 | | 25200 |
| 126510 | | 18900 |
| 126513 | | 88200 |
| 126515 | | 27720 |
| 126516 | | 44100 |
| 126525 | | 138600 |
| 126526 | | 126000 |
| 126527 | | 126000 |
| 126528 | | 126000 |
| 126529 | | 15750 |
| 126530 | | 15750 |
| 126531 | | 31500 |
| 126532 | | 18900 |
| 126533 | | 18900 |
| 126534 | | 296100 |
| 126538 | | 126000 |
| 126539 | | 88200 |
| 126540 | | 44100 |
| 126542 | | 63000 |

From Day To Day

From Date

To Date

Copies **Months**

Show

Print SB A/c No

Print MIS WDL Date

Total Amount Rs.
151200/-

[Select All](#)

Select 'RD/SB/All ' to Generate List of MIS Account having Auto Credit Facility .

Enter Withdrawal date if it is fixed.

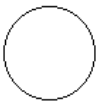
Select Accounts for which you want to generate WD form SB 7.

Enter No of copied or No of month for which you want to generate WD form.Click Print To view .

Alternatively,

You may give range of days or Dates for list of MIS accounts to sort them.

Enter Withdrawal date if it is fixed. Click on Print to view WD form duly filled in Detail of Account as below:

| WITHDRAWAL FORM (SB-7) | |
|--|---|
| <p>PASS BOOK MUST ACCOMPANY THIS FORM</p> <p>APPLICATION SIDE (To be filled by Depositor)</p> <p>Name of Post Office <u>AHMEDABAD</u> Date _____</p> <p>Type of Account - <u>SB/RD/CD/MIS/NSS/SCSS/PPE etc.</u></p> <p>Account No. <u>MIS A/c No. 70002</u></p> <p>NATURE OF WITHDRAWAL (Please tick) Interest/RD half withdrawal/Any other (Please specify)</p> <p>Please pay to self/messenger (whose name and signatures are given below) the sum of Rs. <u>1488</u> (In figures) <u>One Thousand Four Hundred Eighty Eight Only</u></p> <p>Balance after withdrawal <u>210000</u> (In figures)</p> <p>Signature or thumb impression of depositor _____</p> <p>Name of Messenger _____</p> <p>Signature of Messenger _____</p> <p>Signature or thumb impression of depositor _____ (Required only if payment is required through messenger) Initial of PA Initial of APM</p> | <p>Payment Order (For office use only)</p> <p>Date _____</p> <p>Pay Rs. <u>1488</u> (in figures) <u>One Thousand Four Hundred Eighty Eight Only</u> (in words)</p> <p></p> <p>Signature of Postmaster _____</p> <p>Acquittance (To be filled by Depositor/Messenger)</p> <p>Received Rs. <u>1488</u> (in figures) <u>One Thousand Four Hundred Eighty Eight Only</u> (in words)</p> <p>Date _____ Signature or thumb impression _____</p> |

Click on print Option (Left side Top corner) to print the same.

AUTO TO RD

Enter the period for which you want to generate List of account of which MIS interest is credited to RD Accounts.

Select Sorting Criteria for report. Click on Show to get Report.

Report - KVP:

KVP Issue

Enter Period of which you want to generate List of KVP purchased.

Select Sorting Criteria for report. Click on Show to get Report.

KVP Discharge

Enter Period of which you want to generate List of KVP Discharged.

Select Sorting Criteria for report. Click on Show to get Report.

KVP Maturity

Enter Period of which you want to generate List of Matured KVP to intimate clients.

Select Sorting Criteria for report. Click on Show to get Report.

KVP Maturity (as on date)

Enter Date for which you want to generate List of Matured certificates + certificates which are matured in past but were not closed by Clients.

Select Sorting Criteria for report. Click on Show to get Report.

KVP Register

Enter Registration No of which you want to generate Detail of Certificate Purchased.

Click on Show to get Report.

Report – NSC 5 / NSC 10 :

NSC Issue

Enter Period of which you want to generate List of NSC purchased.
Select Sorting Criteria for report. Click on Show to get Report.

NSC Discharge

Enter Period of which you want to generate List of NSC Discharged.
Select Sorting Criteria for report. Click on Show to get Report.

NSC Maturity

Enter Period of which you want to generate List of Matured NSC to intimate clients.
Select Sorting Criteria for report. Click on Show to get Report.

NSC Maturity (as on date)

Enter Date for which you want to generate List of Matured certificates + certificates which are matured in past but were not closed by Clients.
Select Sorting Criteria for report. Click on Show to get Report.

NSC Register

Enter Registration No of which you want to generate Detail of Certificate Purchased.
Click on Show to get Report.

Report – 1/2/3/5 TD:

TD A/c Opened

Enter Period of which you want to generate report of Accounts opened.
Select Sorting Criteria for report. Click on Show to get Report.

TD A/c Closed

Enter Period of which you want to generate List of Closed Accounts.
Select Sorting Criteria for report. Click on Show to get Report.

TD Maturity

Enter Period of which you want to generate List of Matured account to intimate clients.
Select Sorting Criteria for report. Click on Show to get Report.

TD Maturity (as on date)

Enter Date for which you want to generate List of Matured accounts + Accounts which are matured in past but were not closed by Clients.
Select Sorting Criteria for report. Click on Show to get Report.

TD Ledger

Enter Account No of which you want to generate Ledger .Click on Show to get Report.

PPF:

PPF A/c Opened

Enter Period of which you want to generate report of Accounts opened.
Select Sorting Criteria for report. Click on Show to get Report.

PPF A/c Closed

Enter Period of which you want to generate List of Closed Accounts.
Select Sorting Criteria for report. Click on Show to get Report.

PPF Maturity

Enter Period of which you want to generate List of Matured account to intimate clients.
Select Sorting Criteria for report. Click on Show to get Report.

PPF Maturity (as on date)

Enter Date for which you want to generate List of Matured accounts + Accounts which are matured in past but were not closed by Clients.
Select Sorting Criteria for report. Click on Show to get Report.

PPF Ledger

Enter Account No of which you want to generate Ledger .Click on Show to get Report.

PPF Deposits:

Enter Period for which you want to generate report of Deposit made in PPF A/cs. Click on Show.

PPF Chalan (SB 103 D)

The screenshot shows a software window titled "PPF Chalan" with a dark blue header containing the text: "Enter the From & To Date & Click on OK. For Today's Report Click Today's Report." Below the header, the word "PPF Chalan" is displayed in a green box. There are two date input fields: "From" with the value "12/07/2011" and "To" with the value "12/07/2011". Below these is a "Type:" label followed by a dropdown menu currently showing "Bank". The dropdown menu is open, showing "Bank" and "Post Office" as options. At the bottom of the window, there are three buttons: "Show", "All Records", and "Close".

Enter Period for which you want to generate PPF Chalan (SB 103 D).
Select Type of Chalan to be printed. Click on Show to get Report.

| <p>Branch AHMEDABAD GPO</p> <p>Counterfoil (1) Subscriber's Copy</p> <p>Public Provident Fund Scheme 1968</p> <p>AHMEDABAD GPO (Name of Accounts Office) Dated: 10/07/2011 Account No. 11111 Ledger Folio _____ Name of Subscriber Sonali Sharma</p> <p>Amount deposit (Cash /Cheque) No. 123456 Dated 09/07/11 Drawn on_HDFC</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Subscription</td><td style="text-align: right;">5000</td></tr> <tr><td>Loan Repayment</td><td style="text-align: right;">0</td></tr> <tr><td>Interest on Loan</td><td style="text-align: right;">0</td></tr> <tr><td>Fee</td><td style="text-align: right;">0</td></tr> <tr><td>Total</td><td style="text-align: right;">5000</td></tr> </table> <p>Rupees Five Thousand Only _____ (in words)</p> <p>For Deposit Office Amount in Figures: 5000 Cashier's Scroll No: _____ Dated stamp of deposit office: _____</p> <p>Cashier/Head Cashier _____ Br Manager _____</p> | Subscription | 5000 | Loan Repayment | 0 | Interest on Loan | 0 | Fee | 0 | Total | 5000 | <p>Branch AHMEDABAD GPO</p> <p>Counterfoil (1) Agent's Copy</p> <p>Public Provident Fund Scheme 1968</p> <p>AHMEDABAD GPO (Name of Accounts Office) Dated: 10/07/2011 Account No. 11111 Ledger Folio _____ Name of Subscriber Sonali Sharma</p> <p>Amount deposit (Cash /Cheque) No. 123456 Dated 09/07/11 Drawn on_HDFC</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Subscription</td><td style="text-align: right;">5000</td></tr> <tr><td>Loan Repayment</td><td style="text-align: right;">0</td></tr> <tr><td>Interest on Loan</td><td style="text-align: right;">0</td></tr> <tr><td>Fee</td><td style="text-align: right;">0</td></tr> <tr><td>Total</td><td style="text-align: right;">5000</td></tr> </table> <p>Rupees Five Thousand Only _____ (in words)</p> <p>For Deposit Office Amount in Figures: 5000 Cashier's Scroll No: _____ Dated stamp of deposit office: _____</p> <p>Cashier/Head Cashier _____ Br Manager _____</p> | Subscription | 5000 | Loan Repayment | 0 | Interest on Loan | 0 | Fee | 0 | Total | 5000 | <p>Branch AHMEDABAD GPO</p> <p>FORM B CENTRAL (See sub-paragraph (3) of paragraph 4)</p> <p>Name of Agent SURESH YADAV Code No PPF/85-2001 Valid up to 15/05/2013</p> <p>Public Provident Fund Scheme 1968 Challan for deposit of money into Government Account</p> <p>AHMEDABAD GPO (Name of Accounts Office) Dated: 10/07/2011 Account No. 11111 Ledger Folio _____ Name of Subscriber Sonali Sharma Address AHMEDABAD</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">AMOUNT</th> <th colspan="2">AMOUNT</th> <th rowspan="2">HEAD OF</th> </tr> <tr> <th>CASH</th> <th>Rs.</th> <th>(in figures)</th> <th>Rs.</th> </tr> </thead> <tbody> <tr> <td>1000 X</td> <td></td> <td rowspan="2">Subscription</td> <td rowspan="2">5000</td> <td rowspan="2">'906 public provident fund'</td> </tr> <tr> <td>500 X</td> <td></td> </tr> <tr> <td>100 X</td> <td></td> <td rowspan="2">Loan repayment</td> <td rowspan="2">0</td> <td rowspan="2">'049-Interest Receipts 'Other receipts'</td> </tr> <tr> <td>50 X</td> <td></td> </tr> <tr> <td>20 X</td> <td></td> <td rowspan="2">Interest on loan</td> <td rowspan="2">0</td> <td rowspan="2"></td> </tr> <tr> <td>10 X</td> <td></td> </tr> <tr> <td>5 X</td> <td></td> <td rowspan="2">Fee</td> <td rowspan="2">0</td> <td rowspan="2"></td> </tr> <tr> <td>2 X</td> <td></td> </tr> <tr> <td>1 X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Coins</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cheque</td> <td>5000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Draft</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>5000</td> <td>Total</td> <td>5000</td> <td></td> </tr> </tbody> </table> <p>BANK on which P.O DRAWN_HDFC, Cheque No: 123456 Rupees (In words) Five Thousand Only Cashier's/Transfer Scroll No. _____ Deposited by SURESH YADAV Signature _____ Cashier _____ Scroll Clerk _____ Head Cashier _____ MT No. _____ Branch Manager _____</p> <p><small>Note 1. The cheque/draft should be in favour of the Branch Manager. The PPF A/C No. should be indicated in brackets thereafter to ensure quick and proper adjustment. In the case of deposits made cheque/draft/postal order the counterfoils of the Challan will be returned by the Branch Manager to the depositor on realisation of proceeds</small></p> | AMOUNT | | AMOUNT | | HEAD OF | CASH | Rs. | (in figures) | Rs. | 1000 X | | Subscription | 5000 | '906 public provident fund' | 500 X | | 100 X | | Loan repayment | 0 | '049-Interest Receipts 'Other receipts' | 50 X | | 20 X | | Interest on loan | 0 | | 10 X | | 5 X | | Fee | 0 | | 2 X | | 1 X | | | | | Coins | | | | | Cheque | 5000 | | | | Draft | | | | | Total | 5000 | Total | 5000 | |
|---|--------------|------------------|----------------|---|------------------|---|-----|---|--------------|-------------|--|--------------|------|----------------|---|------------------|---|-----|---|--------------|-------------|---|--------|--|--------|--|---------|------|-----|--------------|-----|--------|--|--------------|------|-----------------------------|-------|--|-------|--|----------------|---|---|------|--|------|--|------------------|---|--|------|--|-----|--|-----|---|--|-----|--|-----|--|--|--|--|-------|--|--|--|--|--------|------|--|--|--|-------|--|--|--|--|--------------|-------------|--------------|-------------|--|
| Subscription | 5000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan Repayment | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Interest on Loan | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fee | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 5000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subscription | 5000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loan Repayment | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Interest on Loan | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fee | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 5000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AMOUNT | | AMOUNT | | HEAD OF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CASH | Rs. | (in figures) | Rs. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1000 X | | Subscription | 5000 | '906 public provident fund' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 500 X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100 X | | Loan repayment | 0 | '049-Interest Receipts 'Other receipts' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 50 X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 X | | Interest on loan | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 X | | Fee | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Coins | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cheque | 5000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Draft | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 5000 | Total | 5000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

This counterfoil may be scored out by subscribers not utilising the services of an agent.

PPF ACG – 17

Enter Period for which you want to generate PPF ACG – 17.
Click on Consolidated if you want to Generate only one ACG for all deposit made.
Click on Show to get Report.

SCSS:

SCSS A/c Opened

Enter Period of which you want to generate report of Accounts opened.
Select Sorting Criteria for report. Click on Show to get Report.

SCSS A/c Closed

Enter Period of which you want to generate List of Closed Accounts.
Select Sorting Criteria for report. Click on Show to get Report.

SCSS Maturity

Enter Period of which you want to generate List of Matured account to intimate clients.
Select Sorting Criteria for report. Click on Show to get Report.

SCSS Maturity (as on date)

Enter Date for which you want to generate List of Matured accounts + Accounts which are matured in past but were not closed by Clients.
Select Sorting Criteria for report. Click on Show to get Report.

SCSS Ledger

Enter Account No of which you want to generate Ledger .Click on Show to get Report.

Tools

Delete Account

Select Scheme and Enter Account no you want to delete and Click OK.

Delete Family ID

Search by Account or Family ID . Select E mail ID and click Delete .

Upload card Number (Excel File)

First of all Click **Export Account List** to download list of all Accounts.Fill in Card no, Mobile No , Book no in it . Now go to same option and click **Import Card numbers** . Browse that file Click **Open** . It will show msg after importing desired data.

Update Account (Book No, Card No, Mobile No,)

Enter Card number , Book number and Mobile number Near account detail . Click Ok to update it.

Update DLT - Enter New Date of Last Transaction , Select Scheme , Select Account , Click OK

Update Area Code - Enter New Area Code,, Select Scheme , Select Account , Click **OK**

Update Family ID - Enter New Family ID, Select Scheme , Select Account , Click **OK**

Update Stutus :

You can Hold / Release account for schedule preparation on the base of regularity of cash collection.

Update RD Maturity Value

If You have open / Downloaded New Account with out updating new POSB rates , then you can update maturity value of RD account as per latest rate by the option.

Update RD Account from Agent Portal :

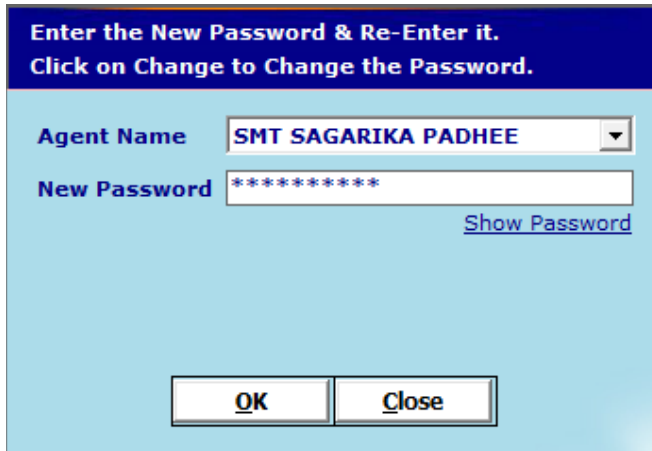
First of all , Change login password from Indiapost Agent portal and then update the same here.

Change Software Password



The screenshot shows a dialog box with a blue header and a light blue body. The header contains the text: "Enter the New Password & Re-Enter it. Click on Change to Change the Password." Below the header, there are two input fields. The first is labeled "New Password" and contains five blue dots. The second is labeled "Re-Enter Password" and also contains five blue dots. At the bottom of the dialog box, there are two buttons: "OK" and "Close".

Change Agent Portal Password :



Enter new password . Click on OK to change Portal login password.

Note: Please wait till it shows msg that Password successfully changed and remember password after change.

Close matured Account:

You can close matured account in one shot for different schemes.

Select Scheme and Click OK . It will close account which is matured till date in shot.

Back Up:

Click it to get Backup to location configured in Tools -> Options -> Backup Path.

Repair Database:

It will repair/reindex and compress database to make it light and error free.

Check / Update Account Discrepancy

- This option is designed to show discrepancy between Portal , Post office Application (Finacle) and software.
- Select Account and Agent name . Click proceed and wait for process. It will show discrepancy, if any.
- It will show suggestion to update discrepancy. Click related button in bottom accordingly .
- Select Schedule and Click Proceed to check Posting status on the base of portal data. I.e Whether Schedule posted in Postal Banking application and updated on portal or not .
- It will show suggestion to update discrepancy. Click related button in bottom accordingly .

Generate Cash collection file for Machine:

Click it to generate text file for Cash collection machine.

Upload Cash Collection file from Machine:

Click it to get Data from Cash collection machine.

Options

Select the Option you want to Enable.

| | | |
|---|-----------------|-----------------------------------|
| <input type="checkbox"/> RD Collection Family ID Wise | Schedule Title | ASLASS 6 |
| <input checked="" type="checkbox"/> Show Net Amount in RD Pay Slip | Agent Name | Vardhman InfoTech |
| <input checked="" type="checkbox"/> Show Latest Balance for Df/Adv Entry | Agent Address | 14, Sarjan Tower Commercial Compl |
| <input type="checkbox"/> Calculate Ceiling Value for RD TDS | Address Line -2 | B/H City Union Bank ATM, |
| <input checked="" type="checkbox"/> Single Entry for Default/Rebate in Schedule | Address Line -3 | Nr. Sun Villa Row House, |
| <input type="checkbox"/> Show RD Advance settings while A/c Open | Address Line -4 | Memnagar, Ahmedabad - 380052, Gu |
| <input checked="" type="checkbox"/> Show Date in RD Offline Schedule | Default Address | Ahmedabad |
| <input type="checkbox"/> Nomination Required While A/c Open | Report Footnote | Contact : Vardhman InfoTech, Ahd. |
| <input type="checkbox"/> Remind Agency Expiry Date | SMS Signature | Vardhman InfoTech |
| <input checked="" type="checkbox"/> Auto Update Software | Back Up Path | D:\POASBackup |
| <input checked="" type="checkbox"/> Show Cheque Columns in Cash Schedule | Database Path | |
| <input type="checkbox"/> Show Balance Column in Schedule | | |

Top Margin Bottom Margin
Left Margin Report Row Height
Card Series Last Card Number
Report Font Font Size

RD Collection by Family wise

Enable it if you want to make RD Cash Collection Family wise. Otherwise, Cash Collection will be done Account wise.

Show Net Amount in RD Pay slip : It will show net amount after deducting Rebate and Default in pay slip of RD .

Show Latest Balance for DF/ADV Entry

This option with Show common balance for DF / Adv entry in RD Schedule.

Calculate Ceiling Value for RD TDS

This option enables RD TDS calculation at Ceiling Value in related reports.

Single Entry for Default / Rebate in Schedule

This option with view/Print Single Line for DF /Rebate Entry in RD schedule.

Show RD Advance Setting while A/c Open.

This option enables to ask Collection details while Account open and Modify.

Show date in RD offline Schedule

It will show date of schedule preparation in print .

Nomination Required While Account Open

This option enables to ask Nomination detail while Account open and Modify.

Remind Agency Expiry Date:

This option will remind you your Agency Expiry date before 2 months. So, you can get it renew in Time.

Auto Update Software:

This option will update software automatically as and when we release update files on New updates or when your renewal is done.

Show Cheque Column in Cash Schedule :

If this option is not ticked , Bank related 4 column in Schedule format (Excel) will not appear.

Show Balance Column in Schedule :

If you tick this option , it will add Balance column in Schedule format (Excel)

Top, Left, Bottom margin, Report Row Height

Change margins as per your choice and paper size used.

Default margin is as per A4 paper printing.

Card Series

Enter running Card series for Deposit card provided by state government for your clients.

Last Card Number

Enter Last Card number issued to your client.

Report Font : Select font style of your choice.

Font Size : Change Font Size as per your need.

Schedule Title

Enter Schedule Title of your choice. Default Title ASLASS – 6 is as per postal rules.

Agent Name:

Your / Agency Name

Agent Address Line 1, 2, 3, 4:

Address of your Agency office

Default Address:

Enter Common address for Account opening option.

Report footnote :

Enter Message to be printed in bottom of report.

SMS Signature :

Enter foot line to be sent in SMS as last line of message . For eg : Vardhaman Investment (99135 58400)

Back up Path:

Change back up path as per choice.

It is recommended to have a back up path other then C and CD/CVD drive.

Database Path:

Enter Database path of server if your Software is installed on Server and you want to operate from Client.

Update Book No. : Click it to update book number of all RD account .

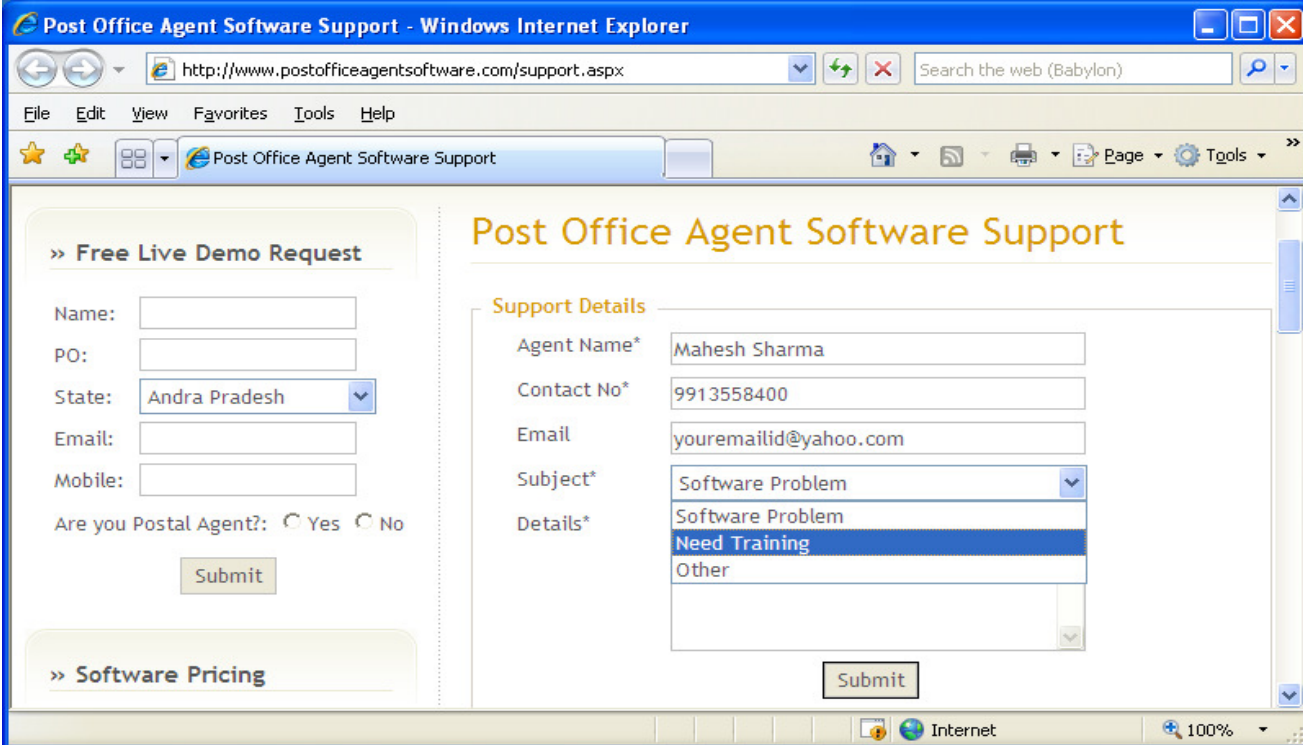
Import KYC Data: To import KYC data after Updation to version 17.7.1 or above.

Click **Save** to changes done in Tools - options.

HELP

Support Ticket

It will open page of our website to send Email and SMS to us for issue related to Software or getting support. So you don't need to Email or SMS separately. Enter required detail and Click Submit as per following:

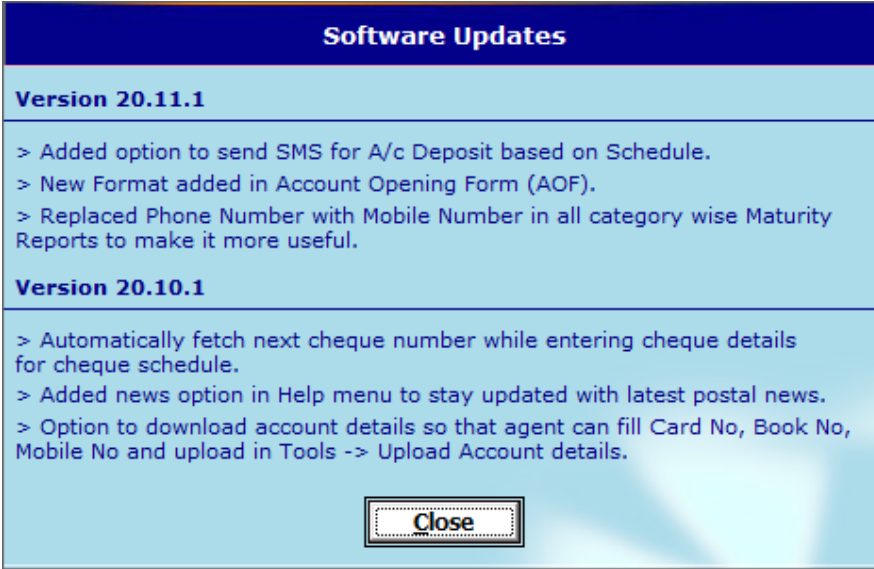


The screenshot shows a web browser window titled "Post Office Agent Software Support - Windows Internet Explorer". The address bar shows the URL "http://www.postofficeagentsoftware.com/support.aspx". The page content is divided into two main sections:

- Free Live Demo Request:** This section contains input fields for Name, PO, State (a dropdown menu currently showing "Andra Pradesh"), Email, and Mobile. There are radio buttons for "Are you Postal Agent?" with options "Yes" and "No". A "Submit" button is located below these fields.
- Support Details:** This section contains input fields for Agent Name* (filled with "Mahesh Sharma"), Contact No* (filled with "9913558400"), Email (filled with "youremailid@yahoo.com"), and Subject* (a dropdown menu currently showing "Software Problem"). Below the Subject dropdown is a list of options: "Software Problem", "Need Training" (which is highlighted in blue), and "Other". A "Submit" button is located at the bottom right of this section.

Software update History :

Here you can go through new features/facilities added to software .



The screenshot shows a dialog box titled "Software Updates" with a blue header. The content is organized into two sections:

- Version 20.11.1:** This section lists three updates:
 - > Added option to send SMS for A/c Deposit based on Schedule.
 - > New Format added in Account Opening Form (AOF).
 - > Replaced Phone Number with Mobile Number in all category wise Maturity Reports to make it more useful.
- Version 20.10.1:** This section lists three updates:
 - > Automatically fetch next cheque number while entering cheque details for cheque schedule.
 - > Added news option in Help menu to stay updated with latest postal news.
 - > Option to download account details so that agent can fill Card No, Book No, Mobile No and upload in Tools -> Upload Account details.

A "Close" button is located at the bottom center of the dialog box.

Postal News :

Here you will find latest News related to Postal Saving schemes , SB Orders etc.

About :

This will show License Detail of Software with Renewal Date, Support Time and contact Detail.

Registered to:
JIGNA SHAH
423, RATNA HIGH STREET
NARANPURA
AHMEDABAD-380013.
Gujarat

Next Renewal Date: 31/12/2020

Software Support:
Vardhaman Infotech, Ahmedabad, Gujarat

Online Support Desk: 07096100950 (10 am to 7 pm)

Feedback: info.poas@gmail.com, info@vardhaman-infotech.com
www.postofficeagentsoftware.com
www.vardhaman-infotech.com

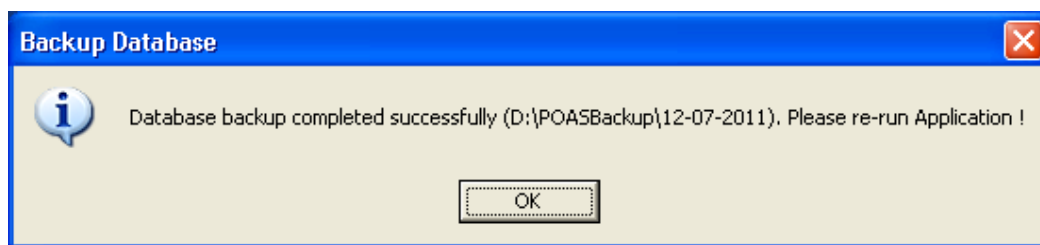
Close

Backup and Restore Procedure

To take Backup

Click on Tools - Backup

It will take a back up of Database of software at location specified in Tools- Options. (Default Location: **D:\POASBackup**). It will show where the back up is taken as per following:



You may change the same from Tools- Options.

Now take Backup / Copy of folder as per following:

| Name of Folder | Location | Purpose |
|------------------------|----------------------------------|--|
| Standard Agency System | C:\Program Files | Restoring database to original location in case of PC formatted, |
| POASBackup | D:\ or as per your configuration | Database corruption, Virus issues |

Notes:

1. Take back up of above cited folders of software in CD or DVD for safe guard your Data.
2. Install license Anti-virus for smooth working of Computer and software.
3. Keep minimum required Hardware/Software in computer for smooth functioning of software. (2+ GB RAM , Windows 7+ OS, Internet Explorer 7+, Ms office 2007, License Antivirus, Team Viewer 10 QS)

Restoring Backup Files

- Download Software Set up file from our website & Run Setup file to install software.
- Now Copy Standard Agency System folder from Backup CD or Pen Drive and paste it to C:\Program Files.
- It will ask for overwriting it. Click on **Yes to ALL** (for Windows xp) or **Copy and Replace (Windows 7)**.

- Now Copy POASBackup folder from Backup CD or Pen Drive and paste it to D Drive.
- (Select Other Drive If D: is CD/DVD Drive)
- It will ask for overwriting it. Click **Yes to ALL** (for Windows xp) or **Copy and Replace (For Windows 7)**.
- **Copy PostalForms folder in C:\Program Files\Standard Agency System. Now run software as usual.**

User manual & FAQ

Post office Agent Mobile Application (Android)

About Mobile App

- **Post office Agent Mobile Application** is designed as per need of Post office agent of India Post .
- It can be download for not charges* from Google play Store.
- It can be install in **Android** Mobile with 2+ GB RAM.
- It will sync All accounts details of All Postal savings schemes from Post office Agent software.
- It will become easy for Agent to check/Share Accounts information of client via whatsapp.

Installation

- Download and Install **Post office Agent Mobile App** from Google Play Store.

Registration :

- Open Post office Agent Mobile app .
- Enter Required information with Client ID carefully.
- Click on **Register** button .
- Then, you will receive **password** to your registered mobile No/ E mail ID.

- Now ,Login to **Post office Agent software** to transfer Account data to Mobile app .
- In software , Go to **Add On – Mobile App**. Enter Password -> click ok -> Select Scheme ->.Click **Export Accounts**.

- Now , login to Mobile App with same password .
- It will now prompt to Import accounts detail.
- Click on Sync data – > Select Scheme - > **Import Accounts**
- Pl wait for a minute while it update account details from Post office Agent Software/ Portal .

Dash board (Main screen)

1. **Account Summary** – It shows Total no of Live Accounts and Total amount invested in RD/FD . Tap on this option to generate list of all Live Accounts (Category wise).
2. **Recurring Collection Dues** - It shows Total no of RD Accounts due for Collection in Post offices for 1st and 2nd half of Current month. Tap on this option to generate list of all RD account due for Collection.
3. **Recurring Deposit Dues** - It shows Total no of RD Accounts due for Deposit in Post offices for 1st and 2nd half of Current month. Tap on this option to generate list of all RD account due for Deposit in Post office.
4. **Maturity Summary** – It shows Total no of accounts matured and total value thereof. Tap on this option to generate list of Accounts (Catagory wise) maturing in current month.

Other Options :

1. **Send SMS** : This option is designed to send SMS to your client as per following type :
A/c Opened , A/c Matured, Current Balance , Collection Due , Festivals etc
2. **Plan Presentation:** This option is designed to generate Post office savings scheme wise presentation for client.
 - Select Post office Savings Scheme - Enter Name , Amount to be invested, Name and Mobile number (Optional) and click Ok.
 - You can also share this report to your client by Whatapp, SMS, E mail etc.

3. RD Collection – This option is design to keep collection data on the go .

- It will show you all accounts due for collection . You can search account by different criteria.
- Select Search by Options – Select Criteria. It will show desired accounts with amount due for collection .
- For collection of single accounts , Tap Account - Check amount due , update if required – Click Ok after collection .
- For collection of multiple accounts – Tap Accounts – Check Total amount , Click Ok after collection .

4. Sync Data

- **Import Accounts** : This option design to import master detail of all type of Accounts from Post office Agent software.
- **Export Collection** : You can export Collection details to update Post office Agent Software.

5. Postal News

- You will find news related to Postal Savings schemes , Agency, SB orders etc.

6. Reports : It will generate following type of Reports :

Common Reports (All Scheme) : Account Opened / Matured /Closed /Details

Additional Report in Recurring Deposit :

1. Collection Ledger

It will show date wise collection amount for desired account of RD.

2. Collection Done

It will show list of accounts collection with amount of collection of desired period.

3. Collection Due

It will generate list of account for collection is due .

4. Account Summary

It will show category wise no of accounts and amount invested in it .

5. Discontinued Accounts Collection Due

It will generate list of account which are going to Discontinue this month.

6. Advance Accounts

It will generate list of account which monthly deposit made over current month .

7. Default Accounts

It will generate list of account which have pending deposit before current month .

8. Active Accounts

It will generate list of Live account till current month.

9. Extended Accounts

It will generate list of accounts which are extended after 5 years of tenure.

10. Hold Accounts

It will generate list of accounts put on hold for collection.

- **Customer Portfolio** – This will generate Family ID wise Portfolio .
- **Investment Portfolio** - This will generate Catagory wise summary of all type of Accounts.

Post office Agent Mobile App – FAQ

1. How to Transfer/Update Accounts in Mobile App ?

Step 1 :Post office Agent software :

Click on Add- On -->Mobile App --> Export RD Account .

Step 2 :Mobile App :

Tap on Sync Data-->**Select Scheme** --> Import Accounts --> Read note and **Click Ok/Cancel**

Note : This step should be followed whenever update any data in software . Eg: Schedule Preparation , Account Download , Account Detail Modified , Account closed etc .

2. How to update enter RD collection in Mobile App ?

Tap on RD / Cash Collection -->Search criteria to search A/c --> Enter Criteria -->Tap on Account detail to select account -->Check Total Amount shown --> **OK**

Note :You can check list of RD Collection done from Report -->RD Collection Made

3. How to Transfer/Update Cash collection done in Mobile App to software ?

Step 1 :Mobile App

Tap on Sync Data -->Export Collection--> Message will appear on successful transfer of data.

Step 2 :Post office Agent software

Click on Add- On -->Mobile App --> Import RD Collection.

This will transfer data to Software.

4. How to check details of Any Account ?

Click on Account Summary -->Search criteria to search A/c --> Enter Criteria -->Tap on Account number .

Note: It will show detail of Account and collection there of .

Tap on  and share this information screenshot to your client by Email / WhatsApp etc.

5. How to Generate/ share plan presentation of any POSB Scheme ?

Tap on Plan Presentation --> Select Scheme -->Enter Amount --> Enter Name and Mobile number (Optional) -->Click OK .

Tap on  and share this information screenshot to your client by Email / WhatsApp etc.

पोस्ट ऑफिस एजेंट मोबाइल एप- FAQ

1. मोबाइल एप में अकाउंट कब और कैसे ट्रान्सफर करे ?

सॉफ्टवेर में कोई भी अकाउंट में बदलाव करने के बाद निम्न स्टेप फॉलो करे ।

स्टेप 1 : Post office Agent software :

Add- On मेनू पर क्लिक करे --> **Mobile App** क्लिक करे --> **Export RD Account** पर क्लिक करे अकाउंट ट्रान्सफर होते ही स्क्रीन पर मैसेज आएगा ।

स्टेप 2 : Mobile App :

Sync Data ऑप्शन क्लिक करे --> **Select Scheme** --> **Import Accounts** क्लिक करे --> **Ok** क्लिक करे .

2. मोबाइल एप में RD अकाउंट का collection कैसे करे?

Cash (RD) Collection पर क्लिक करे --> अकाउंट खोजनेका तरीका सिलैक्ट करे --> जिस शब्द से अकाउंट खोजना है वह शब्द लिखे --> एंटर क्लिक करे --> जिस अकाउंट का कलेक्शन करना है उसे क्लिक करे --> सभी अकाउंट क्लिक करने के बाद नीचे दिखाये गया टोटल देख कर **OK** क्लिक करे।

Note : कलेक्शन किए गए अकाउंट का लिस्ट देखनेके लिए Software में Report --> RD Collection Made

3. मोबाइल एप से किया गया आरडी का कलेक्शन सॉफ्टवेर में कैसे ट्रान्सफर करे ?

स्टेप 1 : Mobile App


Sync Data पर क्लिक करे --> **Export Collection** पर क्लिक करे --> डाटा ट्रान्सफर होते ही मैसेज आएगा।

स्टेप 2 : Post office Agent software

Add- On क्लिक करे --> **Mobile App** क्लिक करे --> **Import RD Collection** क्लिक करे ।


4. किसी अकाउंट की जानकारी कैसे देख पाएंगे और कैसे ग्राहक को भेज सकते हैं ?

स्टेप 1: Account Summary क्लिक करे --> अकाउंट खोजनेका तरीका सिलैक्ट करे --> जिस शब्द से अकाउंट खोजना है वह शब्द लिखे --> एंटर क्लिक करे --> संबन्धित अकाउंट पर क्लिक करते ही उस अकाउंट की सभी जानकारी स्क्रीन पे आएगी --> + क्लिक करने से कलेक्शन की जानकारी भी दिखेगी।

स्टेप 2 : एस जानकारी को ग्राहक को whatsapp /Email करने के लिए  पर क्लिक करे। --> Whatsapp /Email के आइकॉन को सिलैक्ट करे । --> ग्राहक का नाम / ईमेल आईडी सिलैक्ट करके **Send** करे ।

5. पोस्ट ऑफिस की किसी बचत योजना का प्रेजेंटेशन बनाने के लिए क्या करे ?

स्टेप 1: Plan Presentation क्लिक करे --> Scheme सिलैक्ट करे --> Amount लिखे --> नाम और मोबाइल नंबर लिखे (Optional) --> **OK** क्लिक करे .

स्टेप 2: एस जानकारी को ग्राहक को whatsapp /Email करने के लिए  पर क्लिक करे। --> whatsapp /Email के आइकॉन को सिलैक्ट करे । --> ग्राहक का नाम / ईमेल आईडी सिलैक्ट करके **Send** करे ।

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પોસ્ટ ઓફિસ એજન્ટ મોબાઇલ એપ - FAQ

1. બધા એકાઉન્ટ ની વિગત સોફ્ટવેર માથી મોબાઇલ એપ માં કઈ રીતે ટ્રાન્સફર કરી શકાય?

1 : Post office Agent software :

Add- On મેનૂ પર ક્લિક કરો --> Mobile App પર ક્લિક કરો --> Export Account પર ક્લિક કરો.

એકાઉન્ટ ટ્રાન્સફર થશે એટલે એકાઉન્ટ ટ્રાન્સફર થયાનો સ્ક્રીન પર મેસેજ આવશે

2 : Mobile App :

Sync Data પર ક્લિક કરો --> Select Scheme -> Import Accounts ક્લિક કરો --> Ok ક્લિક કરો

કોઈ પણ અકાઉન્ટ માં કોઈ પણ પ્રકાર નો ફેરફાર કર્યા પછી પણ ઉપર મુજબ કરવાથી ડેટા ચોક્કસ રહેશે.

2. મોબાઇલ એપ માં RD એકાઉન્ટ નું કલેક્શન કઈ રીતે કરી શકાય?

RD Collection પર ક્લિક કરો --> એકાઉન્ટ શોધવાની રીત પસંદ કરો --> જે શબ્દ થી એકાઉન્ટ શોધવું છે એ શબ્દ લખો --> એન્ટર ક્લિક કરો --> જે એકાઉન્ટ નું કલેક્શન કરવાનું છે એને સિલેક્ટ કરો --> બધા એકાઉન્ટ ક્લિક કર્યા પછી નીચે ટોટલ ચકાસી OK ક્લિક કરો .

Note :જે એકાઉન્ટ નું કલેક્શન કર્યું છે એનું લિસ્ટ જોવા માટે સોફ્ટવેર માં Reports--> RD Collection Made માં જાઓ .

3. મોબાઇલ એપ માંથી RD એકાઉન્ટ નું કલેક્શન સોફ્ટવેર માં કઈ રીતે ટ્રાન્સફર કરી શકાય?

1 : Mobile App : Sync Data પર ક્લિક કરો --> Export Collection પર ક્લિક કરો .

એકાઉન્ટ ટ્રાન્સફર થશે એટલે સ્ક્રીન પર મેસેજ આવશે


2 : Post office Agent software

Add- On પર ક્લિક કરો --> Mobile App પર ક્લિક કરો --> Import RD Collection પર ક્લિક કરો.

એકાઉન્ટ ટ્રાન્સફર થશે એટલે સ્ક્રીન પર મેસેજ આવશે

4. કોઈ પણ એકાઉન્ટ ની જાણકારી મોબાઇલ એપ થી ગ્રાહક ને કઈ રીતે મોકલી શકાય ?

1: Account Summary પર ક્લિક કરો --> એકાઉન્ટ શોધવાની રીત પસંદ કરો --> જે શબ્દ થી એકાઉન્ટ શોધવું છે એ શબ્દ લખો --> એન્ટર ક્લિક કરો --> જે એકાઉન્ટ ની માહિતી જોવી છે એની પર ક્લિક કરો --> +ક્લિક કરવાથી એ એકાઉન્ટ માં મોબાઇલ એપ દ્વારા કરેલ કલેક્શન પણ બતાવશે.

2 : આ જાણકારી ગ્રાહક ને whatsapp /Email કરવા માટે  પર ક્લિક કરો --> whatsapp / Email નો આઈકોન સિલેક્ટ કરો --> ગ્રાહક નું નામ કે ઇ મેઇલ આઈડી સિલેક્ટ કરી Sent કરો ।

5. પોસ્ટ ઓફિસ બચત યોજના વિષે માહિતી મોબાઇલ એપ થી ગ્રાહક ને કઈ રીતે મોકલી શકાય ?

1 : Plan Presentation પર ક્લિક કરો --> Scheme પસંદ કરો --> Amount લખો --> નામ તથા મોબાઇલ નંબર લખો (મરજિયાત) --> OK ક્લિક કરો.

2: આ જાણકારી ગ્રાહક ને whatsapp /Email કરવા માટે  પર ક્લિક કરો --> whatsapp /Emailનો આઈકોન સિલેક્ટ કરો --> ગ્રાહક નું નામ કે ઇ મેઇલ આઈડી સિલેક્ટ કરી Sent કરો ।

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For more information, call us as per following :

| Help Desk | Contact No | Email ID |
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| Online Support | 07096100950 | Info.poas@gmail.com |

Website : www.postofficeagentsoftware.com